

Florida State University Green Fund



Dear applicant,

Thank you for your interest in the Green Fund and sustainability at Florida State University. The Green Fund provides an opportunity for those who want to realize their ideas for sustainability and environmental progress at FSU. It is also intended to provide students hands-on experience with project development, management, and leadership. The Green Fund is supported through the generous donations of individuals and campus partners and is administered through Sustainable Campus and FSU Facilities.

Projects funded through the GF **must help support efficiency, conservation, and sustainability-related projects** (water, energy, waste, alternative transportation, food, etc.) that reduce FSU's energy costs, greenhouse gas (GHG) emissions, and/or waste. Proposals should include details on how project success will be measured and how each project contributes to student learning.

Application Deadlines & Tasks

Applications are accepted on a rolling basis. You **MUST** email your Intent to Apply with a short abstract to sustainablecampus@fsu.edu. The abstract should briefly summarize your project. Applications are open for FSU students and departments.

- Email your Intent to Apply to with the following information:
 - Full name
 - FSU Email Address
 - Department or Major
 - Abstract: brief description of your project idea
 - Which of these does it address and how (it can be more than one):
 - Water
 - Energy
 - Recycling
 - Transportation
 - Food
- Once the project idea's intent has been reviewed, we will follow up for clarification and further detail.
- If approved to move forward, fill out the full application. Please email completed application packets to sustainablecampus@fsu.edu. Proposals will be reviewed by Sustainable Campus office and appropriate campus partners. Your Project Lead will be notified if your project has been approved for funding.

Green Fund Application

*** Please be sure to read each section carefully and include all requested information***

PART 1: Team Members & Statement of Understanding

Include information for the entire project team in the box below. Teams must select a **project lead** who will be the point person for the duration of the project. If your team is larger than 6 please insert additional lines. Be sure that these team members will be available to see the project through to its completion, and that each team member knows their role in the project.

Participants, including student leads and departmental or building representatives, must sign below in order for a proposal to be considered for funding.

I hereby consent that all information provided in the above application is accurate. I agree to commit to this project should it be selected for funding. My team will provide physical and technical support throughout the project lifecycle and will work with FSU Sustainable Campus and FSU Facilities to see the project through. The requesting department is responsible for any and all additional costs incurred by the project after the proposal and budget have been approved. The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

Project Lead: _____

FSU Email: _____

Phone Number: _____

Participant Name	Signature	FSU Email	Phone Number	FSU Classification
1.				
2.				
3.				
4.				
5.				
6.				

PART 2: Project Advisor (For Student Submissions Only)

Student-initiated projects must have a departmental project advisor. This **advisor should have the power to work with you to make your project happen**. For example, if you wanted to install solar panel phone chargers in the union courtyard, you would need to meet with the highest level possible representative from the Union operations staff and get his/her written approval for the project (please attach a statement describing your level of support to the application).

Faculty/ Staff/ Departmental Advisor: _____

Advisor Contact Email: _____

Campus Phone: _____

PART 3: Project Title, Description, Budget, and Timeline

a. Project Title:

b. Project Description:

Please describe the nature of your project in detail. Your description must **include answers to each of the following questions**:

1. How does the proposed project contribute to making FSU more sustainable? How exactly does it support efficiency, conservation, or sustainability efforts that reduce FSU's energy costs, greenhouse gas (GHG) emissions, and waste?
2. How will it enhance the experience of the student body as whole (for example, how will it increase the quality of life or educational experience of students)? What do you want the campus community to learn?
3. What can participants in your project expect to learn? What leadership skills or knowledge will they walk away with?
4. What are the long-term maintenance and oversight requirements of your project proposal, how will they be addressed, and who will be responsible for maintenance?

c. Implementation Plan:

Include a detailed timeline with target dates and action items for implementing your project. Be sure to include relevant information from supporting departments.

d. Budget Considerations:

Provide a budget for your project, including any and all foreseen costs. Keep in mind that **cost-effectiveness** will be considered when selecting which projects to fund. Attach any quotes and other reference materials to your submission. ***Budgets should be based on quantifiable material and not rough estimations.***

Note:

- *Please visit the on-campus Grainger store for quotes regarding hardware supplies, as they are our preferred campus vendor.*
- *When requesting quotes for products, be clear and upfront that the initial contact is ONLY a request for information. ANY & ALL purchases will be made by Sustainable Campus/Facilities in compliance with our procurement policies and approved vendors.*
- *Project proposals over \$5,000 may have to consider cost-sharing between the Green Fund and a supporting department.*

Other:

- *The Green Fund will not cover food, t-shirts, or hydration stations*
- *Departments are responsible for purchasing approved supplies and materials. Submit all receipts to the Sustainable Campus Director, Elizabeth Swiman, immediately upon purchase. Any differences in cost are the full responsibility of the department*
- *Projects should include the Green Fund logo or state, "project supported by the FSU Green Fund"*
- *Only available for on-campus projects*