Green Energy Fee Grant Program

SMALL PROJECTS PILOT APPLICATION

GREEN ENERGY FEE GRANT PROGRAM - SMALL PROJECTS PILOT

Supported by a quarterly fee paid by all Western students, the Green Energy Fee (GEF) Program exists to promote experiential learning opportunities and sustainable practices at Western Washington University. This is done through purchase of Renewable Energy Certificates to offset 100% of the electrical consumption of the university as well as the funding of innovative student-driven projects. In the winter quarter of 2013, the GEF Committee will award up to $20,000 in Small Projects. Applicant teams may request between $500-$2,000 for Small Projects.

WHO CAN APPLY

Any Western student, staff, or faculty member may submit a proposal for consideration.

SUCCESSFUL PROJECTS

All proposals will be reviewed by a student-majority committee that will select projects based on the following guiding principles:

- Projects funded through the GEF Grant Program are evaluated based on their ability to:
  - o Increase Student Involvement and Education
  - o Reduce the University's Environmental Impact
  - o Create an Aware & Engaged Campus Community
- Projects shall have clear and measurable outcomes
- Projects shall have publicity, education, and outreach components
- The GEF Grant Program is limited in its funds and is more likely to support projects which have secured additional funding through matching sources such as grants and donations
- If project team is partnering with other organizations, or departments, or needs permission to undertake a specific project, a completed project approval must be acquired from each stakeholder
- If project team is proposing a temporary or permanent facility or property modification, then a Project Owner Form must be submitted with the application
- Small projects must be able to be completely implemented by May 1, 2013

PROJECTS THAT RECEIVE FUNDING WILL BE REQUIRED TO

- Meet on a bi-weekly basis with the GEF Grant Program Coordinator (Regan Clover) to discuss project status. These meetings will ensure that projects are on-track and will provide an avenue for problem-solving.
- Submit a Project Update* report in mid-April to inform the GEF Committee of your project status
- Submit a Project Poster* for presentation to the campus community
- Submit a Final Report* for the GEF Grant Program

*Templates and instructions for the Project Update, Project Poster, and Final Report can be found on the GEF website: wwu. edu/gef/apply/

If you would like to submit a proposal, email the attached funding application to the GEF Grant Program Coordinator, Regan Clover, at rega n.clover(5) wwu.edu by March 6, 2013. Contact Regan with any questions regarding GEF grant application process.

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For applicants requesting between $500 and $2,000. Funded Small projects must be fully executed by May 1, 2013. Applications are due by 5pm, March 6, 2013. Submit applications by email to GEF Grant Program Coordinator, Regan Clover reaan.clover(S>wwu.edu

1. PROJECT TITLE:

2. PROJECT TAGLINE *(description of project in one sentence):*

3. TEAM INFORMATION

Project Advisor Information (Faculty or Staff) Student proposals must include a staff or faculty advisor. The role of the advisor is to provide assistance and guidance to the proposal submitter during the development, implementation and post-implementation stages of the proposal process.

Project Lead: There must be at least one team leader assigned to the project.

Name	Department/School Students also provide major/minor	Position Faculty/staff/ student. Students provide expected quarter/year of graduation	Phone Number	Email	W#
Project Advisor:					
Project Lead:					

* Teams may have two to four people.

4. PROJECT DETAILS

a. Describe your proposed project.

b. What are the goals and desired outcomes of your project?

c. Does your project tie into any broader campus sustainability initiatives? If yes, please describe how.

d. Provide a chronological timeline listing the steps and tasks it will take to implement this project. Insert additional rows as necessary.

Step/Task	Completed by who	Estimated Completion Date

e. How will the success of the project be measured? Describe the quantitative and/or qualitative sustainability metrics you will use to measure the success of your project.

f. Describe your project's education, publicity and outreach plan.

5. PROJECT STAKEHOLDERS

a. How will your project involve students? How many students, or what percentage of the student body, will be affected by the project?

b. If your project involves or requires permission from other organizations, departments, individuals, or stakeholders, list them below. Each stakeholder must provide a signature of approval for this project.

Name	Department or School and Position	Involvement in Project	Stakeholder signature of approval

*** If your project team is proposing a temporary or permanent facility or property modification, then a **Project Owner Form** must be submitted with the application. Form can be found on GEF website: wwu.edu/gef/apply/*

6. BUDGET

a. Provide an itemized list of the budget items required for this project. Include Equipment and Construction Costs, Education Publicity and Outreach Costs, Personnel and Labor Costs, and any other costs. Insert additional rows as necessary.

Item	Cost per Item	Quantity	Total Request
TOTAL REQEST			$

b. If the project is implemented, will there be any ongoing replacement, operational, maintenance or renewal costs? If yes, has another source of funds been identified to cover those costs?

c. Matching Funds. List pending, approved, and denied applications for funding from other sources. List amounts requested from those sources.