



Green Energy Fee Grant Program

Preliminary Design and Estimate Stage - Final Project Proposal

COMPLETED PROPOSAL MUST BE RECEIVED BY
January 30, 2012 AT NOON

Please submit an electric copy of the completed Final Proposal to Regan Clover, the Green Energy Fee Grant Program Coordinator at [regan.clover\(5\)@wwu.edu](mailto:regan.clover(5)@wwu.edu) . You will be sent a confirmation email verifying the proposal was received.

Date: _____

1. Project Title: _____

2. Project Tagline (description of project in one sentence): _____

3. Project Team Information

Project Advisor Information (Faculty or Staff)

Name: _____ Department: _____

Phone: _____ Email: _____

Team Member #1

Name: _____ Role: **Team Leader**

Phone: _____ Email: _____

Major/Minor: _____ Expected Qtr./Year of Graduation: _____

Other Roles in this project: _____

Team Member #2

Name: _____ Role: _____

Phone: _____ Email: _____

Major/Minor: _____ Expected Qtr./Year of Graduation: _____

Other Roles in this project: _____

If there are additional team members, please add another page, and copy and paste above section for the team member(s) to complete.

4. Anticipated Project Duration. *How long will the project take from the point at which funds are allocated to the time when the project is fully implemented?*

5. Revised Proposal Abstract (reflecting any changes since original proposal)

A) *Proposal Description (1 paragraph)*

B) *Purpose of Proposal (1 paragraph)*

6. Project Goals and Desired Outcomes (Bullet format)

-
-
-

7. Education, Publicity and Outreach Plan

A) **Provide a listing of your project's education, publicity, and outreach plan deliverables (Bullet format)**

-
-
-

B) **Who is going to implement the education, publicity, and outreach plan.**

Name/Department _____

Name/Department _____

C) **How will education and outreach be implemented?**

D) Project Poster. Please submit project poster with final proposal in PDF format. 11x17 Poster of project (will be used for website, for Idea Lab sessions, and for future Sustainability Conferences)

Who created project poster?

Team Member Name(s): _____

8. Metrics and Measurability

A) What quantifiable sustainability impacts will your project have? This might be kWh of electricity saved, gallons of water saved, tons of waste reduced, etc. How will data be collected and compiled? To what benchmark will data be compared to?

B) How will data be collected and compiled?

C) Who is going to collect data?

Team Member Name(s): _____

D) Will a team member be writing up a final report?

Team Member Name(s): _____

9. Case Studies. Describe similar projects that were successful on other campuses or elsewhere.

I. A) Campus/location name: _____

B) What made project successful: _____

II. A) Campus/location name: _____

B) What made project successful: _____

III. A) Campus/location name: _____

B) What made project successful: _____

10. Budgets and Funding

A) Itemized budget: Please provide an itemized list of the all the budget items required for your project proposal under the appropriate category. Please be as detailed as possible. Insert additional rows as necessary.

Item	Cost Per Item	Total Request
<i>Equipment & Construction Costs - Based on analysis performed by Facilities Management if applicable</i>		
Total Amount of Equipment and Construction Costs		
<i>Education, Publicity and Outreach Costs</i>		
Total Amount of Education, Publicity and Outreach Costs		
<i>Personnel & Labor Costs - Based on analysis performed by Facilities Management if applicable</i>		
Total Amount of Personnel and Labor Costs		
<i>General Supplies & Other Costs - Based on analysis performed by Facilities Management if applicable</i>		
Total Amount of Equipment and Construction Costs		
Total Costs		\$

B) Outside Funding: Has this project team requested funding from any outside sources? _____

Provide the following information for each source. Insert additional entries if needed:

i. Outside Source: _____

ii. Date request was submitted : _____

iii. Status or amount received : _____

iv. If funding was denied, please state the reason.

C) Matching Funds: Has this project team requested any matching funding sources? _____

Provide the following information for each source. Insert additional entries if needed:

i. Source of matching funds: _____

ii. Date request was submitted : _____

iii. Status or amount received : _____

iv. If funding was denied, please state the reason.

D) Budget and Funding Summary

The following will allow the GEF Committee to understand the basic outline of the budget and funding necessary for your project proposal. These amounts should match the prior sections.

Equipment & constructions costs:	_____
Education, publicity and outreach costs:	+ _____
Personnel & labor costs:	+ _____
General Supplies and Other costs:	+ _____
Total amount of funding needed for proposed project:	= _____
Confirmed outside funding amount:	- _____
Confirmed matching funds amount:	- _____
TOTAL AMOUNT OF FUNDING REQUESTED FROM THE GREEN ENERGY FEE PROGRAM:	= _____

11. Project Scalability.

A. Can this project be scaled to be smaller or larger? Yes No _____

If yes, complete B. and C. describing how scaling the project would this affect the budget and the project outcome:

B. If this project was smaller or larger, what would be the minimum, ideal, and maximum budget for this project?

C. How would the project outcome be affected if the project was scaled to be smaller or larger?

12. Stakeholders: Project Collaboration and Approvals: List any individuals, departments, colleges, organizations, associations, businesses or city officials you are working with to complete your project All collaborators must review the project proposal, provide their feedback and sign to acknowledge their role and responsibility in the project

By signing this form, I acknowledge that I have read the project proposal entitled _____

. I understand that my signature confirms my intent to be a collaborator should this project be funded as proposed.

Stakeholder/Project Collaborator #1

Name Title Department/Company/Group

Signature Date Phone

Brief statement of how you intend to collaborate with or support this project, if funded as proposed. Please also indicate what you see as the strengths and weaknesses of the proposal:

Stakeholder /Project Collaborator #2

Name Title Department/Company/Group

Signature Date Phone

Brief statement of how you intend to collaborate with or support this project, if funded as proposed. Please also indicate what you see as the strengths and weaknesses of the proposal:

If there are additional stakeholders/collaborators, please add another page, and copy and paste above section for the collaborators(s) to complete.

13. **Additional Supporting Documentation (Optional)**

DRAFT

PROPOSAL DEVELOPMENT

Once project proposal is complete, print and submit
a final copy with hand-written signatures.

Team Leader's Name (print): _____

Team Leader's Signature: _____ **Date:** _____

By signing this document you agree that all information is true to the best of your knowledge. You also agree that this information may be shared with the public and members of the Green Energy Fee Committee.

Staff/Faculty Advisor's Name (print): _____

Staff/Faculty Advisor's Signature: _____ **Date:** _____

By signing this document you agree that all information is true to the best of your knowledge.

Comments:

Green Energy Fee Grant Program Coordinator, Regan Clover

Signature: _____ **Date:** _____

This signature does NOT indicate that you have received funding, but it does verify that you have fulfilled all the requirements and have successfully submitted a completed Project Proposal by the deadline.

Comments:
