

UIS Green Projects Application

Full Project Proposal- **Step 2**

To complete your Full Project Proposal, **download this word document and type all answers** to the questions below. Save your completed word document along with any supporting documentation (excel spreadsheet of budgeted itemized items, letters of support, and so on) as new files. Supporting files in Word (.docx) format should be attached to the end of this application in order to create only one Word document. Supporting files in all other formats (pdf, excel, PP) may be submitted as separate documents.

Once completed and saved to your device, return to the Green Projects website at <http://www.uis.edu/greenprojects/get-involved/>

Click the hyperlink titled, **“Submit your completed UIS Green Project Proposal”**
This can be found under **Step 2** of the “Submit a Green Project Proposal” section.

You will be redirected to an external WebQ. Upload your completed application along with any supporting documentation by the deadline found in the **“Timeline”** section of the Green Projects website.

Please do not submit this application unless you have been formally invited to do so by the UIS Green Fee Committee.

If you have any questions regarding the application or submission process, please contact us at greenprojects@uis.edu.

Project Name: Bicycle Repair Station

Contact Information:

Project Team

<i>Name</i>	<i>UIS Student/Faculty/Staff & Department (or Office)</i>	<i>UIS Email</i>	<i>Phone #</i>
John B. Cyclist	UIS Student, Biology	jbicycle@uis.edu	(217) XXX-XXXX
Nancy Barrett	UIS Staff, Education & Human Services	nfbarrett@uis.edu	(217) 206-7517
Megan Styles	UIS Faculty, ENS	mstyl2@uis.edu	(217) 206-8580

Organization/Affiliation: UIS Bicycle Advisory Committee

EXAMPLE

Project Information:

Provide a brief description of the project, its goals, and the desired outcomes:

The UIS Bicycle Advisory Committee is working to improve bicycle infrastructure on campus. Having a Bicycle Repair Station on campus would give students the ability to make small repairs without having to transport their bikes to an off-campus repair shop or purchase tools. Bike repair stations already exist at several locations throughout the City of Springfield (<http://bit.ly/1J7DHAX>). Each station includes a stand that can hold a bicycle while it is being repaired, a heavy-duty air pump, and basic tools.

How will this project improve sustainability at UIS?

The bike repair station will encourage students to commute to campus by bicycle and/or bring their bicycles with them to UIS for recreation and running errands. This will help us reduce our carbon footprint and help students reach their health and fitness goals. A bike repair station will also help us build a stronger “bicycle culture” on campus.

Please indicate how this project will involve or impact students. What role will students play in the project?

Students will be the primary users of the bicycle repair station. It will save them money (e.g. spent on bike maintenance and/or tools) and make it easier and more convenient for them to bring their bicycles to campus. The repair station can also be a way for students to learn new skills and gain confidence in their ability to make basic bike repairs. The Bicycle Advisory Committee would organize bike repair workshops to make sure that students understand how to use the tools.

Where will the project be located? Do you need special permissions to enact the project at this site? If so, please explain and attach a letter of support to your application. If you are not sure, let us know! We can help.

Based on the green fee committee’s suggestions, we think the proposed repair station should be located in the former smoking shelter next to UHB. This would provide a central, visible location in the middle of campus. We have discussed the project with Chuck Coderko, Associate Chancellor of Administrative Affairs, Facilities and Services, and he indicated that this would be a good location.

Other than the project team, who will hold stake in the project? Please list other individuals, groups, or departments indirectly or directly affected by this project. This includes any funding entities (immediate, future, ongoing, etc.) and any entities that will be benefiting from this project. Communication with affected departments is encouraged ahead of time. List the names of who you spoke with and their comments.

The Bicycle Advisory Committee is a sub-committee of the Campus Senate Committee on Sustainability (CoS). Our members include UIS students, faculty, and staff, as well as Springfield community members. We formed in 2015, and since then, UIS has been designated a bronze-level Bicycle Friendly University by the non-profit League of American Bicyclists. We would like to improve our campus bicycle infrastructure enough to be designated a silver-level university in the near future.

Have you applied for funding from the Student Green Fee previously? If so, for what project?

No, this is our first application.

Scope, Schedule, and Budget verification

Do you have a plan for project implementation? Describe the key steps of the project.

We would like to install the bike repair station shortly after students return to campus after spring break in Spring 2018. During Earth Week in April 2018, we will host a Bike Repair 101 event using the station. This will help promote it and teach students how to use it.

List all budget items for which funding will be required. Include the cost for each item requested. Please be as detailed as possible, to the best of your ability. If you know where you would like to purchase materials from, please list the contact information of the retailer(s) below, along with the URL addresses to each item you will be requiring. If you need suggestions for how and where to purchase materials, please contact the Student Sustainability Projects Coordinators by email.

Bike Repair Station \$1400 -- <http://bit.ly/2zwo5oj>

Hardware/Installation Costs (based on the green fee committee's feedback) \$100

TOTAL = \$1500

Will this project require ongoing funding? Do you have a plan for supporting the project in order to cover replacement, operation, or renewal costs?

The tools included may need to be repaired or replaced eventually, but the station is built to be durable and weather proof. If the tools are stolen or broken, we will submit a new green fee request to cover the repairs.

Every project must be publicized! Where would you like to see information about this project reported?

We would love to see it promoted in the UIS Journal, on the UIS website, and on the Bicycle Advisory Committee FB page. We would also like it to be mentioned on campus tours and in orientation materials for first year and transfer students. When students check STAR bikes out at TRAC, they should also receive information about the station.