UIS Green Project Letter of Intent- Step 1

To complete your Green Project Letter of Intent, download this word document and type all answers to the questions below. Save your completed word document as a new file.

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 LOI”***

This can be found under **Step 1** of the “Submit a Green Project Proposal” section.

You will be redirected to an external WebQ. Upload your completed application by the deadline which can be found in the “**Timeline**” section of the Green Projects website.

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

**Project Name:**

**Contact Information:**

Project Team

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| --- | --- | --- | --- |
| *Name* | *UIS Student/Faculty/Staff & Department (or Office)* | *UIS Email* | *Phone #* |
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Organization/Affiliation:

**Project Information:**

Please provide a brief description of the project. What are the goals and the desired outcomes of the project?

Please address all of the above items including concrete examples of the desired outcomes.

Please describe why this project matters to you and how it relates to sustainability.

How will it aid in promoting the sustainability culture on campus? Describe your long-term vision.

Where will the project be located?

Please provide a brief summary of how students will be involved in or affected by the project:

Are there any relevant opportunities for student or multidisciplinary involvement with your project?

Please provide a brief summary of the project timeline (Most approved projects are proposed in the Fall and implemented in the Spring)

A brief summary of total project timeline and key milestones

Please provide a brief itemized breakdown of the funds needed.

We will help you factor in the cost of labor and installation. If you have a plan for where you would like to purchase supplies from, provide it here and include a URL link to each item on the desired retailer's website.

Do you have any suggestions for how we could measure the success of this project?

Additional comments:

Any additional comments/relevant information about the project proposal