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On the cover:
Students from Compost Cats educate the UA community about composting at the 2013 Earth Day event. With support from a Green Fund Annual Grant, Students for Sustainability created Compost Cats to collect food and landscaping waste from the UA campus and local businesses and turn it into fertilizer used at community and school gardens. Photo courtesy of Students for Sustainability.
Introduction to the Green Fund

About this Guide
The UA Office of Sustainability put together this guide specifically for use by UA undergraduates who have never applied for grants before and may find the process intimidating or difficult. Be sure to check out all of the guides in this series:

1. Developing Your Idea
2. Writing a Preproposal
3. Applying for an Annual Grant
4. Applying for a Mini Grant

For the most up-to-date information on application deadlines and grant application rules, visit the Student Affairs Green Fund website at: http://www.studentaffairs.arizona.edu/greenfund/.

What is the UA Green Fund?
Welcome to the Green Fund! In a nutshell, the Green Fund is an exciting opportunity for members of the UA community to experiment with innovative solutions to sustainability challenges here in our desert home.

The UA Green Fund is a unique approach to campus sustainability. The Green Fund is funded by student tuition and allocates approximately $400,000 a year to making the UA a more sustainable institution. Green Fund projects are as diverse as the people who craft them. Past Green Fund projects have included digitally mapping campus arboretum trees, green-retrofitting a UA-owned 4-H camp, and teaching students how to build biodiesel vehicle engines. Green Fund projects range from single events, such as a class field trip, to seed money for long-term commitments, such as the creation of a UA community garden.

This is how it works: members of the UA community (perhaps you?) submit a proposal to the Green Fund. The Green Fund Committee, which is made up of ten UA students, reviews all proposals and decides which to fund. The UA Office of Sustainability administers the Green Fund program, advises the Green Fund Committee, and provides the committee with support.

The Green Fund Committee funds Mini Grants and Annual Grants. If you think you might want to pitch a project to the Green Fund, check out Table 1 to figure out which type of grant best suits your project idea.

Goals of the Green Fund
The Green Fund was approved by the Arizona Board of Regents in 2010 to fulfill two main complementary goals. One is to make the UA a more sustainable place to live, work, and learn. The other is to foster a collaborative environment at the UA. This means encouraging UA students and employees—whether faculty or staff—to work together to make their innovative campus sustainability ideas real. Unlike many funding sources, the Green Fund is available to undergraduate students and campus staff, as well as faculty and graduate students.

Pick any interest you have—sports, social media, social justice, natural history, the arts—and with imagination, teamwork, and resourcefulness, you can think of an excellent Green Fund proposal that turns your interest into a sustainability initiative.

Table 1. Types of Green Fund Awards.

<table>
<thead>
<tr>
<th>Type of Grant</th>
<th>Award Amount</th>
<th>Application deadlines¹</th>
<th>Funds Must Be Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini Grant</td>
<td>Up to $1500</td>
<td>Applications accepted</td>
<td>Within 6 months of award notification or by June 30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sept 1–April 1</td>
<td></td>
</tr>
<tr>
<td>Annual Grant</td>
<td>No specific limit, typically $2,000–$40,000</td>
<td>Preproposals due in late fall; invited full proposals due in early spring</td>
<td>During fiscal year following award notification, July 1–June 30; multiple year awards possible</td>
</tr>
</tbody>
</table>

¹Exact application deadlines change each year. For the latest information, visit: http://www.studentaffairs.arizona.edu/greenfund/.
The Green Fund is looking for high-impact and high-visibility projects that offer learning opportunities for students, and allow as much of the UA campus to be involved in sustainability as possible. These projects can impact any area of sustainability and can include, but are not limited to, energy reduction, waste reduction, water usage reduction, food sustainability, transportation initiatives, altering consumer practices, reusing initiatives, and educational events and programs.

You can look at the UA Green Fund bylaws to see what ideas the committee gives preference to, what items are allowed to be funded by the committee, and general requirements for proposed projects. Bylaws can be found at: http://www.studentaffairs.arizona.edu/greenfund/documents/gf_bylaws.pdf.

**About the Green Fund Committee (and How to Join)**

Green Fund Grants are awarded by a committee of ten graduate and undergraduate students who, like you, are interested in making the UA a more sustainable institution. Green Fund Committee members serve for a year. Four of these positions are appointed by UA student government, while six positions are at-large, which means any full- or part-time UA student with a GPA of 2.0 or higher, who has paid the UA registration fee and is not on academic probation, can apply to fill one.

