

***[Insert Your Project Name Here]***

# We Mean Green Fund Project Proposal Form

## I. Project Team

Please provide requested information about the project team. All projects require a primary faculty or staff advisor who can ensure the longevity of the project if funding is awarded.

Include the following information for the **primary faculty or staff project advisor** in the table below.

Project Advisor Information	Your Responses
Name	
Which do you identify as: staff or faculty?	
UNT Department or College	
UNT EUID (example: abc1234)	
Phone #	
Email	

If applicable, include the following information for **additional team members** in the table below. Copy and paste the table for each additional team member if needed.

Additional Team Member Information	Your Responses
Name	
Which do you identify as: student, staff, or faculty?	
UNT Department or College	
UNT EUID (example: abc1234)	
Phone #	
Email	
Major (for students only)	
Expected graduation semester/year (for students only)	

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## II. Project Description and Significance

Briefly describe your project using the 5 Ws (who, what, when, where, and why). Make sure it is clear how the project is environmentally beneficial and how it connects to UNT's campus. Responses to this section may be a **maximum of 325 words**.

## III. Student Experience

Because the We Mean Green Fund is student-funded, project proposals should be student-centric. Describe how UNT students will be involved with or impacted by the project during its implementation and/or after the project is completed. In what ways will the project positively impact the UNT student experience? Responses to this section may be a **maximum of 225 words**.

## IV. Diversity, Inclusion, & Equity Impact

If applicable, how does this project relate to achieving environmental justice or support [diversity](#), [equity](#), [inclusion](#), and [accessibility](#) efforts for the UNT community? Responses to this section may be a **maximum of 175 words**.

## V. Education and Outreach

Explain how this project will include education and outreach opportunities for the UNT community as part of its implementation plan. Implementing and reporting on the performance of these opportunities will be required of project teams, so identify specific approaches that your team will follow through with. Answer the following: What are the educational benefits and the intended learning outcomes associated with the project? What specific education and outreach efforts will you implement to raise awareness about the project (outreach) and deliver its intended learning outcomes (education)? Responses to this section may be a **maximum of 225 words**.

## VI. Project Maintenance

If applicable, describe any potential upkeep or maintenance required for the project after it is implemented and WMGF funds are expended. (Examples may include ongoing irrigation, replacement of materials if degraded over time, staff wages, supervision of ongoing activities, removal and disposal of a temporary physical structure, ongoing marketing, transportation of physical structures for continued use, storage of items, etc.) Identify who will be responsible for the maintenance and upkeep of the project after WMGF funds are expended. If able, secure letters of support from the parties involved in future maintenance and upkeep. Be sure to list future maintenance components that do not have an identified caretaker. Responses to this section may be a **maximum of 175 words**.

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### VII. Project Support & Collaboration

Identify supporters of your project who will contribute to the project in some way. List specific names of people or units who have granted approval or agreed to support the project and briefly describe their extent of support. Ensure that the supporters and the project team agree to all outlined project responsibilities. Note that letters of support are requested from all involved project stakeholders whose involvement or approval is necessary for project completion. Add additional rows to the table below if needed. Responses to this section may be a **maximum of 175 words**.

Supporter Name	Extent of Support	Letter of Support included in proposal submission? Yes or No

### VIII. Project Evaluation

WMGF projects should have clearly defined, measurable outcomes backed by metrics. Outcomes are the desirable achievements that you seek from your project; once you identify project outcomes, you should develop metrics (or measurements) that will determine whether your desired outcomes are achieved. List 1-3 intended project outcomes and describe the metrics you'll use to measure and track the success of each intended outcome. Explain what strategies or actions are necessary to accomplish the intended project outcomes. Describe how and during which stage of the project each outcome will be evaluated. Evaluation metrics may be qualitative or quantitative and should be intentional rather than aimless to measure progress and achievement. If funded, project teams will be expected to report on each outcome, therefore you should develop specific, measurable, achievable, realistic, and time-oriented outcomes and metrics. Responses to this section may be a **maximum of 300 words**.

### IX. Publicity and Marketing Plan

Projects must plan and budget for campus signage/publicity stating that UNT students funded the project through the We Mean Green Fund. Describe the publicity and marketing plan below. The WMGF will provide funded projects with a signage design template to ensure consistency across all implemented projects. If permanent signage (such as an outdoor post sign) does not suit the project because the project is not in a physical, permanent location on campus, detail plans for other publicity methods ([digital screen displays](#), newspaper articles, website mentions, social media, promotional items, brochures, videos, t-shirts, etc.). The We Mean Green Fund Committee reserves the right to request additional publicity to ensure appropriate project publicity and marketing. Projects with well-defined publicity and marketing plans will likely have better engagement rates with the university community. Consider consulting multiple vendors to calculate an accurate cost estimate for the project budget if costs are associated with marketing strategies. [UNT PDS](#) or other on-campus resources are a good starting place for helpful marketing logistics and information. Responses to this section may be a **maximum of 175 words**.

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**X. Covid-19 Safety**

Describe how the project’s implementation plans incorporate safety precautions that align with UNT’s COVID-19 safety and risk management strategies. Responses to this section may be a **maximum of 200 words**.

**XI. External Funding**

While not required, additional consideration will be given to projects that can obtain matching funds from sources beyond the UNT We Mean Green Fund or include a plan for sustained funding. Please respond to the questions below. Responses to this section may be a **maximum of 150 words**.

External Funding Questions	Your Responses
Does your project have support from funding sources beyond the UNT We Mean Green Fund (grants, awards, scholarships, sponsorships, fellowships, etc.)? (Yes, No, or Maybe)	
If applicable, how much external funding is already awarded or pending approval for this project?	
If applicable, who is the external funding provided by?	
If applicable, what is the external funding will be used for?	