Formatting note: Edit only the highlighted portions of this cover page to reflect your project’s title, date of submission, and the name(s)/email(s) of lead Project Team members. Then delete this sentence after removing the highlighted formatting on this page.

PROJECT TITLE

We Mean Green Fund
Project Proposal

SUBMITTED MONTH DAY, YEAR
PREPARED BY YOUR NAME(S)
YourEmails@unt.edu
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Page number formatting note: ***Once you complete this Project Proposal, right click anywhere in the Table of Contents above, then select “Update Field.” Next, select “Update page numbers only” to update all page numbers for accurate page navigation. Next, erase this formatting note.
We Mean Green Fund Overview

The University of North Texas We Mean Green Fund (WMGF) provides an opportunity for members of the UNT community to make our campus even greener! The fund is made possible by the UNT student body through their contributions via the Environmental Service Fee. Each student contributes $5 to the Environmental Service Fee during the spring and fall semesters to help reduce UNT’s impact on the environment. UNT students, faculty, and staff may propose their campus environmental improvement project ideas to the WMGF Committee each spring semester to be considered for funding and a chance to make UNT more sustainable. The student-majority committee recommends the allocation of funds from the student Environmental Service Fee which means the decisions behind this student-funded program are made by students. Funds may be used to provide environmental improvements at the university through services such as (but not limited to) recycling, transportation, employment, product purchasing, matching funds for grants, planning and maintenance, and irrigation. Funding is not guaranteed. The WMGF Committee selects projects that meet the proposal requirements, consider all sections of this project proposal template, and reflect the needs of the university.

We Mean Green Fund Project Proposal Requirements

- Only current UNT students, staff, and/or faculty may submit a WMGF project proposal.
- Projects must be environmentally beneficial and directly implemented on University of North Texas - Denton campuses.
- Individual students or student organizations submitting a proposal must have a Letter of Support from a full-time faculty or staff member who will take on the role of Project Advisor and assist the Project Team with project implementation and completion.
- Project Proposals are due March 1st, 2019. Visit wmgf.unt.edu for ideas.

Application and Submission Process

1. To apply for funding, Project Teams should submit this completed proposal template to the We Mean Green Fund Committee (WMGFC) by emailing it to WeMeanGreenFund@unt.edu. Attach this proposal document as a .pdf and .docx file named: TITLE OF PROJECT - WMGF Proposal. When emailing, send with the subject: WMGF Project Proposal Submission.
2. After the WMGFC evaluates written project proposals, eligible Project Teams will be asked to deliver a short 10-15-minute project presentation to the WMGFC on March 22nd, 2019.
3. Next, the WMGFC will deliberate and decide which projects will receive funding for the following fall semester. The WMGFC gives preference and priority to projects that meet the criteria listed on the following page.
4. Project Teams will be notified by the WMGFC about funding decisions before September.
5. Funds for the implementation of approved projects are released in or after September.

Instructions

- To be considered for funding, complete all sections of this proposal template clearly and concisely. There is no minimum limit for length, but all sections must be answered completely.
- If more pages/lines/entries are needed, copy and paste the needed portions. Keep the same layout, order, and tables within this document. Some sections have a maximum page limit. Notes are added throughout to help you with formatting of this document.
Expectations for Funded Projects

- Project Teams are responsible for implementing projects if awarded funding.
- The WMGF Committee reserves the right to request amendments to proposed projects prior to awarding funding. Project Teams must follow through with amendments if accepting funding.
- All project spending must be in compliance with applicable UNT purchasing policies and guidelines.
- Any unused project funds must be returned to the We Mean Green Fund.
- Project Teams must provide written project updates quarterly or as requested by the WMGF Project Coordinator. Otherwise, funding may be placed on hold.
- Projects must spend WMGF funds according to the approved Project Budget and must consult with the WMGF Committee to request any budget alterations or adjustments.
- If funds are not used by the end of the fiscal year in which they are awarded, then funding will be withdrawn, and Project Teams must reapply for future funding unless specified otherwise in the funding agreement.

We Mean Green Fund Project Criteria

The WMGF Committee shall give preference and priority to project proposals that meet the following criteria:

a. Environmental Benefits: Project demonstrates a reduction in UNT’s carbon footprint or provides other environmental benefits such as (but not limited to) water conservation, storm water management, biodiversity, conservation, waste minimization, etc.

b. Connection to Campus: Project directly addresses environmental sustainability on the University of North Texas campuses in Denton, or in the capacity that on-campus activities directly influence environmental sustainability in the surrounding community.

c. Campus Affiliation: Project proposal is submitted by a UNT student, staff member, and/or faculty member on behalf of an individual or UNT program, organization, office, or department. Non-university affiliated individuals and organizations may not submit proposals.