Is being on the Green Fund Committee about handing out buckets of money to lucky applicants and hoping the power doesn’t go to your head? Well—no. Of course not. It’s a year-long responsibility and a service to the UA community. To name a few Green Fund Committee duties, members keep track of applications, hold funded projects accountable for ongoing costs, work to recruit new committee members, and keep tabs on whether the application process is working. From September–April, committee members review mini grant applications at monthly meetings. And when dozens of Annual Grant preproposals role in late in the fall semester, the committee goes into full gear, working hard to make sure every single application gets proper consideration.

Further information about the committee and who serves on the committee can be found at:

http://www.studentaffairs.arizona.edu/greenfund/committee.php.
Here We Go!
Whether you submitted a successful preproposal to the Green Fund Committee and were invited to apply for an Annual Grant, or are just looking around to see what an Annual Grant application entails, welcome!

Here are the basic facts about Green Fund Annual Grants: The UA Green Fund Annual Grant funds projects that work to make the University of Arizona more sustainable. Annual Grant proposals can request any amount of money, but funded proposals have historically requested $2,000-$40,000. (If you seek $1,500 or less in funding, a Green Fund Mini Grant might be a better fit for your project. Applying for a Mini Grant is available at the UA Student Affairs Green Fund website: http://www.studentaffairs.arizona.edu/greenfund/documents/green_fund_mini_grant_guide.pdf.)

Annual Grants require a project manager who is a UA employee, and a business manager who can disburse funds from a University business account (more about this later). The Green Fund Committee highly recommends student involvement in your proposal. For single-year projects, funds allocated by an Annual Grant must be used within the fiscal year following notification (from July 1-June 30).

There are four steps to Annual Grant allocation:

1. You submit a preproposal (during fall semester)

2. The Green Fund Committee reviews preproposals and selects some for further consideration, hopefully including yours (invitations for full proposals are sent out toward the end of fall semester)

3. If invited to by the Green Fund Committee, you submit a full Annual Grant proposal (due approximately two months after invitations for full proposals are sent out, in early spring semester)

4. The Green Fund Committee reviews Annual Grant proposals and recommends selected proposals for funding sometime during spring semester—including, perhaps, yours!

Specific deadlines for these steps change slightly from year to year, so be sure to check this year’s timeline at: http://www.studentaffairs.arizona.edu/greenfund/.

Structure of the Annual Grant Proposal
How are you going to make the UA a more sustainable institution? If you are writing an Annual Grant application, you’re well on your way to answering that question. You have already put time and thought into writing a great preproposal. Now, it’s time to expand
upon that foundational work. The preproposal let the Green Fund Committee know you had a solid idea for making the UA a more sustainable institution. The Annual Grant proposal lets the committee know, in detail, how you plan to make that great idea a reality. The Annual Grant proposal should be more detailed than the preproposal. It should also address any concerns, questions, or feedback provided by the Green Fund as part of the preproposal review.

The Annual Grant proposal has four sections:

1. Proposal Overview
2. Proposal Metrics
3. Proposal Budget
4. Marketing

1. Proposal Overview
The Proposal Overview has several parts:

A. Abstract
B. Project Narrative
C. Project Members List
D. UA Student Benefits
E. Project Timeline/Extended Project Timeline

A. Abstract (300 Words or Less)
Your Annual Grant abstract is a paragraph summarizing your project and what you hope its impact(s) on UA sustainability will be. Reading your abstract, the Green Fund Committee should know what you plan to do, how you plan to do it, and how your efforts will impact sustainability at the University of Arizona. This abstract will be similar to your preproposal abstract, while reflecting modifications, revisions, and refinements to the project as you've planned it out more fully.

B. Project Narrative
You have a unique and creative idea for making the UA more sustainable. The Project Narrative is where you share your excitement for and passion about your Green Fund idea with the Committee through storytelling.

Some points to hit on include: how your Green Fund idea came to you, the challenges it addresses, the people who helped you develop it, what progress you've already made (however small it may seem to you) toward realizing it. If you've made contacts in the appropriate UA units who have agreed to help develop your project, that's progress. If you've set up a project Facebook page, that's progress. If you've set your Facebook status as in a relationship with my Green Fund idea, that's amouré, and you look great together. Also cover, in detail, how you will carry out your Green Fund idea to achieve its stated (by you, in the Project Narrative) purpose.

