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: Sustainable Signs 2.0**

**Contact Information:**

Project Team

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| --- | --- | --- | --- |
| *Name* | *UIS Student/Faculty/Staff & Department (or Office)* | *UIS Email* | *Phone #* |
| Claire Eaton | ENS | Ceato2@uis.edu | 8155087391 |
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Organization/Affiliation: Green Fee Committee

**Project Information:**

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

This project is a revival of the previous project proposal “Sustainable Gardens.” It shares the goal of posting permanent signage around campus that highlight the sustainable features that have been established.

The goal is to spread education and awareness about what is happening around campus, so people can be more aware of the sustainable efforts being made.

*How will this project improve sustainability at UIS?*

It will help to educate the public on what is sustainable around campus. Education is a key pillar of sustainability, and involving our campus community in the commitment to sustainability is an important part of getting people involved in sustainability and interested in what they can do and what is happening around them.

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

Students will be affected because they will be able to learn about the different sustainable features of our campus and how they can get further involved. It also helps to draw attention to the Green Fee Committee and what improvements are being made to make our campus greener.

*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.*

Currently there are 19 possible locations for signs, including 15 different matrix garden locations. The actual placement of signs for the gardens is up for debate, as some are in locations that are not easily visible or accessible such as entrances to parking lots. The other proposed locations are the solar charging station, the buffalo grass circle, the cox day care garden, and the green roofs. There is also the possibility of making more signs as more sustainable features are put in place.

*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.*

This will affect the grounds crew as well as the ENS department, as they will both be directly involved in the process and ENS has a stake in sustainability campus wide. The grounds crew will be affected because they will be implementing and potentially maintaining the signs.

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

I previously applied to fund a project that was for tabletop composters in the townhouses.

**Scope, Schedule, and Budget verification**

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

These signs can be implemented at any time when possible to install. They ship rather quickly, in 2-3 days, from the website SmartSign.com. The signs are also currently being designed, and can be edited at any time.

Once these signs arrive, it would be up to the grounds crew to install them. After that, the project is essentially finished being implemented.

*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.*

For purchasing signs, it depends on the number ordered. Currently, 19 customizable signs (the max amount including all matrix garden locations) would cost **$374.30** in total. They are cheaper if you purchase more in bulk. Shipping is free for orders over $29.95, so do not have to worry about that cost. The range for pricing can be seen at this link as well:

<https://www.smartsign.com/customizable-horizontal-aluminum-sign/sku-k-3408-h-a1>

*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 should not require ongoing funding, however in some rare cases it could be possible that a sign needs to be replaced. In that instance, a request could be submitted to the green fee so funds could be released to fund another sign.

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

This project publicizes itself!