



# NAU Green Fund Project Application

## 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.”

In support of the Green Fund’s Mission Statement and its ability to improve sustainability on campus, the Green Fund encourages proposals for projects that aim to understand, reduce, or otherwise mitigate NAU’s environmental impact. Project proposals may use this funding as support to pilot new ideas, expand existing initiatives, or develop innovative solutions that align with the Green Fund’s goals of sustainability and student engagement.

**Grants will be awarded using rolling deadlines and the Committee will enforce a priority date with a soft close during week 12 of the semester. Due to limited time and a reduction in weekly meetings at the end of the semester, the Committee may not review applications submitted after.**

Submit completed application packages to: [GreenFund@nau.edu](mailto:GreenFund@nau.edu)

## Application Details

All applications **must** meet the following requirements to be considered for funding:

1. The project must be implemented on the NAU Flagstaff Mountain Campus.
2. The person submitting the project must be a NAU student, faculty, or staff member.
3. Projects must provide all necessary documents, letters of support, and authorizations prior to submission.
4. 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.

### Review Process and Responsibilities

- 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 Committee member can assist you with every step of writing your project application.
- If your project is approved, you may be asked to provide **additional details** regarding specific deliverables.

### Applicant Responsibilities

- The Green Fund is **not responsible** for acquiring necessary permits, permissions, or approvals for a project. However, the Committee is happy to assist with this process if needed.
- The Green Fund **does not provide ongoing maintenance costs** unless otherwise specified by the Committee.
- A **sponsoring department** must take responsibility for the project's operations and long-term management.

## Review Timeline

- Upon submission, the Green Fund will begin reviewing your project **within two weeks**.
- At this time, the Committee will provide **comments and feedback** on the project.
- The review process may **extend for long periods** depending on the project's scope.
- **Incomplete applications** will not be reviewed until all components are submitted.  
The Green Fund Committee **only meets during the academic year**.
- Projects submitted **outside the regular academic year** will be reviewed at the start of the next academic session.

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 Project Application writing process, if needed. Please reach out to [GreenFund@nau.edu](mailto:GreenFund@nau.edu) for assistance.

## Contact Information

Contact Information	
Project Leader Name:	Cassandra Cisneros
Phone:	928-523-5011
NAU Email:	<a href="mailto:Cassandra.Cisneros@nau.edu">Cassandra.Cisneros@nau.edu</a>
Date:	11/18/2025
Expected Graduation Date:	We would like to have a new fountain installed by the end of January.
Project Name:	Riles 3 <sup>rd</sup> floor Elkay fountain

Department / Advisor Information	
Project Advisor Name:	Julie Piering
Project Advisor Department:	CAL Dean's Office
Phone:	928-523-7086
NAU Email:	<a href="mailto:Julie.Piering@nau.edu">Julie.Piering@nau.edu</a>

Funding Information for Reimbursement	
Local Speedchart:	<b>2020010F25</b>
Financial Contact:	<a href="mailto:Kelly.Mercer@nau.edu">Kelly.Mercer@nau.edu</a> , 928-523-5011

## 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*

1. Please provide a 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):


Background: The only water fountain on our 3<sup>rd</sup> floor needs to be retired per Facilities recent assessment; it will remain out of service until replaced. Facilities will replace it free of charge only if the replacement is a traditional water fountain, and they would start work on that immediately. However, if we want the replacement to be what they consider an 'upgrade' to an Elkay bottle refilling station, then CAL will need to pay for both the device and the labor. Because funds are being cut every fiscal year, CAL cannot afford \$3,193.30 (per the below budget) for an Elkay refilling station without reimbursement. We much prefer to outfit the 3<sup>rd</sup> floor of Riles with an Elkay water bottle refilling station – the same refilling station on the 2<sup>nd</sup> floor that was paid for through the Green Fund in 2022, even if that means waiting a few months from the time of securing the funding to having it installed.

