



GREEN FUND

Project Application

Green Fund Mission Statement: “The NAU Green Fund promotes student participation in and provides funding for projects that reduce NAU’s negative impact on the environment and create a culture of sustainability on-campus.”

REQUIREMENTS FOR FUNDING:

- The project must be implemented on campus.
- The person submitting the project must be a NAU student, faculty, or staff member. • Projects must provide all necessary documents, letters of support, and authorizations prior to submission.
- The Green Fund distributes funding on a **reimbursement basis**. Project teams should partner with an administrative office to provide upfront funding for the project. Once the project has been successfully completed, the Green Fund will reimburse the administrative partner.
- All project applications should be submitted to greenfund@nau.edu for review.

DISCLAIMER: All applications will go through a comprehensive vetting process. We highly recommend meeting with a Green Fund Committee member prior to submitting the application. The Green Fund Committee member will assist you with every step of writing your project application. If your project is approved, you may be asked to provide more detailed information regarding specific deliverables. **The Green Fund is not responsible for acquiring the necessary permits, permissions, or approvals for a project, although we are happy to assist with this process if needed.** Additionally, the Green Fund does not provide any ongoing maintenance costs unless otherwise specified by the committee. A sponsoring department must take responsibility for operations and management.

REVIEW PROCESS: Upon project application submission, the Green Fund will begin to review your project within two weeks. At this time, the Green Fund will provide comments on the project. **This process can extend for long periods of time depending on the scope of the project.** Incomplete applications will not be reviewed until all components are submitted.

Note: The Green Fund Committee only meets during the academic year. All projects submitted outside of the regular academic year will be reviewed at the start of the next academic session.

CONTACT INFORMATION

Student Contact Information

Student Project Leader Name: *Natalie Pierson*

Phone: *(253) 514-1045*

NAU Email: *nrp76@nau.edu*

Expected Graduation Date: *NAU Staff until January 2024*

Project Name: *Sustainability Career Day*

Project Advisor Information Project

Advisor Name: *Janelle Seibert*

Phone: *(928) 523-0589*

NAU Email: *Janelle.Seibert@nau.edu*

NAU Department/Unit for Funding Reimbursements: *NAU Career Development*

PROJECT OVERVIEW

Please answer the following questions to the best of your ability, for questions that are not applicable, please list N/A.

Executive Summary

Please provide a brief overview of your proposal. Please address how this project will support the goals of the Green Fund (student involvement, creating a culture of sustainability, and lessening NAU's impact):

The NAU Climate Science and Solutions (CSS) program is partnering with NAU Career Development to host a Sustainability Career Day to connect NAU students with NAU alumni and local professionals in the sustainability and climate science field to expose these students to a wider variety of career paths, build connections between students and sustainability professionals, and share solutions to addressing climate change. This event was a significant success when last hosted in February, 2023 and we are excited to host it again to continue to foster a culture of sustainability at NAU while also inspiring NAU students to maintain that sustainability mindset upon graduating. Additionally, this event will be a fantastic opportunity to step outside of the "sustainability bubble" a little bit and reach new audiences with NAU sustainability resources and initiatives. Finally, we would love to provide time during the event for any committee members to share Green Fund resources with the NAU community!

The Sustainability Career Day will commence in-person on November 8th with a few panel sessions from 12 pm - 4:30 pm in University Union (Room: Havasupai AB) and an evening

mixer for networking in the Dubois Center (Room: Aspen AB) from 4 pm - 6 pm. We are currently in the process of arranging additional sponsorship from the NAU Lumberjacks Thrive Grant to support the costs of alumni traveling out of state for the event. Light, plant-based food and non-alcoholic beverages will be provided at no cost throughout the day to all panelists and guests.

To make this event a success, we are requesting funds to support catering costs and provide parking passes to all panelists. This allows us to provide a comfortable, welcoming, and accessible atmosphere for hosting panelists and students to build connections within the sustainability field. We greatly appreciate the time the NAU Green Fund is taking to review this proposal and assist with outreach.

Many thanks,

Natalie

Project Components

1. Does your project require space or construction on campus? If so, where? Please review the "Space Committee Document" located on our webpage and follow the steps to begin requesting a location.

This project only needs to reserve room space through Campus Events.

2. Have you obtained all necessary approvals for this project? The Green Fund is not responsible for acquiring the necessary permits, permissions, or approvals for a project, although we are happy to assist with this process if needed. Please attach all letters of support to this application. Letters of support should include confirmation from the sponsoring department that the sponsoring department will cover all upfront expenses and work with the Green Fund Business Manager to acquire reimbursement after project completion.