Each year, the Green Fund Committee reads through and considers far more applications than it can possibly fund. This is great news for the UA—it means lots of people are working hard to make our community more sustainable. What does it mean for you? It means, get ready to do some convincing. The Project Narrative gives you the opportunity to demonstrate why your project, among all others, should be funded. A strong Project Narrative is key to a successful Annual Grant application.

How do you develop a strong Project Narrative? The best strategy is to read successful proposals from the past fiscal year, available at the Student Affairs Green Fund website: http://www.studentaffairs.arizona.edu/greenfund/proposals.php. The goals and priorities of the Green Fund Committee, and the UA, evolve over time. Reading the past year’s successful Annual Grant applications will give you an idea of what the Green Fund is funding, and how to write your story to appeal to the Committee.

C. Project Members List
Provide a list of all project members, their contact information, and their roles in the project. The Green Fund Committee pays special attention to proposals encouraging student involvement and collaboration between employees and students. In this section, be sure to identify the project manager (a UA employee) and business manager. Note that business manager is a UA-designated title, not something you decide to call your friend Frank.

Your Annual Grant’s business manager is a UA employee who has access to a UA business account. This account is where any money awarded to your project...
Wholly Frijoles! A UA engineering undergrad helped launch a project to educate freshmen living in the dorms about sustainability. With support from a Green Fund Annual Grant, Wholly Frijoles taught students about systems thinking through a game using beans and kitchen utensils to explore concepts of greed, scarcity, and renewal of resources. More than 170 students participated in the project, including four undergraduates trained as workshop leaders.

will go. The business manager collaborates with you on filling out the budget section of your Annual Grant proposal. This person also agrees to be responsible for the financial side of things if your proposal gets funded, so find someone who is comfortable saying, “Let me check the budget.” All UA departments have a business manager, so a good way to find one is to ask the administrator of a department closely related to your project to put you in touch with the department’s business manager. Then you can ask that person to work with you on the Annual Grant proposal you are crafting.

D. UA Student Benefits

How your idea benefits UA students is important to the Green Fund Committee—after all, the Green Fund is funded by student tuition.

The UA Office of Sustainability has broken student engagement down into five levels. In your proposal, identify the level(s) at which you plan to engage students, and describe how. All other things being equal, greater and more meaningful engagement of students can increase your proposal’s likelihood of getting funded. Be specific about how UA students will be engaged by your proposed project at each applicable level of engagement, and estimate the numbers of students who will be engaged at each level. If your proposal is funded, you will be asked to update/confirm these numbers at the end of the project.

The Green Fund Committee realizes UA students are one of the University’s most important resources for making the UA more sustainable. Active student engagement at any level reflects the willingness of UA students to roll up their sleeves and pitch in to make a difference on campus. Likewise, experiential learning is at the heart of many successful Green Fund proposals and should not be overlooked in proposal writing. Green Fund ideas can influence students in a number of ways, and students do not have to be at the administrative level for your project to be funded.

The 5 Levels of Student Engagement:

1. Administrative Co-Leader: A student engaged at this level decides how a Green Fund project will move forward, determines project leadership positions, and works with administrators, faculty, staff and other students to complete the project.

2. Coordinator: Many projects have multiple components that need to be completed in order to be successful. A student coordinator manages and helps make decisions for one area of the project. Note: smaller projects may not include or need a coordinator role AND an administrative co-leader.

3. Student Worker: A student engaged at this level works consistently on a project—for example by collecting data, doing delegated tasks, or helping make particular aspects of the project happen—without making project decisions.

4. Student Volunteer: A student volunteer participates in a project for as little as a few hours, helping to perform basic tasks. A volunteer learns about the
project, but may not have a thorough background in the big picture of the project, and does not make project decisions.

5. Experiential Learner: A student engaged at this level is not involved in developing or implementing a Green Fund project, but learns something because of one, perhaps by attending an event, seeing a process, benefiting from results, etc.

**E. Project Timeline/Extended Project Timeline**

The timeline helps the committee decide whether your project is realistic. It also helps you stay organized. The Annual Grant funds large-scale initiatives, which can seem overwhelming to plan. A great way to make your project feel doable instead of daunting is by breaking your idea into milestones. Include those milestones on your timeline.

