



GREEN FUND

Sustainability Through Student Innovation

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. A sponsoring department must take responsibility for operations and management.

Review Process: Upon project application submission, the Green Fund will review your project within two weeks. At this time, the Green Fund will provide comments on 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

Project Leader Name: _____ Phone: _____ E-mail: _____

Project Advisor Name: _____ Phone: _____ E-mail: _____

Sponsoring Department: _____

Project name: _____

NAU Department/Unit for funding reimbursements (Attach letter of commitment from departmental representative): _____

Project Overview

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):

Please answer the following questions detailing the components of your project:

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.
2. Have you obtained all necessary approvals for this project? 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. If any ongoing operations and maintenance is required of your project, provide a letter of support from the entity that will be covering those costs and/or services.
3. Will this project provide funding for student wages?
4. Please list all additional sources of funding you have pursued. Include departments, grants, ASNAU, Graduate Student Government, etc.
5. Have any of the Green Fund Committee members been involved in this project?
 - a. If Yes, please identify all committee members:

Project Specifics

Please address the following questions. One or more of these questions may not apply to your particular application. Answer as many questions as are applicable to your project.

Relationship to NAU Climate Action Plan (CAP)

1. How does your project align with one of the seven CAP categories (Energy, Water, Transportation, Waste Minimization, Sustainable Landscaping, Environmental Justice, Communication)?

Community

2. Is there a public outreach plan? How will faculty, staff, and students learn about this?
3. Are you working with other groups on or off campus? If so, describe your partnership.

Project Parameters

4. What are the environmental costs and benefits associated with your project?
5. Provide an economic cost/benefit analysis for your project. Focus on identifying specific cost savings.
6. Is this a one-time expense or will you require future funding?
7. When your project members no longer attend NAU, who will be responsible for running the project?
8. How will you monitor the impact of your project after implementation?

Project Budget

Please include a thorough breakdown of all project costs, as well as a 5% line item for contingency.

Example:

NAU Tersano Aqueous Ozone Project			
Item	Price	Quantity	Total
Tersano Aqueous Ozone Unit	\$2,250	60	\$135,000
Taxes	\$172.43	60	\$10,345.80
Delivery Fee	Pending RFP		N/A at this time
Installation Fee	Pending RFP		N/A at this time
5% Contingency	\$6,750	1	\$6,750
Total Tersano Aqueous Ozone Project			\$145,345.80

Project Timeline

The timeline should include significant implementation dates for your project. Please add information such as shipping time and consider any holidays or breaks.

Example:

NAU Aqueous Ozone Project Timeline		
Action	Parties Involved	Month/Year
Upon approval, coordinate with vendors to obtain units	Project Leader, Green Fund Committee Member	April 1-30, 2020
Plan out building conversions to Tersano System	Project Leader, Dept. Supervisors, Zone Leads	May 1-31, 2020
Begin unit installation and building conversion	Project Leader, Vendor	June 1, 2020
Complete campus-wide installation and conversion	Project Leader, Vendor	December 31, 2020
Monitor cartridge use and cost	Project Leader, Zone Leads	June 1, 2020-Indefinite
Continue to monitor solution results	Project Leader, Supervisors	June 1, 2020- Indefinite

Project Checklist

Please ensure you have completed all of the following items before submitting your application:

- Meet with a Green Fund Committee member
- Obtain all necessary letters of support (sponsoring department, ongoing maintenance, etc.)
- Project Overview
- Project Specifics
- Project Budget
- Project Timeline
- Complete Project Checklist

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