Aggie Green Fund
Grant Proposal Application Preparation

This draft application is provided to give guidance on the scope and type of information that will be required on the actual application. Abstracts will be reviewed by the Aggie Green Fund Advisory Committee. Those individuals/teams whose abstracts are approved by the committee will be invited to submit an application.

Guidelines

The Aggie Green Fund is a grant-making fund for sustainability projects at Texas A&M University supported by the University Advancement fee. A Grant-Making Committee composed of students, staff, and faculty in which students comprise the majority selects projects. This group is known as the Aggie Green Fund Advisory Committee (AGFAC).

Any Texas A&M University student, staff member, or faculty may submit a project application. All projects must meet the following requirements for active consideration:

Submission / Project Requirements:
1. Projects must directly address sustainability on the Texas A&M campus. Furthermore, the Aggie Green Fund is intended for environmental projects that are not already funded by Texas A&M University.
2. Projects may not primarily address research aims.
3. Where appropriate, projects must have received written confirmation of support by campus officials prior to consideration (see Project Approval form).
4. Projects that propose a change to the physical campus environment must align with the 2017 Campus Master Plan found here. Examples include permanently installing new equipment, constructing a garden, changing the appearance of a building, etc. If your proposal is selected, your project may be required to obtain approval from the Council for the Built Environment (CBE) prior to funds being released.
5. If a project requires CBE approval, the CBE package must be submitted by the applicant's respective Dean or Vice President.
6. All projects must have a mechanism for evaluation and follow-up after funds have been dispersed. At a minimum, a project plan must include a progress report and scorecard. If a project is expected to have on-going benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the AGFAC.
7. Projects should have publicity, education, and outreach considerations.

Project Preferences:
1. Preference will be given to projects that demonstrate the greatest reduction in Texas A&M University's environmental impact in a cost effective manner.
2. Preference will be given to projects with strong student involvement.

Grant Application Preparation

Project Title:

Abstract Proposal Budget Request Total:
Updated Budget Request Total:

Primary Contact:
Primary Contact's Classification:
Primary Contact's Role within Project:
Primary Contact Phone:
Primary Email Associated with Project:
Registered student organization or campus unit/department through which the grant funds will be
administered, if applicable (if different from sponsoring organization):

Project Team

Please identify the project manager(s) as well as the member of the team (liaison) responsible for reporting
project status and success. This section is only for internal members of your Project Team. For external
approval, please see "Project Approval Information."

Name:
Title:
Department:
Project Roles:
Phone:
Email:
Relevant experience or knowledge for this project:
Expected Graduation Date:

(Enter for each team member)

NOTE: Each project will be expected to report regularly to the Aggie Green Fund Advisory Committee with
frequency based on the scale of the project.

How did you hear about the Aggie Green Fund Grant?

Grant Application

The Abstract and Application may not be open at the same time. If you would like to view your responses
submitted in the Abstract Proposal, scroll to the bottom, select "Save Draft" and then "Return to Menu". You
can then see your responses by clicking the "View" button next to your Abstract submission. It is advised you
download or print your Abstract responses since it cannot be open at the same time as the Application. Please
remember to log out of the Abstract before returning to the Application.

Project Description

1. Please give a brief history of this project/your organization. Describe the overall purpose (goals) of the project.

2. What will be the process for implementing your project? Describe the key components and steps of your project.

3. Will the project require ongoing maintenance or upkeep? If so, how will this be addressed? Who will be responsible?

4. Which aspects of campus sustainability will your project address, and why is addressing these sustainability components important? How will your project benefit the Aggie community as a whole?

5. Does your project tie into any broader campus sustainability initiatives? If so, how?

Project Approval Information

Should your project require the participation of a campus department or impact campus operations, you will be required to seek approval from the appropriate department or organization leader(s). Be thoughtful about both the implementation and maintenance phase of your project to ensure you include all relevant departments and/or organizations.

Do any aspects of your project require approval from an entity on or off campus? If so, please get a signed letter of confirmation from that entity on campus and upload it below. For example, a project which affects campus grounds or buildings must be approved by either the appropriate Department Head or Director. If your project requires multiple approval letters, please consolidate all forms into one master file and upload it below.

You can download the Project Approval Information Template HERE.

Metrics and Measurability

7. What quantifiable sustainability impacts will your project have and what will be the estimated cost savings to the campus? How do these impacts fit into the larger campus context (For example, what fraction of campus electricity usage does your savings represent)?

8. What are the qualitative benefits that would allow you to deem this project successful?

9. How will you measure these impacts after your project is implemented in order to see if you have met your goal? In addition to AGFAC, who will you report your information to?

10. How does your project go above and beyond the requirements already mandated by Texas A&M University and/or state law?

11. If your project team is partnering with other organizations, departments, individuals, or other stakeholders, please explain their involvement and include their contact information.

12. Please be specific about the ways in which you can ensure that your team will have time available to work on this project.

13. How much of your project will students be involved in? What roles will students play in your project? Does your project target involvement of a certain section of the student body? Explain.

Project Education, Outreach, and Publicity Plan

Note: This section is about letting the campus know what your project has accomplished after you have met your project goals. If outreach and education are the primary goals of your project, please describe them above in the section entitled "Project Goals and Quantifiable Impacts."

14. What is your plan for publicizing your project on campus?

15. Do you have any specific outreach goals? If so, how will they be measured?

Updated Proposed Budget Sheet

Total Amount Requested from Aggie Green Fund:

16. List all budget items for which funding is being requested under the appropriate category. Include cost and total amount for each item requested. Please be as detailed as possible. If you have price quotes from vendors or additional historical budget information for projects that have occurred previously or are on-going, please submit those with this application.
    Please download this template to build your Proposed Budget Sheet.

17. If your project is implemented, does it require any on-going funding after its completion? If yes, what is your strategy for supporting the project after this initial period to cover replacement, operational, and renewal costs?
    NOTE: The Aggie Green Fund is unlikely to provide funding beyond the initial year for ongoing projects.

18. List all non-Aggie Green Fund sources you are pursuing for funding, volunteer time, in-kind donations, etc.
    Source:
    Description:
    Amount:
    Date Request Submitted:
    Date Received / Date Funding Will Be Announced:

Project Timeline

19. Will this project provide an economic benefit to campus and/or justify some of the expense to the campus? Please explain. You may also upload any documentation or calculations used to determine the economic feasibility of your project.

20. Please describe your project timeline. List milestones chronologically. For the "Timeframe" column, please estimate how long each task will take to be completed.

    Each one of the following items must be included on your timeline:
    • Project start date
    • Target date for project completion
    • Date by which you will need the first installment of Aggie Green Fund money
    • Date by which you expect to have spent all Aggie Green Fund funds
    • Target date for submitting final project report to the Aggie Green Fund Committee
    • Any significant tasks or milestones along the way (For example: identifying an equipment vendor, begin installing equipment, finish installing equipment, etc.)

    Project Timeline
    Task:
    Timeframe: (Amount of time to complete task.)
    Estimated Completion Date:
    (Continue entering for each task)

21. You are required to submit an initial scorecard. This will help the AGFAC review the criteria you propose to monitor throughout the life of your project. The scorecard template can be found [here](#).

Additional Supporting Documents

22. If you have additional supporting documents you would like to share, please upload here.

23. If you have additional supporting documents you would like to share, please upload here.

24. If you have additional supporting documents you would like to share, please upload here.