d. Feasibility and Institutional Support: Project is feasible and has support from appropriate campus individuals and entities. Individual students or student organizations must have the support of a faculty or staff advisor who is committed to advising throughout project implementation.

e. Appropriateness of Schedule and Budget Request: Project must have a feasible timeline and budget that is clearly defined and is based on research.

f. Student Experience: Project includes opportunities for student involvement and/or will positively impact the student experience.

g. Outreach and Education: Project considers education and outreach opportunities and has included them as part of its implementation plan.

h. Metrics: Project has a clearly defined, measurable outcome, backed by metrics for assessment. Frequency of reporting must also be provided.

i. Self-Sufficiency: Preference 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.

j. Potential for Broad Application: Project has potential to be scalable across campus.
Project Team

Include the following information for all student/faculty/staff members of the core Project Team. All projects require a Faculty or Staff Advisor who will ensure the longevity of the project if funding is awarded. If more pages or entries are needed, copy and paste the needed elements.

**Faculty or Staff Advisor** – will oversee project through implementation and completion

Name:
Classification (faculty or staff):
UNT Title:
UNT Department/College:
Phone:
Email:
Project Role(s):

**Additional Team Member** (if applicable)

Name:
Classification (faculty, staff, or student):
Expected Graduation Semester/Year (for students only):
UNT Title:
UNT Department/College:
Phone:
Email:
Project Role(s):

**Additional Team Member** (if applicable)

Name:
Classification (faculty, staff, or student):
Expected Graduation Semester/Year (for students only):
UNT Title:
UNT Department/College:
Phone:
Email:
Project Role(s):
Project Introduction & Description

Briefly describe your project using the 5 Ws (who, what, when, where, and why). Mention how the project is environmentally beneficial and how it connects to campus. Consider the following: the aims and objectives of the project, the problem or circumstance you want to address and your approach to it, any issues (sustainable, political, social, economic, etc.) which make this need more acute, where and when the project will take place, how long it will take to complete, what difference the project will make, the partners involved in the implementation of the project, and who will benefit from the project. Use the following sections to elaborate further. Provide any supporting materials in the Appendix. Responses to this section may be a maximum of two pages.
Reason for Project

Describe the need for the project at UNT, how your project addresses the need, and any research garnered for this project. Provide any supporting materials in the Appendix. Responses to this section may be a maximum of one page.
Student Experience

Describe how UNT students will be involved with or impacted by the project during implementation and/or after the project is implemented. In what ways will the project positively impact the UNT student experience? Provide any supporting materials in the Appendix. Responses to this section may be a maximum of one page.
Outreach and Education

*Explain how this project will include education and outreach opportunities for the UNT Community as part of its implementation plan. Provide any supporting materials in the Appendix. Responses to this section may be a maximum of one page.*
Project Maintenance

Will the project be self-sustaining after funds are exhausted or will it need continued maintenance/upkeep? If applicable, describe any maintenance required for the project after it is implemented and funds are expended. Identify who will be responsible for maintenance/upkeep of the project after funds are expended.

Explain the project closure process if the project has a clear ending point. Provide any supporting materials in the Appendix. Responses to this section may be a maximum of one page.
Institutional Support

Institutional supporters of your project are UNT affiliates who will support or contribute to the project in some way. List supporter names and affiliation (department/college/organization/office/etc.), and describe the extent of involvement/responsibilities for each. Ensure that the supporter and the Project Team agree on the outlined responsibilities. Letters of Support* are required from all appropriate institutional supporters. (Individual students or student organizations submitting a proposal must have a Letter of Support from a full-time faculty or staff member who will take on the role of Project Advisor and assist throughout project implementation.) Letters of Support should be provided in the Appendix. Use as many rows as needed in the table below. Table may extend to additional pages.

<table>
<thead>
<tr>
<th>Supporter Name(s)</th>
<th>Affiliation: Department/College/Organization/Office/etc.</th>
<th>Involvement/Responsibilities</th>
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</tbody>
</table>

*Letters of Support come from institutional support (UNT faculty/staff/departments/organizations/etc.) outlining their approval of the project, how they plan to be involved with the project, and their contact information.
Intended Outcomes & Assessment Metrics

Describe the intended outcomes/results/impacts expected from the project. Provide the metrics necessary to measure and track success of each intended outcome. Describe when or during which stage of the project each outcome will be assessed. Use as many rows as needed in the table below. Table may extend to additional pages. Please include items from your assessment schedule in the Project Timeline. Provide any supporting materials in the Appendix.

