



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 the Flagstaff Mountain 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.

DISCLAIMERS: All applications will go through a comprehensive vetting process, and you may be asked to provide more detailed information. **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. 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.

REVIEW PROCESS: Upon project application submission, the Green Fund will begin to review your project within two-three 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.

We highly recommend meeting with a Green Fund Committee member prior to submitting the application. The Green Fund Committee member will assist you with the proposal writing process, if needed.

CONTACT INFORMATION

Contact Information

Project Leader Name: Nathan Saurer

Phone: 928.523.8255

NAU Email: nathan.saurer@nau.edu

Expected Graduation Date (if applicable):

Project Name: Ride & Retrieve Initiative

Project Advisor Information

Project Advisor Name: Matthew Mitchell

Phone: 928.523.2544

NAU Email: matthew.mitchell@nau.edu

NAU Department/Unit for Funding Reimbursements:

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):

Project Summary:

Fleet Services requests Green Fund support to purchase a foldable electric bicycle for use in transporting staff during vehicle pick-ups and drop-offs at local repair vendors. This initiative will directly reduce vehicle use, fuel consumption, and emissions by eliminating the need to send two staff members in separate vehicles for routine vendor runs.

Background and Justification:

Currently, when Fleet Services delivers or retrieves a university vehicle from a vendor, two people and two vehicles are required. One person drives the vehicle needing service, while the second person follows in another vehicle to provide transportation back to campus. This process creates unnecessary trips, additional emissions, and added costs.

To test alternatives, Fleet Services purchased a foldable pedal bicycle at NAU's bike sale last summer(\$150.00). With only two staff members working during that period, we relied heavily on the bike—sometimes riding it 2–3 times per day for vehicle pick-ups and drop-offs. While this pilot clearly demonstrated the usefulness of a bike in our operations, its limitations—single gear, inability to adjust the seat, and difficulty riding uphill—made it impractical for regular and long-distance use.

A foldable electric bike would address these issues while remaining lightweight, portable, and comfortable for riders of varying heights and experience levels. The proposed bike, the **Urtopia Carbon Fold**, offers electric pedal assist, multiple gears, and folding capability, ensuring accessibility and practicality for daily operations.

Primary Use Locations:

Our most frequent vendor routes include:

- Babbitt Collision – 2.5 miles
- Oxendale GMC – 3.0 miles
- Safelite – 4.5 miles
- Toyota/Nissan/Honda – 7.2 miles

These distances are highly compatible with e-bike use. Based on our experience, the bike will be used weekly, if not daily, for vendor runs.

Sustainability Impact:

- **Reduced Vehicle Trips:** Each vendor run currently requires two vehicles. With an e-bike, only one vehicle will be needed, immediately cutting emissions and road congestion.
- **Lower Fuel Consumption:** By reducing duplicate trips, Fleet Services conserves fuel and aligns with NAU's carbon reduction goals.
- **Increased Efficiency:** Staff can complete tasks more quickly without needing to coordinate multiple drivers or vehicles.

Future Potential:

If this pilot proves successful, Fleet Services could expand the program by adding a second foldable e-bike. A second unit could be made available through the Motor Pool rental system, allowing campus departments to check out an e-bike alongside a rental vehicle. This would provide faculty, staff, and students with an alternate form of sustainable transportation during conferences, meetings, or events where local travel is needed.

Cost:

- Urtopia Carbon Fold E-Bike – \$2,499
- Fenders & Kickstand – \$167

- Bike Lock - \$100
 - Two Helmets – \$130 (approx. \$65 each)
- Total Request from Green Fund: \$2,966**

Conclusion:

A foldable e-bike provides a cost-effective, practical, and sustainable solution to reduce the environmental footprint of Fleet Services operations. It builds on the success of our foldable pedal bike pilot and addresses its limitations. With full Green Fund support, NAU can demonstrate leadership in sustainable fleet practices while also exploring opportunities to expand the benefits of e-bike transportation across campus.

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.

N/A

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.

Yes

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.

Yes, Fleet Services understands and accepts all future maintenance costs associated with this project.

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.

No

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

N/A

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?

We plan to visually communicate this project by placing decals on the helmets and bike that read "Fleet Services." We are open to exploring outreach opportunities, such as featuring the e-bike in the NAU Review.

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

No

Project Parameters

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

Environmental Benefits:

- **Reduced Vehicle Emissions:** Each vendor trip currently requires two vehicles. Using the e-bike for one staff member eliminates one vehicle trip per run, directly reducing CO₂ and other tailpipe emissions.
- **Lower Fuel Consumption:** Fewer duplicate trips translate into fuel savings.
- **Reduced Wear on Vehicles:** Less driving reduces maintenance needs and extends the life of university vehicles.
- **Encourages Sustainable Practices:** Visible use of an e-bike promotes environmental awareness among staff and the broader campus community.

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

This is a one-time expense.

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

The e-bike is equipped with an odometer, which will allow staff to easily track distance traveled for each vendor trip. Staff feedback will also be collected to evaluate convenience, efficiency, and potential operational improvements. Finally, e-bike maintenance and battery usage will be tracked to assess long-term operational costs versus benefits.

Project Budget

Please include a thorough breakdown of all project costs as well as **justification for each line item**, as well as a 5% line item for contingency. Based on the parameters of the project, the committee may increase or decrease this contingency. **Make sure to include all potential taxes or costs associated with each item.**

Item	Quantity	Price	Justification
Urtopia Carbon Fold 1 E-bike	1	\$2,499.00	Main Project Purchase
Specialized Align II Helmet	2 (One S/M, One M/L)	\$64.99 each	Rider protection
Fenders & Kickstand	1	\$167.00	Bike convenience and comfort
Kryptonite Bike Chain Lock – 1090 Evolution	1	\$101.44	Bike protection
Total		\$2,897.42	

5% Contingency (5% of total project cost)	\$144.87
Total Project Cost	\$3042.29

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. **Please be as specific as possible.**

Timeline	
Action & Parties Involved	Month/Year
Purchase Bike (1 week for shipping)	
Can start using as soon as received – no assembly required	

Anticipated Date of Completion	October 2025 😊
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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.