In the timeline, include the anticipated project start date, project milestones, and anticipated completion date (or end of the funding cycle, if the project is one you hope to keep going after Green Fund allocations run out). One way to plan your timeline is by starting with your target completion date and working backward. **Reminder: For single-year projects, any funds allocated by an Annual Grant must be used during the fiscal year following award notification, from July 1-June 30.**

**Extended Project Timeline**—Extended projects are projects that request Green Fund allocations for more than one year. Perhaps you write a single proposal requesting $6,000 to be divided over three years for one project. Or perhaps you request $2,000 one year, then request $2,000 the next year, and $2,000 the next year, so you are actually writing three different proposals in a row. Either way, your project is an extended project, and requires an Extended Project Timeline.

At heart, Green Fund grants are seed money to get sustainable innovations going at the UA. They are not meant to support the same projects over and over indefinitely, because that limits the level of innovation and student engagement happening on campus. At the same time, some projects come along requiring multiple years of funding. In your Extended Project Timeline, demonstrate your plan for supporting your project through other means after up to three years of Green Fund allocations. (Note that there is no guarantee a project will get multi-year funding.)

The Extended Timeline should include:

- An approximate date after which the project will no longer request any Green Fund support,
- A plan for creating project governing rules, so that if the original team who first created the project leaves the UA (graduates, finds employment elsewhere, is abducted by aliens) there is a way for the project to continue on, and
- A five-year timeline: what do you hope your project will look like five years after you start it?

The Extended Project Timeline is new for fall 2013 applications. If you have an extended project that started before 2013, write an Extended Project Timeline and start the five-year timeline back when your project was in its very first year of existence.

**2. Proposal Metrics**

Remember the Projected Outcomes section from your preproposal? The Proposal Metrics section of your Annual Grant proposal is where you explain, in detail, how you will measure the outcomes of your project. Sure, your Project Narrative may have already explained in detail the inspiration for the flock of chickens you would like to raise out on the mall to produce free-range eggs for campus eateries. But you have not yet clearly explained how you will measure the environmental benefits of PolloCats. Here is where you do that. Keep it short and clear. The sections of Proposal Metrics are:

A. Desired Impact(s)
B. Measurement and Reporting Plan

**A. Desired Impact(s)**

You can revise your preproposal Projected Outcomes section and include it here, in its better (but not necessarily bigger—brevity is always best) form.

To remind you (in case you didn’t memorize Writing a Preproposal): Annual Grants make a lasting difference
3. Proposal Budget

Thanks to all the great work you did on your budget in the preproposal process, filling out the Annual Grant budget template should be a straightforward process. Not only that, most calculations are done by the Excel spreadsheet for the Annual Grant budget, making filling it out even faster.

In your preproposal, you may have had some guesses and uncertainties about expenses and budgeting. Now is the time to be as accurate as possible, because this is it—the actual budget for your Green Fund idea. Remember that filling out the budget template should be a cooperative effort involving project leaders, such as the Annual Grant project manager, business manager, and/or any student leaders. Project managers and/or student leaders know what expenses the project will most likely have, and the business manager should know (1) the account number and (2) how to fill in the details of the budget template.

To begin with, download the Annual Grant budget template from the Student Affairs Green Fund website: http://www.studentaffairs.arizona.edu/greenfund/apply.php.

Biosphere 2 added additional solar panels to its solar photovoltaic test bed with support from the UA Green Fund and donations from Tucson Electric Power and the Solon Corporation. The utility costs saved by the project are being used to help fund Biosphere 2’s Science and Society fellowships for UA graduate students.
The budget template will look like Figure 1. As you can see, the Annual Grant budget template looks similar to, but different from, its cousin the preproposal budget template. The main difference is this: **You only fill in green cells.**

Other differences: the Annual Grant Budget template does most calculations for you, including EREs, subtotals, and totals. There is a section where you report other funding sources and in-kind donations. There is also room at the end of the budget to explain any expenses for which you would like to add comments. If you look at the bottom left of the spreadsheet, there is also an Instructions tab. Click on that tab to open quick-and-effective instructions to filling out the budget template.

Be sure to round all dollar amounts up to the nearest hundred dollars.

