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.

**NOTE: 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:**

**Contact Information:**

Project Team

|  |  |  |  |
| --- | --- | --- | --- |
| *Name* | *UIS Student/Faculty/Staff & Department (or Office)* | *UIS Email* | *Phone #* |
| Francesca Butler | UIS Student/ PHI/ENS  | Fbutl2@uis.edu | 6185506309 |
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Organization/Affiliation:

**Project Information:**

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

*This project is designed to put sustainability in the hands of UIS students who live on campus. By providing student with sustainable clam shells we are reducing waste from the regular clam shells and getting students involved in the sustainability movement on campus.*

*How will this project improve sustainability at UIS?*

*As detailed above, this project attempts to get a thousand students involved in green projects.*

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

*Students will be able to daily practice sustainable consumption.*

*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.*

*Dispersing the Clam Shells will take place in front of the UIS student union. Students will have to scan their i-card to receive a clam shell. I would need to talk to Ann at the Union as well as Food Services.*

*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.*

*Food Services, Student Union, All Students, Faculty.*

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

Yes, applied for funding for the Cox Children Center garden.

**Scope, Schedule, and Budget verification**

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

*Step 1, purchase clam shells. Step 2, disperse clam shells. Step 3, document how many onetime use clam shells are used after the dispersal of the reusable clam shells*

*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.*

*They are 55.73 for a case of 12.* [*http://www.cookscorrectional.com/product/get-jade-1-compartment-eco-clamshells/reusable-take-out-containers*](http://www.cookscorrectional.com/product/get-jade-1-compartment-eco-clamshells/reusable-take-out-containers)

*For 2000 it would cost, 9288.33*

*For 1000 it would cost 4644.16*

*I think it would be worth reaching out to Food Services to see if we could cost share*

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

*This project will not require ongoing funding. At the end of the year students would turn in their clam shells and we would pass them out to new, incoming students.*

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

*I would like to see info published at the Student Union Food Studio.*