About the space: We have student, faculty and staff foot traffic on the 3<sup>rd</sup> floor, and at least 10 CAL events per academic year. Each event draws approximately 50 unique visitors which are 500 unique visitors total per academic year, plus of course the approximately 720 students, faculty and staff total that repeatedly walk through the 3<sup>rd</sup> floor per academic year. Therefore, an Elkay refilling station would have approximately 1,200 people per academic year.

How this project supports our culture of sustainability: We believe that providing

this many people with an Elkay refilling station will further promote NAU's culture of sustainability by maintaining what is already a low rate of people bringing single-use plastic water bottles into Riles. In fact, in my three years at Riles, I have never seen a colleague drink water from the tap because they always use the 2<sup>nd</sup> floor Elkay station and I can't remember the last time I saw a one-time use water bottle. Also, whenever the 2<sup>nd</sup> floor Elkay station is out of operation in between switching out its filter (which Facilities ranks as a 30-day wait time), colleagues are always eager for Facilities to attend to it. Therefore, an Elkay station on the 3<sup>rd</sup> floor will serve as a backup for times when the 2<sup>nd</sup> floor station is out of operation and vice versa.

### *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. 
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. No

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. CAL funds will cover cost of project (to be later reimbursed by the Green Fund assuming our application is approved).

### *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? No

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? We are confident we will maintain a low rate of people bringing single-use plastic

water bottles into Riles.

2. Is this a one time expense or will you require future funding for your project? One-time expense.
  
3. How will you monitor the impact of your project after its implementation? My reception desk is on the 2<sup>nd</sup> floor and I visit the 3<sup>rd</sup> floor often. Therefore, I will see how many people are using it and will ask colleagues near the area to monitor its act, too. At our large events on the 3<sup>rd</sup> floor, I will have a direct line of sight to see if visitors use it.

## Project Budget

Please respond to the following funding question, and complete a thorough breakdown of all projects in the provided Line Item Budget below. Include a 5% line item for contingency of the overall cost.

Does this project have any other sources of funding, and/or have you applied for other sources of funding? If so, list all additional sources of funding, both confirmed and potential, outside of the funds being requested from the Green Fund.

### Line Item Budget:

Item	Item Justification	Quantity	Price per Unit
Refill station	\$1,570.00	1	\$1,570.00
GMM FTE Labor FY 2025	\$607.71	10 hours	\$60.71/hour
Plumbing FTE Labor FY 2025	\$463.20	6 hours	\$77.20/hour
Purchasing Department	\$100.00	1	\$100.00
Drain Parts	\$300.00	1	\$300.00

5% Contingency (5% of total project cost)	\$153.00
<b>Total Project Cost</b>	<b>\$3,193.30</b>

**Total Funding Requested: \$3,193.30**

## Project Timeline

Please provide an expected timeline for your project in the template below. Green Fund recognizes that complex projects of this nature should have flexible, adaptable schedules, and the timeline provided will be treated as such. However, it is expected that you strive to adhere to this schedule as much as possible. **Please be as specific as possible.**

### Expected Timeline:

Action	Parties Involved	Completion Month & Year
Funding is secured; order Elkay device; Work Request submitted	Cassandra Cisneros	February 2026
Elkay arrives and installed (including plumbing work)	Facilities	April 2026

Expected Project Completion Date: **May 1, 2026**

## 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](mailto:GreenFund@nau.edu)

## Commitment to Update

If selected as a recipient of Green Fund support, we **College of Arts and Letters** commit to responding to requests for project updates in a timely manner. Updates may be requested by the Green Fund Committee at any stage of the project and may include providing brief progress summaries, photos, or other relevant information by email.

If assistance is needed in communicating updates or preparing outreach materials, the Green Fund's PR Specialist can provide support.

### Project Team Representative Signature:



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*Thank you for your submission. We deeply appreciate your commitment to sustainability at NAU, and we look forward to reviewing your application. Please direct any further questions to [GreenFund@nau.edu](mailto:GreenFund@nau.edu).*

