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**Major Grant Full Application 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 Full Application is Phase II of the Aggie Green Fund Major Grant application. Individuals/teams will be invited by the AGFAC to submit an application following abstract submission. Applications will be reviewed by the Committee. **Full applications 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 application was not fully submitted.**

While the application 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 application questions in a word processor and then copy/paste into WizeHive.

NOTE: Within WizeHive, 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 your Abstract responses since they cannot be open at the same time as the Application. Please remember to log out of the Abstract before returning to the Application.

**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:

Abstract Proposal Budget Request Total:

Updated 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**

This section is only for internal members of your Project Team. For external approval, please see the “Campus Approvals” section. Make sure you identify a project manager(s) as well as a liaison responsible for reporting project status. 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.

1. **Primary Contact Information**

Name:

Classification:

Expected Graduation Date:

Title:

Department:

Project Role(s):

Phone:

Primary Email Associated with Project:

T-Shirt Size: S/M/L/XL/2XL

Relevant experience or knowledge for this project:

How did you hear about the Aggie Green Fund Grant?

2. **Additional Team Members** (if applicable)

Name:

Classification:

Expected Graduation Date:

Title:

Department:

Project Roles:

Phone:

Email:

T-Shirt Size: S/M/L/XL/2XL

Relevant experience or knowledge for this project:

(Enter for each team member)

3. Registered student organization or campus unit/department through which the grant funds will be administered, if applicable:

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

5. Please be specific about the ways in which you will ensure you and your team have sufficient availability to implement this project.

**Project Description**

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

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

8. Which aspects of campus sustainability (environmental, social, economic) will your project address, and why is addressing these sustainability components important? How will your project benefit the Aggie community as a whole?

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

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

11. 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.

12. Will the project require ongoing maintenance or upkeep? If so, describe how you plan to address long-term maintenance needs. Who will be responsible?

13. If your project will alter an existing building, explain any potential impacts that have been 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.

14. Upload a map of your proposed project site(s), including markup detailing specific installation location(s). For each proposed site, you must demonstrate evidence of approval from the relevant campus entities, with the sole exception of Campus Planning, Design & Construction / University Architect in the “Campus Approvals” section.

15. For each item of feedback given in your AGFAC abstract approval notice, describe how you have addressed the comment, question, or concern.

**Metrics and Measurability**

16. What quantifiable environmental or social impacts will your project have? How do these impacts fit into the larger campus context (For example, what fraction of campus electricity usage does your savings represent)?

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

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

19. 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, to whom will you report your information?

20. Should your project receive funding, you are required to report progress updates to the AGFAC at minimum every semester. Metrics updates are reported through the Scorecard template. You are required to submit an initial Scorecard outlining the metrics you intend to monitor throughout the life of your project.

Download the [Scorecard template](https://greenfund.tamu.edu/MajorPerfEvalScorecardTemplate.xlsx), fill in your proposed targets by which your project will be deemed successful, and upload the completed form below.

**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 “Metrics and Measurability”.

21. What is your plan for educating the campus community about your project?

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

23. All projects must meet the AGF [funding promotion and brand guidelines](http://greenfund.tamu.edu/promotionguidelines.html). This includes acknowledging AGF as a funding source through signage or outreach materials, including promotional items. Designs must be emailed to the AGF Advisor for approval before installment. Ensure you have earmarked appropriate funds in your budget to cover the funding promotion requirements.

Please detail how you intend to meet the above requirements.

**Campus Approvals**

Should your project require the participation of a campus department or impact campus operations, you must obtain approval from all appropriate department or organization leader(s). Think through all phases and aspects of your project, including location, implementation, and maintenance, to ensure you include all relevant entities. 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

NOTE: Campus Planning, Design & Construction / University Architect approval is handled through a separate process if your grant is approved for funding.

24. List all campus entities whose approval is needed to implement your project. For each entity, explain the role they play in your project and what approvals you need from them to implement your project.

25. Download the [Project Approval Form](http://greenfund.tamu.edu/files/MajorGrantApprovalForm.docx). Obtain a signed copy of the form from each entity listed in Question 8, with the sole exception of Campus Planning, Design & Construction / University Architect. NOTE: If your project will require Campus Planning, Design & Construction / University Architect approval, you must have the support of a Campus Project Partner in addition to any other relevant approval entities. This Partner must have checked Box 3, at minimum, on the Project Approval Form.

Consolidate all letters into one master file and upload it below.

**Updated Proposed Budget**

26. Total Amount Requested from Aggie Green Fund:

27. Please download [this template](https://greenfund.tamu.edu/files/BudgetSheetTemplate.xls) to build your Proposed Budget Sheet. 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. Upload the completed document below.

28. Please provide supporting documentation to verify the pricing of items in your proposed budget sheet. This could take the form of price quotes from vendors, recent budget information from similar projects, or data gathered from online research. Consolidate all supporting documents into one master file and upload it below.

29. 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.

30. 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:

31. If the Aggie Green Fund were only able to grant you a portion of your requested budget, would you be able to scale your project such that it would still be feasible? If so, describe how your project could be scaled and at what funding amounts.

**Project Timeline**

32. 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.

**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.

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)

**Additional Supporting Documents**

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

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