**A Note on Multi-Year Projects**

Unlike the preproposal budget template, the Annual Grant budget template allows entering funding requests for up to three years of funding, although the Green Fund Committee favors single-year requests. Ideally, if your project will last more than a year, the Annual Grant will be seed money allowing your project

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**Figure 1: Budget Template. Note: Does not show sections for other sources of funding or comments.**
to get off of the ground, so you can apply for other sources of funding in succeeding years. The rest of this guide will explain how to apply for one year of funding. To apply for more, simply use the same approach to fill out the Budget Year 2 and Budget Year 3 columns. If you are not requesting funding for multiple years, leave the Budget Year 2 and Budget Year 3 columns empty.

With that, let’s get started! This guide will go through what each of the green cells refers to, since that is what you are responsible for entering. If you have questions about the budget template not addressed here or in the Instructions tab, feel free to contact Julia Rudnick at rudnick1@email.arizona.edu.

The top section of the Annual Grant budget is easy: fill in basic information, including the project name, associated department, unit, or organization, and the application submission date.

**Annual Funding Requested and # of Years:** How much are you requesting for the fiscal year? Remember, there is no cap on Annual Grant budgets, but most funded proposals have historically ranged from $2,000-$40,000/year. Make sure your budget is realistic and justifiable. Don’t be afraid to be bold and innovative, as long as the rest of your Annual Grant demonstrates you are doing the legwork necessary to make your bold, innovative idea happen. The number you enter in Annual Funding Requested will be multiplied by the number of years you enter.

Notice the column headings in the bottom section of the budget template. Here is a breakdown of what these columns mean:

**Category:** The options are described in detail below.

**Object Code:** This is entered by the business manager.

**Expense Type:** As with the preproposal budget template’s Expense Item or Description, this is anything you are purchasing or paying for. This is where you call a spade, a spade (or a rental, a rental, or a service, a service).

With the support of the Green Fund, Residence Life was able to bring an innovative utility dashboard system to four additional dorms in 2012. The systems provide an opportunity for students, many living away from home for the first time, to form positive life-long habits in energy consumption.

**Budget Year 1:** What you estimate, based on your research, that spade will cost (in year 1).

**More about Categories**
Categories, or UA Expense Categories, as they are called in the preproposal budget—here is a refresher on how they work. Remember: All expenditures need to be categorized. Spending out of category is not allowed. In other words, let’s say your proposal involves recording data using specialized software. If you request $500 for a software license and then realize later you could get it for $300, you can’t spend the extra $200 on recycled cork tablet sleeves (yes, they exist). You can’t spend the $200 on hiring extra student workers, either. The money has to be spent as you specified in your grant, so take the time to correctly develop your budget now, rather than risk having to give back unspent money you could have used to make your project even more successful.

(Note: it is possible to request a change of funding categorization through a laborious process that involves yet more paperwork. Did you note the labori-
ous part? This should be considered only in unusual circumstances. To request a categorization change for funds already allocated, email Julia Rudnick at rudnick1@email.arizona.edu. And hang your head in just a tiny bit of shame.)

In the Annual Grant budget template, each category gets its own section, with subtotals calculated by Excel. Like the preproposal budget template, the Annual Grant proposal budget template also requires grouping of expenses within categories (more about this below).

The six categories are:

1. Personnel
2. ERE
3. Operations
4. Travel in
5. Travel out
6. Equipment

1. Personnel: This is the budget employee hiring. If you have a business manager lined up already, buy that person some coffee and say thank you. A UA business manager already knows how to calculate personnel service and ERE expenses. These costs vary depending on which of the employment categories shown in the budget template your project employee falls into.

Personnel Services Example: Student Hires
Here is an example of how to calculate Personnel Services expenses when hiring students: First, identify the number of students to be hired. Students are grouped as student employees or grad assistants, each of which has a different pay scale (the business manager will know all about this). Next, the project co-leader(s) and business manager decide how much to pay each student employee (within each student’s allowable pay scale) based upon the student’s skills and experience.

Multiply each student’s hourly pay rate by the anticipated number of work hours, add slightly more in case of unanticipated work hours, and enter that amount in the corresponding space on the worksheet (in the “budget year” column). High five your business manager. All students working at the same rate can have their hours pooled into one group on the budget template.

For example, let’s say you need three students to work at a weekly educational event for four hours per week for seven weeks. All three students’ pay rate is $8.00/hour. You will need to calculate how much you need to pay them.

4 hours/week x 7 weeks = 28 hours total.
28 hours x 3 students = 84 hours.
84 hours x $8/hour = $672 total expenditure for student workers in this group.

Add a little extra and round up to $700 and enter that amount on your budget.