<table>
<thead>
<tr>
<th>Intended Outcome</th>
<th>Metric</th>
<th>Assessment Schedule</th>
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</table>
Project Signage

When possible, awarded projects must include plans for permanent campus signage stating that UNT students funded the project through the We Mean Green Fund. Research and estimate signage costs to your best ability and include the cost estimates and an explanation of cost research in the table below and in the Project Budget. 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 signage options (stickers, flyers, website mentions, digital screen displays, social media, videos, t-shirts, etc.). The We Mean Green Fund Committee reserves the right to request additional signage not described below to ensure appropriate project marketing. Consider consulting multiple vendors to calculate an accurate cost estimate. UNT Printing and Distribution Solutions or other on-campus resources may be a good starting place. Use as many rows as needed in the table below. Table may extend to additional pages. Provide any supporting materials in the Appendix.

<table>
<thead>
<tr>
<th>Describe ideas for signage and signage medium/materials</th>
<th>List ideas for signage location on campus and/or plans for signage distribution</th>
<th>Estimated Cost/Explanation of Cost/Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Lawn signs will be posted across campus to advertise the project unveiling. These will not be permanent because the project does not include a physical structure on campus, but this element of signage will be implemented among others to draw people to our closing event. (ERASE EXAMPLE ROW)</td>
<td>25 signs will be staked in highly foot-trafficked areas on campus including around the Union, Rec Center, BIL, Library Mall, bus stops, and dining halls. The signs will be up for one month. (ERASE EXAMPLE ROW)</td>
<td>$215.75 is a cited price from UNT Eagle Images for 25 signs (includes cost of sign printing and ground stakes). (ERASE EXAMPLE ROW)</td>
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<td>$</td>
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<tr>
<td>Total Signage Costs</td>
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<td>$</td>
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</tbody>
</table>


**Project Timeline**

_Summarize the planned timeline of the project. Detail all parts of project implementation considering intended start, end, maintenance schedule, assessment schedule, education and outreach opportunities, signage implementation, events, hiring, and more. Use as many rows as needed in the table below. Table may extend to additional pages. Provide any supporting materials in the Appendix._

<table>
<thead>
<tr>
<th>Semester/Month/Year</th>
<th>Progress/Project Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall “Mid-September 2019”</td>
<td>Funding is released to awarded projects.</td>
</tr>
</tbody>
</table>
External Funding

While not required, preference 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.

Does your project have support from funding sources other than the UNT We Mean Green Fund (grants, awards, scholarships, sponsorships, fellowships, etc.)? Mark your answer below.

Yes _____
No _____

If yes, how much funding do you have to match and who will it be provided by? Please briefly explain how the external funds will be used.

If your project has additional plans for sustained funding, please explain. Goods/services covered by external funding sources should not be included in the Project Budget on the following page. Responses to this section may be a maximum of one page. Provide any supporting materials in the Appendix.

Total External Funding $___________
**Project Budget**

Projects require a budget that is clearly defined and based on research. List the goods/services required to complete the project and the total cost for each. Explain the costs associated with each line item and describe the research you’ve conducted to inquire about accurate costs of each good/service indicated. If goods/services are needed in multiples, include the base cost of each and quantity requested under Explanation of Costs/Research (see example). Do not include goods/services covered by external funding in the amount requested from the We Mean Green Fund. Do not include website links. Use as many rows as needed in the table below. Table may extend to additional pages. Provide any supporting materials in the Appendix.

<table>
<thead>
<tr>
<th>Goods/Services</th>
<th>Total Cost</th>
<th>Explanation of Costs/Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Signage</td>
<td>$</td>
<td>Information found on <a href="#">Project Signage</a> page.</td>
</tr>
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<tr>
<td>Example: Shovels</td>
<td>$ 50.00</td>
<td>Quantity (5)/ Cost Each ($10). Shovels are needed so volunteers can dig holes for planting flowers in the garden beds. Home Depot, Lowes, and Amazon have shovels for this price. (ERASE EXAMPLE ROW)</td>
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<td>(ERASE EXAMPLE ROW)</td>
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<tr>
<td>Total Funding Requested from We Mean Green Fund</td>
<td>$</td>
<td>Please triple check calculation!</td>
</tr>
</tbody>
</table>
Appendix

Include any supporting materials that may help the We Mean Green Fund Committee better understand your project (tables, charts, figures, graphs, statistics, maps, drawings, research, surveys, data, first-person accounts, pictures, specification, etc.). Include all necessary Letters of Support. Proposals will be reviewed in print therefore website links are not permitted. Please refer to each supporting material in at least one of the previous sections for explanation.
Once completed, ensure the Table of Contents is updated.

Title this document: **TITLE OF PROJECT** – WMGF Proposal.

Save as **both** a .pdf and .docx file.

By March 1\textsuperscript{st}, 2019 email **both** files of the finalized proposal to

[WeMeanGreenFund@unt.edu](mailto:WeMeanGreenFund@unt.edu) with the subject: WMGF Project Proposal Submission.


Thank you for your interest in the We Mean Green Fund!