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**COMMITTEE ON SUSTAINABILITY**

**GREEN FEE COVER SHEET**

**Project proposals are due by March 3, 2022 at 5pm.**

Submit your cover sheet and proposal as a SINGLE PDF at <https://go.wm.edu/WmRSXS>

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| Project/Study Title: |
| Project Leader(s): |
| Advisor (student led projects only): |
| Total Funds Requested:  |
| Project/Study Abstract (50-100 words): |

Green Fee awards will be grants **up to $5,000**.

The applicant's **office/department will be responsible for making the project's purchases** using the awarded funds.

All proposal purchases must meet university guidelines and be approved by the applicant's (or in the case of students, advisor's) office/department prior to submission.

Please visit the university’s guidelines on purchasing.

**APPLICANT**

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| Expected Outcome or Products of the Project:  |
| How Will You Assess the Success of Your Project: |
| Green Fee proposals will be evaluated by how well it addresses and connects all 3 facets of sustainability (environmental, social, economic) and the extent to which it involves students. |
| What are the social impacts and connections of the project? |
| What are the environmental impacts and connections of the project?  |
| What are the economic impacts and connections of the project?  |
| Are Students Involved? If so, how? |
| Does this project further specific W&M Sustainability Plan or Climate Action Roadmap commitments? If so, which ones and how? |
| Project Timeline and Completion Date: |
| Projected Cost Savings (if any):  |
| Project Leader(s) Names: | Emails:  |
| REQUIRED for Student led project only. Advisor’s Name: | Email: Signature: |

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

* Purpose & Rationale: 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);
* Connection to Sustainability: Explains the relationship of your project to the promotion of a culture of sustainability or to the promotion of sustainable practices at the university. Explain the extent to which it connects/addresses all 3 facets of sustainability (environmental/social/economic).
* Line-itemed Budget: Includes a detailed budget with line itemed purchases and vendors

**DON’T FORGET!**

The applicant’s office or department must complete the below after reviewing the full proposal. The proposal will not be considered complete or viable for committee review without this step.

**APPLICANT’S OFFICE OR DEPARTMENT**

|  |  |
| --- | --- |
| Has the department agreed to make the purchases for this proposal, using the Green Fee funds? | Y/N: |
| Business officer or individual who will make purchases. | Name:Title:Email: |
| Did the business officer review the purchases to ensure university purchasing standards are being followed? | Y/N: |
| Finance Org the office/dept has signing authority over for index activation. (VIMS=N/A) | Org #:  |
| If the total purchase from a vendor is greater than $5,000 certain procurement standards must be met. If this applies, have you spoken with Procurement?  | Y/N: |
| Signature of dept/office head, certifying the above to be correct.  | Name: Signature:  |

**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.**

Contact sustain@wm.edu with any questions.