Always, when working on your budget, check the balance between wages and other expenses. Depending on the overall goal of your project and its scope, $700 may be a perfectly reasonable amount to ask for student wages, or it may be a lot. Note that the Green Fund often does not fund graduate student assistantships or strictly research projects, although there can be exceptions. The goal is to engage the campus as much as possible with the funds allocated to each project.


About Hiring Employees (UA Faculty and Staff)
The UA Office of Sustainability recommends that for the purposes of your Annual Grant proposal, if you are interested in hiring faculty and/or staff, you work with a business manager. Also, feel free to email Julia Rudnick at rudnick1@email.arizona.edu for help with filling out the budget template with regard to UA employee hires. And be aware that, as of the writing of this guide, Green Fund Annual Grants rarely pay for things like faculty summer supplemental salaries. In general, your proposal must demonstrate how paid faculty and staff time is essential for the success of your project.

2. ERE: This part of the budget is automatically calculated by the Excel spreadsheet, but here is information on what it means:

ERE stands for employee-related expenses and includes things like retirement and liability insurance. ERE rates
depend on employment type, so check the ERE rates for each employee included in your Green Fund proposal at the UA Financial Services Office website: http://www.fso.arizona.edu/financial-management/ere-rates.

For students, detailed instructions on how to calculate ERE can be found in the Student Employment Manual: (https://financialaid.arizona.edu/types-aid/work-study/student-employment-manual).

Any UA business manager, including Julia Rudnick (rudnick1@email.arizona.edu), has answers to your questions about ERE calculations.

3. Operations: This category is for the material goods, the nuts and bolts, you will need in order to make your project successful. Depending on what your project is, you might need actual nuts and bolts, or you might need things like food items or a rental vehicle. It’s always helpful talking to someone who has done work related to your Green Fund project, or who has expertise in the area, so that you can come up with a comprehensive list of things you will need.

Note: don’t list things here that cost more than $5,000. This applies to individual items, not the sum of those individual items. So, if you need to purchase a bag of cement mix and it costs less than $5,000, you list it under Operations. If you need to purchase $6,000 worth of bags of cement mix, you still list it under Operations, because a single unit costs less than $5,000, although the sum is more than $5,000. If you wanted to buy a truck for hauling bags of cement mix (which would be way more fun to buy anyway) that costs $7,000, you would list the truck in the section called Equipment.

4. Travel In: As in, in-State. List any travel occurring in our beautiful State of Arizona here. When calculating the cost of travel, be sure to consider all parts of travel. For example, if there is a rental vehicle involved, there is probably also fuel involved.

5. Travel Out: You guessed it—out-of-State. Again, consider all parts of travel. If someone is flying to a location, how is the traveler getting to the airport? Are there shuttles or taxis involved?

6. Equipment: For items costing more than $5,000. Be sure to get quotes from at least three different equipment sources to make sure you are getting the best rate on said expensive equipment before putting it in your budget.

How to Group Expenses in the Expense Type Column

Hey, Annual Grant, you are hopefully thinking, you aren’t scaring me with your groups and categories—I already mastered this when I wrote a great preproposal! As you may recall, grouping your expenses will give you more freedom in spending any funds you receive from the Green Fund Committee.

The reason you put items into groups is so that you have flexibility. If you list every item that you need to buy on the budget template, you are then obligated

With support from a Green Fund Annual Grant, ASUA Students for Sustainability developed Greening the Game to keep recyclables from UA athletic events out of landfills—averaging 3.5 tons of salvaged bottles and cans per game in 2012.
to purchase exactly what you listed. Placing the items into groups gives you flexibility within those groups. If you say on your budget template you need $90 worth of tools, you might end up buying $30 worth of hammers and $60 worth of shovels. If you say you need $90 worth of hammers... well, you’ll be seeing a lot of nails, as they say.

Write down all the items that you think you need for your project, and the prices of those items, including salaries. Think about what money you will need to pay bills, maintain the items you purchase, and to install infrastructural projects such as gardens, water bottle filling stations, or perhaps cisterns. Any possible expense your project may entail, write it down.

When considering items that you want to purchase, make sure that they are socially and environmentally sustainable. Spending a little bit of extra money to purchase a product made locally, or out of sustainably sourced materials, is worth it.