Please see the included letter of support from Career Development for covering the upfront costs. Additionally, this event has been approved by NAU Campus Events.

3. Does the project include any continued maintenance costs? The Green Fund does not provide any ongoing maintenance costs unless specified within the budget and approved by the committee. A sponsoring department must take responsibility for operations and management.

N/A

4. Will this project provide funding for student wages? Coordination of wages must be done through the sponsoring department and must be included within the project budget.

N/A

5. Please list all additional sources of funding you have pursued, including department, grants, ASNAU graduate, student government, etc.

We are pursuing the Lumberjack Thrive Grant to cover travel expenses for alumni. I've requested \$1000-2000 to cover flights and hotel reservations. This grant application is currently under review.

Project Specifics

1. Is there a public outreach plan? How do you plan on communicating your project with the NAU community? Do you require assistance from the Green Fund in your outreach plan?

The public outreach plan incorporates school/college wide emails (CEFNS, SES, etc), contacting faculty to share with classes, flyers in key areas, social media campaigns, and general word of mouth. NAU Green Fund committee members Hope and Kylie have agreed to help with social media outreach by sharing social media posts and incorporating flyers in Green Fund class presentations. We are working to start the outreach blast 2 weeks prior to the event. Any additional help to spread the word is greatly appreciated.

2. Are you working with other groups on or off campus? If so, describe your partnership.

This project partners with NAU Career Development and the NAU Thrive Program under the Alumni Advancement Foundation. NAU Career Development is a co-hosting supporting department as well as a sponsor. Janelle Seibert has been immensely helpful in the preparation and hosting of this event. The NAU Thrive Program is helping to recruit alumni and support alumni traveling out of state. NAU Thrive has also contributed to parts of the planning and preparation process. We are incredibly thankful for these partnerships and this event would not be where it is today without their help!

Project Parameters

1. What are the environmental costs and benefits associated with your project?

Environmental costs include the energy to facilitate the event (lighting, food prep, speakers, presentation technology, etc) and any environmental impacts related to traveling alumni (transportation related emissions and pollution). However, these costs are

outweighed by the benefits of building capacity within the field of sustainability to implement climate change solutions and the community connections formed throughout the event.

2. Is this a one time expense or will you require future funding for your project?

This is a one time expense, but I think it would be beneficial to host this event annually if the future CSS Program Coordinators have the capacity to continue hosting the event.

3. How will you monitor the impact of your project after its implementation?

A feedback survey will be distributed to all event guests and panelists to assess the impact of the event and inform future planning decisions for the event if hosted again.

Project Budget

Please include a thorough breakdown of all project costs, as well as a 5% line item for contingency. Based on the parameters of the project, the committee may increase or decrease this contingency.

Budget		
Item	Quantity	Price
Parking Passes	11	\$6.00
Catering Order: Panel Sessions	1	\$284.62
Catering Order: Evening Mixer	1	\$402.48

5% Contingency (5% of total project cost)	\$37.66
Total Project Cost	\$790.76

Project Timeline

Please provide a timeline for the significant dates of your project. Please add all relevant information and consider any holidays/breaks and time required to obtain necessary approvals.

Timeline	
Action & Parties Involved	Month/Year
Complete Campus Event Form & Solidfy Dates	September 2023
Panelist invitations sent to NAU alumni and local sustainability professionals	Early October 2023
Outreach Materials ready to distribute	Mid October 2023
Outreach for event begins (2 weeks prior)	Mid October 2023
Catering order submitted (2 weeks prior)	Mid October 2023
All presentation materials ready and Panelist thank you gifts/cards prepared	November 3 rd , 2023
Sustainability Career Day!	November 8 th , 2023
Send Feedback Surveys and Thank Yous to panelists/guests	November 10 th , 2023

Anticipated Date of Completion	November 10 th , 2023
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Project Completion Checklist

Please complete all of the following items before submitting an application

- Contact Information
- Project Overview
- Project Budget
- Project Timeline
- Obtain **ALL** necessary letters of support for reimbursement, ongoing maintenance, student wages, etc. Attach the letters of support to the completed application. ●

Submit the completed application to GreenFund@nau.edu

Thank you for your submission. We deeply appreciate your commitment to sustainability at NAU, and we look forward to working with you.