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**Major Grant Proposal Abstract Preparation**

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).

The abstract is Phase I of the Aggie Green Fund Major Grant application. The abstract is provided to give guidance on the scope and type of information that will be required in Phase II, the full application. Abstracts will be reviewed by the AGFAC. **Abstracts not saved in the WizeHive system by the closing deadline will be ineligible for consideration. If you do not receive a submission confirmation email, your abstract was not fully submitted.**

While the abstract acceptance period is open you may enter the information requested directly into WizeHive. This list of questions is provided to assist you in the preparation of your answers. We recommend you type your abstract questions in a word processor and then copy/paste into WizeHive.

**Major Grant Guidelines**

Any Texas A&M University student, staff member, or faculty may submit a project application. Please review the AGFAC [criteria for evaluating projects](http://greenfund.tamu.edu/getagrant.html). In addition, all projects must meet the following requirements for active consideration:

*Submission/Project Requirements:*

* Projects must directly address sustainable improvements on the Texas A&M College Station, Texas A&M Higher Education Center at McAllen, and Texas A&M University School of Law campuses. Furthermore, the Aggie Green Fund is intended for sustainability projects that are not already funded by Texas A&M University.
* Projects may not primarily address research aims.
* Where appropriate, projects must have received written confirmation of support by campus officials prior to consideration (see [Project Approval Form](https://greenfund.tamu.edu/files/MajorGrantApprovalForm.docx) within the application).
* Projects that propose a change to the physical campus environment must align with the [2017 Campus Master Plan](https://campusplan.tamu.edu/). 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 Campus Planning, Design & Construction / University Architect prior to funds being released.
* If a project requires Campus Planning, Design & Construction / University Architect approval, the information package must be submitted by the applicant’s respective Dean or Vice President.
* Projects should align with the evergreen goals and targets of the [2018 Sustainability Master Plan](https://greenfund.tamu.edu/files/SMP.pdf)
* Projects must begin active project implementation by September 15 of the year they receive funding and reach project completion by August 31 of the following year. Projects requiring Campus Planning, Design & Construction / University Architect approval must begin active project implementation within 3 months and reach project completion within 18 months of receiving approval. Projects out of compliance with these requirements must return all funds to the Aggie Green Fund within 30 days unless they have applied for and received an AGFAC extension.
* 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 ongoing benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the AGFAC.
* 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.

Project Title:

Budget Request Total:

I confirm I have reviewed the above project requirements and that, to the best of my knowledge, my proposed project meets all the requirements: Yes/ No

**Project Team**

Primary Contact:

Primary Contact’s Classification:

Primary Contact Phone:

Primary Email Associated with Project:

How did you hear about the Aggie Green Fund grant?

**Project Description**

Please categorize your project in one of the four primary categories below. Some projects may also have an appropriate secondary category.

**Primary Category** (select one):

Infrastructure/Construction

Outreach/Services

Physical Device

Software/Information Technology Services

**Secondary Category** (select one, if applicable)**:**

Infrastructure/Construction

Outreach/Services

Physical Device

Software/Information Technology Services

1. Briefly explain your project and how it will be implemented.

Click here to enter text.

1. Briefly explain the overall purpose and goals of the project.

Click here to enter text.

1. Briefly explain the benefits of your project to campus and how the benefits will be measured. This may include environmental, financial, and/or social benefits to the campus community.

Click here to enter text.

1. If applicable, please provide a description of the proposed project site location. Upload a map or graphic of the proposed site for your project below.

Click here to enter text.

1. Briefly explain your interest in this project and any relevant experience you have with respect to the topic of this project.

Click here to enter text.

1. Please explain the estimated cost of your project and the proposed project schedule/milestones.

Click here to enter text.

**Proposed Budget**

1. Total Amount Requested from Aggie Green Fund:
2. Please download [this template](https://greenfund.tamu.edu/files/BudgetSheetTemplate.xls) to build your Proposed Budget Sheet. Upload the completed document below.

**Project Timeline**

1. Please describe your project timeline. List milestones chronologically. For the “Timeframe” column, please estimate how long each task will take to be completed. Please download [this template](https://greenfund.tamu.edu/files/ProjectTimeline.xlsx) to build your Proposed Timeline Sheet. Upload the completed document below.

NOTE: Projects must begin active project implementation by September 15 of the year they receive funding and reach project completion by August 31 of the following year. Projects requiring Campus Planning, Design & Construction / University Architect approval must begin active project implementation within 3 months and reach project completion within 18 months of receiving Campus Planning, Design & Construction / University Architect approval. Projects out of compliance with these requirements must return all funds to the Aggie Green Fund within 30 days unless they have applied for and received an AGFAC extension.

**Campus Approvals**

Should your project require the participation of a campus department or impact campus operations, you will be required to obtain approval from all appropriate department or organization leader(s). Frequent approval entities include, but are not limited to:

* + Athletics – Oversees athletic events and programming
  + Building Proctors – Oversee operations within [their assigned buildings](https://proctorlist.tamu.edu/)
  + Chartwells – Oversees campus dining
  + Dean (or delegate) and Department Head – Oversee academic learning and research opportunities for their school/department
  + Environmental Health & Safety – Oversees hazardous waste and lab safety
  + Recreation Sports – Oversees the Rec Center and associated programs
  + Residence Life – Oversees campus residence halls
  + SSC Services – Oversees grounds, custodial, and maintenance services
  + Transportation Services – Oversees transit and parking
  + University Architect – Oversees the Campus Master Plan and campus signage
  + Utilities & Energy Services – Oversees energy, water, and recycling services

1. Which campus entities will you need to obtain approval from to implement your project? Describe your plan for getting approvals from these necessary entities.

Click here to enter text.

**Campus Planning, Design & Construction / University Architect Supplemental Questions**

Projects that propose changes to the physical campus environment such as permanently installing new equipment, constructing a garden, or changing the appearance of a building require Campus Planning, Design & Construction / University Architect approval and must align with the [2017 Campus Master Plan](http://campusplan.tamu.edu/). Campus Planning, Design & Construction / University Architect approval is a process separate from the Aggie Green Fund that projects must initiate after Phase II (the full application) concludes.

1. Is it likely your project will require Campus Planning, Design & Construction / University Architect approval? If Yes, you will need to answer Questions 12-14 and your abstract will be shared with the CBE Sub-Council Chairs for preliminary review. (Yes/No)
2. If your project will alter an existing building, explain any potential impacts that will need to be further investigated to ensure the feasibility of the project’s implementation. Examples include increasing the structural load, impacting electrical loads, affecting existing warranties for roofing or other systems, or affecting issues of safety and/or access.

Click here to enter text.

1. If your project will impact existing maintenance arrangements, describe how you plan to address long-term maintenance needs.

Click here to enter text.

1. To be eligible for consideration, you must have secured the support of a Campus Project Partner. This Partner must check Box 3, at minimum, on the Project Approval Form. Please [download the form](https://greenfund.tamu.edu/files/MajorGrantApprovalForm.docx) and upload your completed form below.