Now it’s time to group! Put the things on your list into groups, but don’t get too specific. For example, if you were building some kind of garden, you might group your expenses like this:

<table>
<thead>
<tr>
<th>Item</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shovels</td>
<td>Tools</td>
</tr>
<tr>
<td>Water Bills</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Pitch Forks</td>
<td>Tools</td>
</tr>
<tr>
<td>Wheelbarrows</td>
<td>Tools</td>
</tr>
<tr>
<td>Irrigation Tubes</td>
<td>Irrigation</td>
</tr>
<tr>
<td>Hose Connectors</td>
<td>Personnel-Student</td>
</tr>
<tr>
<td>Garden Managers</td>
<td>Employees</td>
</tr>
</tbody>
</table>

Once you have your group, add a little bit of extra money to each group in case you underestimated your budget for the project. Generally, you want to add 10% to each category.

Other Projected Sources of Funding
This section is where you let the Green Fund Committee know about any other contributions you have for your proposal, beyond the Annual Grant you are requesting. All other things being equal, having other funds or in-kind support improves your chances of getting your proposal funded. Why? First, because having other contributions shows you are dedicated enough to your proposal to go out and find funding. Also, having other funds or donations shows your proposal has a better chance of making a lasting impact at the UA.

Include any money you are receiving for your proposal already, volunteer work (as best as you can anticipate), and any in-kind contributions—donations of time, resources, and materials that are not monetary. Showing that people have a stake in your Annual Grant proposal, even if it is not financial, is important. A professor donating time to show you how to use lab equipment, and then allowing you to use his or her lab for your project, demonstrates that professor’s belief in your both your project’s value and your capabilities as a project co-leader. Plus, it could save you thousands of dollars. Or, a local business agreeing to donate all of the tools you need for your project both builds community connections and potentially saves your project quite a bit of money.

Additional Comments
This space is for filling in any additional information about your budget or items on your budget you feel is important for the Green Fund Committee to consider when reviewing your application.

4. Marketing
For the Green Fund to keep supporting great sustainability innovations at the UA, its role in supporting current and past innovations needs to be noticed. Starting in the fall of 2013, Green Fund applicants are asked to think about how they will acknowledge Green Fund support for their projects.

Provide a detailed description of how the Green Fund will be recognized as providing financial support for the project/event. For example, printed promotional or marketing materials should display the Green Fund logo and list the Green Fund as an event/project sponsor. If a project includes permanent installations, a plaque or sign should be mounted or placed nearby to indicate financial support by the Green Fund.
Wrapping up Your Annual Grant Proposal: The Submission Process

When you have filled out, spell checked, and proofread your Annual Grant proposal to the point where you could recite it out loud from memory, submit it online through the Student Affairs Green Fund website: http://www.studentaffairs.arizona.edu/greenfund/.

The Green Fund Committee accepts Annual Grant proposals in early spring semester. For a full schedule of Green Fund Committee activities, including exact proposal deadlines, see the committee calendar: http://www.studentaffairs.arizona.edu/greenfund/.

You are now an expert on how to write a Green Fund Annual Grant proposal! If you have lingering questions along the way about your proposal, submit them to the Green Fund Committee here:

http://www.studentaffairs.arizona.edu/greenfund/comments.php.

Best of luck with your application, and we can’t wait to read your proposal!

Helpful Hints for Writing Proposals

Do: Use positive language, write clearly, and show the Green Fund why your project is important for making the UA a more sustainable institution.

Do: Use active voice instead of passive voice. Example: *The students will study recycling rates* is active voice, whereas *recycling rates will be studied by the students* is passive voice.

Do not: Cover information that is not in your proposal, put anything in the project description requiring citations, or use jargon (words or terms someone who isn’t a specialist in your field would need defined.)
The UA has many departments, units, and groups that work together to make the University function day in and day out. There are academic, operational, and administrative units that you might need to work with and consult as you work on sustainability projects throughout campus. Below is a list with descriptions of the units that you might work with for your project. Another great resource is to access the UA’s Environment and Sustainability web portal, which serves as a gateway to environmental research, education, and sustainability, http://www.portal.environment.arizona.edu.

