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

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| --- | --- | --- | --- |
| *Name* | *UIS Student/Faculty/Staff & Department (or Office)* | *UIS Email* | *Phone #* |
| Salome Wortman | UIS Student, ENS | swort2@uis.edu | (217)-381-7423 |
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Organization/Affiliation: UIS

**Project Information:**

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

The project I propose focuses on introducing signage around campus to inform visitors, students, and staff alike to the type of plants we have on campus. The signs will be 6x4 metal signs with the common and scientific names of each labelled plant, with a UIS logo in the bottom left corner and a QR code in the bottom right to access a website with more specific information on each plant. The letters and QR codes would be a high-contrast color to the metal.

 The specific information within the linked websites from the QR codes could include native habitat, blooming season, if it is a pollinator plant or not, where it typically grows, how it could be planted and when.

A kiosk would be installed near the entrance or center of the pollinator garden. It would have two to three paragraphs of information about the importance of pollinators, their place in the prairie ecosystem, and how the pollination garden contributes to helping pollinators. It would have a QR code as well with the same information on a webpage with an audio version of the passage.

*How will this project improve sustainability at UIS?*

The signs can educate visitors, students, and staff about the efforts UIS makes to have a biodiverse campus. Specific information on native plants can encourage local planting by making the process seem less intimidating. They also impress the importance of diverse plant life and the role of pollinators.

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

Students can be involved by creating webpages from QR codes for the plants. Those with knowledge of web page development can be involved with the layout and maintenance of the webpage, and can come up with the information for the labelled plants. Students can also be involved in the troubleshooting process and the installation of the signs by scanning the QR codes and planting them at the locations.

*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.*

This project will be located in the pollination garden at Parking Lot C South. I emailed the Superintendent of Grounds, Brian Beckerman, who gave me the idea of including signage within the garden to promote the native species of plants.

*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 groundskeepers and ENS department both hold stake in this project because the groundskeepers will be the ones involved with installing and maintaining the signs, and the ENS department is involved with sustainability around campus.

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

This is my first time applying for funding.

**Scope, Schedule, and Budget verification**

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

**Plant Signs**:

*Step 1*: Identify plants and locations for signs over the course of three months.

*Step 2*: Once plants are chosen, begin creation of QR code websites and compiling information for plants, over the course of three to four months. This can be done during the selection process. Be sure to continually troubleshoot throughout the process.

*Step 3*: Once all websites are complete, put in an order for signs. Time can vary based on amount of signage, but I am expecting one to two months.

*Step 4*: Once signs are shipped to UIS, test QR codes on signs to ensure they work, and if they do, begin installation. Students could be included with installing signs with an overseer to ensure correct placement.

**Kiosk**:

*Step 1*:Begin planning out the layout of the text. Include images, and work on designing a visually appealing board throughout the course of one to two months.

*Step 2*: Begin writing out information on importance of pollinators in the overall prairie ecosystem and relate it back to the planting of the garden for kiosk. Have passage peer reviewed by at least two other people who are knowledgeable on the subject until satisfied.This can take two to three months.

*Step 3*: Submit order to Ace Sign Co. once kiosk is at a satisfactory state. Once complete, allow the company to install the sign.

***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.***

**Garden Signs**: Assuming the maximum amount of signs are ordered, 20 7”x10” aluminum garden signs would cost $163.00 with free shipping from <https://www.smartsign.com/customized-sign-template/sku-S-3743-7x10>. The price varies based on the number of signs.

**Kiosk**: A 24”x36” kiosk with custom information starts at $1,125.00 from <https://www.uplandexhibits.com/waymaker/>.

*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 require minimal funding, especially within the beginning years. The main necessity would be upkeep of the signs. The signs should be durable enough to withstand the elements. If 5 or more garden signs are stolen or damaged, I will submit a new request to repair the lost signs. If the kiosk is harshly damaged, I will submit a request for repairs.

*Every project must be publicized! Where would you like to see information about this project reported?*While the signs don’t require much publicization, if the pollination garden is mentioned on any UIS-related website, I believe some mention or photos of the signs should be involved.