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**COMMITTEE ON SUSTAINABILITY GREEN FEE COVER SHEET**

**Project proposals are due to the Director of Sustainability at sustain@wm.edu by Friday, February 22th, 2019 at 5pm.**

Provide brief responses to the following:

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| Project/Study Title: |
| Project Leader(s): | Email(s): |
| Advisor (student led projects only): | Email: |
| Advisor Signature (digital accepted): | Email:  |

Total Funds Requested: $

Project/Study Abstract (50 words or less):

Describe the expected outcome or products of the project:

Describe how you will assess the outcome or success of your project:

Are students involved? If so, how?

Project Timeline and Completion Date:

Projected Cost Savings (**if applicable**):

* One-time: $
* Continuing: $/yr
* Simple Payback (in years):

**ATTACH A MORE DETAILED PROJECT PROPOSAL THAT:**

* Describes the purpose and rationale of the project, including the methodology and plan for the project’s execution. Visit the [Green Fee site for a sample proposal](https://www.wm.edu/sites/sustainability/committeeonsustainability/greenfee/submit_proposal/example_proposal_outline/index.php);
* Explains the relationship of your project to the promotion of a culture of sustainability or to the promotion of sustainable practices at the university.
* Submit your cover sheet, proposal and budget as a **single document** to sustain@wm.edu

**ATTACH A BUDGET**

Project Leader Signature: Date:

**All awarded projects are required to submit semesterly progress reports. Final reports are due upon completion of the project. Student led projects must maintain an advisor at all times.**