



Green Energy Fee Grant Program

LARGE GRANT - FINAL APPLICATION

For applicants requesting over \$2,000. Submit applications via email to the GEF Grant Program Coordinator [Nate.White\(5\)@wwu.edu](mailto:Nate.White(5)@wwu.edu).

1. PROJECT TITLE:

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

3. TEAM INFORMATION 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:					

4. PROJECT DETAILS (reflecting any changes since conceptual application)

- Describe your proposed project. (1 paragraph)
- Describe the purpose of your project proposal. (1 paragraph)
- What are the goals and desired outcomes of your project? (Bullet format)
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- Does your project tie into any broader campus sustainability goals or initiatives? If yes, please describe how.
- 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

5. METRICS AND MEASURABILITY

a. How will the success of the project be measured? Will there be energy or cost savings for the campus? Describe the quantitative and/or qualitative sustainability metrics you will use to measure the success of your project. Insert additional rows as necessary.

Metric (qualitative or quantitative)	Description	Impact
<i>Example: Energy Saved in kWh/year</i>	<i>We plan to replace the incandescent lamp in our office with an LED lamp. Will measure the energy savings/year</i>	<i>Total =2,500 kWh of savings per year. (Incandescent lamp uses 3,000kWh per 50,000 hours and LED lamp uses 500kWh per 50,000 hours of usage. Source = www. EPA. LEDI amps, org)</i>

b. Describe your project's education, publicity and outreach plan here. Then complete the table below outlining the proposed results of your education, publicity and outreach efforts. Insert additional rows as necessary.

Education Outreach, Publicity Effort	Who will Make this Happen?	How Will this Effort be Implemented?	Who is the Intended Audience?	Frequency of implementation. One-time/daily/weekly?

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

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 REQUEST			\$

b. If the project is implemented, will there be any ongoing replacement, operational, maintenance or renewal costs? If yes, what source have you identified to cover those costs?

c. Outside or Matching Funds. List pending, approved, and denied applications for funding from other sources.

List amounts requested from those sources.

- i. Source of outside or matching funds: _____
- ii. Date request was submitted: _____
- iii. Status or amount received: _____
- iv. If funding was denied, please state the reason: _____

d. Project Scalability. Can this project be scaled to be smaller or larger? Yes No *If yes, complete the section below.*

- i. If this project was smaller, what would be the minimum budget for this project: _____
- ii. If this project was larger, what would be the maximum budget for this project: _____
- iii. How would the project outcome be affected if the project was scaled to be smaller or larger?

7. PROJECT STAKEHOLDERS

a. If your project involves or requires permission from other organizations, departments, individuals, or stakeholders, list them below and describe their involvement in the project. Insert additional rows as necessary.

Stakeholder/Project Owner Name	Department or School and Position	Involvement in Project

b. For every Stakeholder/Project Collaborator listed, have the individual complete a Project Stakeholder Form. Form can be found on GEF website: www.edu/sustain/proErms/Eef/apply/ under the tab "Forms, Documents, and Guidelines."

Number of Project Stakeholder Forms attached to Final Application _____

c. 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. For every Project Owner listed, have them complete a Project Owner Form. Form can be found on GEF website: www.edu/sustain/programs/gef/apply/ under the tab "Forms, Documents, and Guidelines."

Number of Project Owner Forms attached to Final Application _____



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PROPOSAL REVIEW

Once your project proposal is complete, you must print and receive hand-written signatures from the individuals listed below. After signatures are received, applications can be delivered as a hard copy to the GEF Grant Program Coordinator, Nate White at Viking Commons Room 24 or by scanning the application and emailing it to Nate.White@wwu.edu.

8. Please set an appointment with the Green Energy Fee Grant Program Coordinator to review your draft proposal before submitting your application.

Green Energy Fee Grant Program Coordinator, Nate White

Viking Commons, Room 24

Office Hours: Mondays and Thursdays 2-4pm or by appointment

Email: Nate.White@wwu.edu

Phone: (360)650-4501

Signature: _____ **Date:** _____

This signature does NOT indicate that you have received funding, but it does confirm that the proposal has been reviewed and is approved for funding review by the Green Energy Fee Committee.

Comments:

9. After meeting with the Green Energy Fee Grant Program Coordinator, please set an appointment with the Campus Sustainability Manager who will review and sign your proposal application.

Campus Sustainability Manager, Seth Vidana

Viking Commons, Room 25

Phone: (360)650-2491

Signature: _____ **Date:** _____

This signature does NOT indicate that you have received funding, but it does confirm that the proposal is approved for funding review by the Green Energy Fee Committee.

Comments: