



# Call for Proposals

Issued: October 18, 2011; Revised Nov 16, 2011  
Pre-Proposals Strongly Encouraged  
Final Proposal Applications Due February 1, 2012

## Table of Contents

- A. INTRODUCTION AND COMMITTEE MISSION STATEMENT
- B. GUIDELINES
- C. PROPOSAL PROCESS & REQUIRED INFORMATION FOR THE PRE-PROPOSAL AND FULL PROPOSAL
- D. TIMELINE

Please refer to the Green Fund Committee's website for comments and questions.  
<http://www.studentaffairs.arizona.edu/greenfund>

**PLEASE CONSIDER THE ENVIRONMENT:**  
LIMIT THE PRINTING OF THIS DOCUMENT AND PRINT DOUBLE-SIDED

# Call for Proposals

---

Issued October 18, 2011; Revised November 16, 2011

## A. Introduction and Mission Statement

### Introduction

The Green Fund Committee is seeking proposals from University of Arizona students and employees for projects that serve the Green Fund's goal of making The University of Arizona a more environmentally sustainable institution. The Committee welcomes projects of all sizes, and intends to fund multiple projects. Up to \$400,000 will be allocated across all funded projects beginning July 2012.

University oversight of the Committee is provided through the Office of the Vice President for Student Affairs. Committee procedures follow established University business procedures and policies. Green Fund Committee bylaws are available on the Green Fund Committee website:

<http://www.studentaffairs.arizona.edu/greenfund>

<http://www.studentaffairs.arizona.edu/vpsoffice/>

### Green Fund Committee Mission Statement

The Green Fund Committee will allocate funding for projects that make The University of Arizona a more environmentally sustainable institution. The Committee will allocate funds to projects that include but are not limited to:

- increasing the percentage of renewable energy used at The University of Arizona,
- improving energy efficiency,
- increasing outdoor and indoor water efficiency,
- reducing the amount of waste generated by The University of Arizona, and
- education, research, and outreach initiatives directly related to environmental sustainability of The University of Arizona

## B. PROJECT GUIDELINES

- Projects must directly address the environmental sustainability of The University of Arizona.
- Projects must directly or indirectly benefit students of The University of Arizona
- Proposals must include signed approval forms from university units with a stake in the proposed work (see Proposed Project Approval Process below).
- Proposal authors must agree to work closely with the Green Fund Committee marketing team on marketing and communications issues related to the project
- Projects that come with matching funds are preferred.

## C. PROPOSAL PROCESS & REQUIRED INFORMATION FOR THE PRE-PROPOSAL AND FULL PROPOSAL

NOTE: Additional information may be requested. Pre-proposals and full proposals must be submitted through the Committee's website (link below). Full proposals are due February 1, 2011.

Green Fund Committee website:

<http://www.studentaffairs.arizona.edu/greenfund>

### Proposal Process

Applicants should submit a pre-proposal to the Green Fund Committee prior to submitting the full project proposal. Full proposals will only be considered for funding if they adhere to the guidelines outlined in Section B and include the ALL the required information outlined in Section C of this document. Please visit the Green Fund Committee website (URL above) as you begin developing a draft proposal to ensure you properly format your proposal for submission.

### Pre-Proposal

The Committee requests pre-proposals from UA students and employees intending to submit a full proposal for funding. The pre-proposal is submitted to the Committee via the Green Fund website (see website address above). Clear and complete pre-proposals are an important step in the development of full proposals that include all necessary approvals and details that the Committee must see in order to recommend funding for a project. Pre-proposals are not mandatory but are strongly encouraged at least several weeks before the February 1 deadline. The Committee reviews and provides feedback on pre-proposals with the goal of supporting strong full proposals that fit well with university procedures and rules. Information required in the pre-proposal is outlined in Section C.

Completed pre-proposals are to clearly communicate the following in less than 300 words:

- project description
- groups involved
- project goals
- project duration

## Full Proposal (Due February 1, 2012)

### Project Description

1. Please include an abstract that gives a brief yet comprehensive summary of your project in less than 250 words.
2. Identify all project members and affiliates, their roles, contact information and their relevant experience. While students are encouraged to develop and submit proposals and lead projects, UA employees must agree to the roles of project manager and business manager prior to proposal submission and be listed as such in the proposal. Project and business managers are responsible for the appropriate use, management, and reporting of funds transferred into a UA account that is under their control. It is advised that the project and business manager work in the same department/unit. Questions about this may be submitted via the Green Fund Committee website.
3. Please develop a clear and comprehensive project narrative that expands on your 250 word abstract and includes a descriptive title, project history, and relevant details such that the narrative fully articulates the purpose, process(es), and desired impacts of your proposed project on the environmental sustainability of The University of Arizona
4. Describe how your project will involve and/or benefit UA students.
5. Provide a project timeline. List anticipated project start and completion dates, order tasks and milestones chronologically, and estimate how long each task will require for completion. Feel free to include a visual representation of these dates to accompany your description.

### Metrics

6. Briefly **outline** the desired impact(s) your project will have on the environmental sustainability of The University of Arizona
7. Concisely identify how you will **achieve** those impact(s).
8. Identify how you will **measure** and **report** the impact(s) either quantitatively or qualitatively to support that you have achieved your desired impact.

### Budget

9. Prepare a detailed budget using the online form provided on the Green Fund website
10. Describe your strategy for financially supporting the project long-term.
11. Itemize all sources of matching funding (including in-kind) in support of the proposed project, including funding that has been applied for but not yet awarded.

## D. Timeline

Pre-Proposals Accepted Now    Full Proposals Due: **2/1/12**    Allocation Meeting: **March (TBD)**