**SGEF Full Project Proposal Application.**

Thank you for considering the Student Green Energy Fund for your project financing. **Please review our Project Application Guidelines before completing this application**.

Applications that do not meet the mission and guidelines requirements, or that are not complete, will not be considered for funding.

There are four sections to the application:

1. [PROJECT INFORMATION](#INFO)
2. [PROJECT DESCRIPTION](#DESCRIPTION)
3. [PROJECT BUDGET AND TIMELINE](#BUDGETTIMELINE)
4. PROJECT PARTNERS

Please note:

* All of the sections must be completed.
* Please do not delete the italicized instructions, tables, or section questions in the proposal.
* Type or write your answers in the tables or below the questions.
* There is no page or word count limit, though the Committee encourages applicants to write succinct answers.
* You may include or attach relevant supporting materials with your proposal.
* Questions and comments may be directed to sgef-chair@usf.edu

To submit a hardcopy proposal, please:

1. Type your answers in the spaces provided (expand the spaces where necessary)
2. Remember to upload your Budget, Timeline and additional support documents.

To submit a hardcopy proposal, please:

1. Follow the instructions in this application.
2. Name and save your application as follows: Last & First name\_ Project Title Quarter Year (ex. Jacobs Emma\_Orca\_Fall2019)
3. Email your completed application to sgef-chair@usf.edu

The SGEF Committee looks forward to reading your proposal!

GOOD LUCK!!!

**2020-2021 Full Project Proposal Form**

**PROJECT INFORMATION**

|  |  |
| --- | --- |
| **Project title:** |  |

**Project Leader(s)** *(****please indicate the primary contact)***

|  |  |
| --- | --- |
| Name: |  |
| Year & Major, or Department & Title:  |  |
| Phone:  |  | Email:  |  |

|  |  |
| --- | --- |
| Name |  |
| Year & Major, or Department & Title |  |
| Phone:  |  | Email:  |  |

|  |  |
| --- | --- |
| Name |  |
| Year & Major, or Department & Title |  |
| Phone:  |  | Email:  |  |

**What category does you project proposal primarily fall in? *(Pick one)*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CATEGORY 1** |   |  | **CATEGORY 2** |

*CATEGORY 1: Reduce the university’s greenhouse gas emissions, waste, and/or energy costs.*

*CATEGORY 2: Proposals with indirect impact on the university’s greenhouse gas emission may be considered for approval by the committee but should not exceed 10% of the overall budget per fiscal year. The indirect project categories as listed by the Association for the Advancement of Sustainability in Higher Education (AASHE) are Education, Research, Campus Education and Public Education.*

**PROJECT DESCRIPTION**

***Instructions****: Please explain your project below. You may include photos, graphs, reports, or other materials that help explain your project.*

1. **Please provide a 2-3 paragraph description of your project.**
2. **Explain how the project goals adheres to** [**SGEF’s mission**](https://www.stpetersburg.usf.edu/about/sustainability/green-energy-fund/index.aspx)
3. **Explain how the project will be implemented. Clearly describe the project steps.**
4. **Does this project support existing programs or projects, or is it new?**
5. **How will this project help push the university forward towards its goal of creating a more sustainable campus? Please include quantitative and/or qualitative sustainability metrics.**
	* GHG emissions reduction
	* Energy savings
	* Water savings
	* Waste diversion
	* Biodiversity
	* Education e.g. Number of students trained
	* Outreach: events organized, number of participants
	* Other resources saved that was unique to your project.
6. **Does this project have a financial payback? If so please explain.** *Note: Financial payback is not a prerequisite for funding.*
7. **What is your plan for publicizing your project? Do you have any specific outreach goals?** *(Please note: All awarded projects, events, or research will be required to display the SGEF logo on them, via signage or other means)*
8. **If the project is infrastructural or will be placed on campus:**

**a. Please attach a map, photos or detailed description of the proposed location.**

1. **Will this project require on-going supplies replenishment, maintenance, or other resources? If yes, how will the project be maintained or funded? And who will be responsible for maintaining the project or ensuring it is self-sustaining? *(Any person listed here should sign on the project partners section)***
2. **Which UN Sustainable Development Goals will this project help advance at UC Davis or in your project locale? Before you answer, learn more about the UN Sustainable Development Goals:** [**https://www.un.org/sustainabledevelopment/**](https://www.un.org/sustainabledevelopment/)**. Check all applicable goals, and provide a one-sentence statement of how the project is intended to advance the goals selected.**

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| --- | --- | --- |
| Select | Goal | Statement |
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1. **Please share any other important information you would like the Committee to know about as they consider your application.**

**\*Applicants are expected to conduct an in-person / virtual presentation with the Committee to further explain the project and answer any questions the Committee may have\***

**PROJECT BUDGET AND TIMELINE**

**Project Budget:** *Please follow these directions:*

* *Use the Excel spreadsheet found on the*[***Project Forms Page***](https://www.stpetersburg.usf.edu/about/sustainability/green-energy-fund/forms.aspx) *to complete your budget. Fill out the pale yellow boxes with requested data.*
* *List all budget items under the appropriate category. Please be as detailed as necessary, inserting or deleting lines as needed.*

I am attaching an Excel Spreadsheet budget in lieu of the one below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Item Description** | **Cost Per Item** | **Quantity** | **Total SGEF Cost** | **Matching Funds** |
|  Materials, Supplies, promotional items and Services |
|   |   |  |   |   |   |
|   |   |  |   |   |   |
|   Equipment |
|  |   |  |   |   |   |
|   |   |  |   |   |   |
|  Travel, Stipend, Rentals etc.  |
|  |  |  |  |  |  |
|   |   |  |   |   |   |
|  Other (Indicate any other recurring fees such as equipment service fees, returns, etc.) |
|  |  |  |  |  |  |
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\*\**If your project has additional funding, such as other grants, donations, or allocated budget funds, please detail those on your budget table.*

**Project Timeline**

*Please complete the following table to describe your project timeline. List milestones chronologically, inserting rows as needed. Be sure to estimate:*

* Project start date
* Target date for project completion
* Date by which you will need to start any purchasing processes
* Target date for submitting final project report to SGEF
* Any other significant milestones along the way

I am attaching the Excel Spreadsheet timeline found on [the Project Forms Page](https://www.stpetersburg.usf.edu/about/sustainability/green-energy-fund/forms.aspx) in lieu of the one below.

|  |  |
| --- | --- |
| **Milestone** | **Estimated Completion Date** |
|  |  |
|  |  |
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|  |  |
|  |  |
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**Additional Information**: *Are there any other notes on project timeline you would like the Committee to be aware of?*

**PROJECT PARTNERS**

*List any staff, faculty, or students that will be directly involved in your project and are important to its completion. You may add additional stakeholders, if needed. These signatures are not endorsements of your project; they are evidence that you have consulted relevant stakeholders on campus. If you would like to discuss who the relevant stakeholders might be, please contact us* sgef-chair@usf.edu

***Note: You must obtain a physical signature from each stakeholder. A digital signature may be obtained during COVID-19 closures or whenever applicable.***

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Department: |  |
| Email: |  |
| Reasons for Collaboration |  |
| Signature: |  |

***\*By signing I confirm that I have reviewed this application and that I understand the implications of its implementation, including any budget items that may impact me or my department.***

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Department: |  |
| Email: |  |
| Reasons for Collaboration |  |
| Signature: |  |

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| Reasons for Collaboration |  |
| Signature: |  |

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