ABOUT GREENFUND

The Lehigh GreenFund enables Lehigh students, faculty and staff to undertake learning projects that will create a greener, more environmentally sustainable campus. Grants of up to $2,000 may be awarded to projects that:

* Advance sustainability on the Lehigh campus
* Foster collaboration among Lehigh students and faculty/staff
* Show potential for long term benefits to the campus and surrounding community

Applications will be reviewed monthly by a Green Fund working group consisting of students and staff.  The deadline for applications is the first of every month, year-round.  The Green Fund working group will provide feedback and a decision to the applicants within one month of submission.

INSTRUCTIONS TO APPLICANTS

Please submit the three components below to greenfund@lehigh.edu by the first of every month, year-round. The components may be submitted in MS Word, Excel, pdf, or a combination, and they may be submitted as one document or several documents.

APPLICATION CHECKLIST

Applications must contain these documents:

* **The Green Fund application.** Complete this form, including signature.
* **Timeline:** The timeline can be in any format, but must include start date, main activities, and implementation schedule with specific progress milestones and completion date.
* **Budget:** Provide a detailed budget describing how funds will be used throughout the life of the project. Typical budget items include equipment, supplies, travel, meals, marketing/advertising, etc. Be as specific as possible. Green fund monies may not be used for personal salaries, compensation, stipends, etc.

**GREEN FUND APPLICATION:**

Complete the Project information section – use as much space as you need.

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| --- |
| **Project Information** |
| **Name of the Project:** Click here to enter text. |
| **Start Date:** Pick the Date | **End Date:** Pick the Date |
| **Project Summary:** *Describe the project including the issue it is attempting to address and expected results* |
| **Estimated Total Cost:**   | **Estimated Total Savings:**   |
| **Describe how you project will advance the sustainability efforts of the University.** What is the potential for broader impact outside the University? |
| **Provide any additional sources of funding already secured or being pursued** (Name of source and approximate dollar amount). |
| **How will you measure the impact of your Project, and what will you measure?** |
| **Will this project require ongoing maintenance?** Who might assume responsibility for continuing the project?   |
| **Have you consulted University staff or departments that would be affected by the project?** If so, include all letters of support, if applicable. If additional approvals are still required, please list the groups (departments, committees, etc.) that will need to approve the implementation of the project.  |
| **Describe the publicity, education and outreach component of your project.** Who is your target audience and how will you communicate to them? |

Provide contact information of the student team members, creating additional rows if necessary.

|  |
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| **Student participants** |
| **Name** | **Username** | **Major/year Graduation** | **Project Role** | **Responsibilities** |
|   |   |   |   |   |
|   |   |   |   |  |
|  |  |  |  |  |

Project report and presentation

If your project is approved and you receive funding, you will need to prepare a written report (after project completion) with the following information:

1. Background
2. Methods (design, planning, implementation)
3. Results (include cost analysis)
4. Discussion and conclusions (project impact, lessons learned)

You will also give a short presentation to LEAG at the end of the project. You will demonstrate the results of the project and how the funds have been used. LEAG will contact you with specific dates and details of your presentation.

 FACULTY/STAFF SIGNATURE

I support this project and agree to oversee the project from start to finish and to mentor and advise the student(s) responsible for the project.

Faculty/staff mentor Date

STUDENT SIGNATURES

I agree to oversee this project from start to completion and ensure that requirements of the project are met. Additional signatures can be added if needed.

Student Date

Student Date

Student Date

Thank you for completing a GreenFund Application!