**Academic Departments**
As one of the top environmental research institutions in the nation, the UA has a plethora of professors, graduate students, and post doctorates on campus, which means you can find an expert on pretty much anything. Do not be afraid to ask for help, and to meet with people around campus.

http://www.arizona.edu/academic-departments

**Arizona Student Unions**
The Arizona Student Unions provide on-campus dining, meeting spaces, catering, and other activities and services for students. In addition to managing more than 35 eateries on campus, this unit also manages concessions for all athletics facilities. The Center for Student Involvement and Leadership is also located in the Student Union Memorial Center, offering resources such Fraternity & Sorority Programs, the Women’s Resource Center, Pride Alliance, and UA Leadership Programs.

http://www.union.arizona.edu/

**Associated Students of the University of Arizona**
The Associated Students of the University of Arizona (ASUA) is the student government at the UA and offers a number of programs and services to the campus. In order for a student club to be recognized, it must register through ASUA, which gives access to apply for financial support. ASUA also runs several programs, including Students for Sustainability, which offers internships and administers several campus sustainability projects. Additional resources for clubs can be found: http://asuaevp.wix.com/asua-clubs#resources/c1ivv
http://asu.arizona.edu/ASUSite/ASUA.html

**EcoOps**
EcoOps is a community of UA employees and alumni who want to make the UA a more environmentally sustainable place to work, study and play. Coordinated through the Office of Sustainability, the group of more than 170 UA employees helps complement existing student-focused programming, such as recycling campaigns. Three members of EcoOps are also elected to serve as representatives on the President’s Advisory Council on Environment and Sustainability.

http://www.portal.environment.arizona.edu/campus-sustainability/eco-ops

**Event Services Office**
To book a room in the Student Union or reserve a spot on the mall, coordinate with the Union’s Event Services Office. This unit will help you work through the paperwork and processes on campus to make your events happen. Do this early as some popular places book up months in advance.

http://www.union.arizona.edu/rooms/
http://www.union.arizona.edu/mall/

**Facilities Management**
Facilities Management (FM) provides maintenance and operational services across the University. FM personnel maintain air conditioning, plumbing, and electrical equipment, manage custodial services, recycling, and waste disposal, and operate the motor vehicle pool used for University business. The unit is also responsible for maintaining the landscaping and grounds on campus and is heavily involved in managing UA water resources. FM provides renovation and smaller construction services, and works with Planning, Design and Construction to determine the feasibility of construction projects on campus. If you are at one of the many smaller UA properties around the State you may have other individuals not affiliated with FM providing some
of these services. In addition, Residence Life and the Arizona Student Unions have their own facilities staff.

http://www.fm.arizona.edu/

Graduate and Professional Student Council
The Graduate and Professional Student Council (GPSC) was created to promote the causes and concerns of the graduate student body. GPSC creates and fosters programs beneficial for growth and interaction, disburses funds for the benefit of professional development, and serves as the representative body and voice at the University of Arizona, the University of Arizona Administration, and the Arizona Board of Regents, on behalf of graduate and professional students.

http://www.gpsc.arizona.edu/

Green Fund
Approved in March 2010 by the Arizona Board of Regents, the UA Green Fund is funded by student tuition. Project proposals are reviewed by a 10-member student committee, which allocates approximately $400,000 of its yearly budget to multiple projects across diverse disciplines. The UA Office of Sustainability administers the Green Fund program, providing advising and support to the Green Fund Committee.

http://studentaffairs.arizona.edu/greenfund/

Institute of the Environment
The Institute of the Environment (IE) fosters and facilitates cross-campus, community, state, national, and worldwide collaborations that help explain and resolve environmental challenges and seize solution-driven opportunities created by such challenges. IE also maintains a Green Course Guide for students looking to learn more about the environment and sustainability.

http://environment.arizona.edu/

Office of Sustainability
The Office of Sustainability works to help coordinate marketing, projects, and efforts being led across campus that relate to sustainability. The Office also houses the Green Fund, and helps facilitate the process in which the grants are awarded when the committee decides which projects are to be allocated money.

http://www.portal.environment.arizona.edu/campus-sustainability/office-of-sustainability

Parking and Transportation
Parking and Transportation manages all forms of transportation on campus. This includes maintaining the garages, handling permit registration, developing and maintaining bicycle programs, operating the CatTran shuttle, supporting car rental and rideshare for students, and monitoring how people commute to the UA campus to make it more efficient.

http://parking.arizona.edu/

Planning, Design and Construction
Planning, Design and Construction (PD&C) leads the planning of what the campus will look like in the future and manages larger—upwards of $25,000—construction at the UA. If your project requires any new construction or alterations to existing buildings, or impacts planning for the campus, chances are you will need to consult with PD&C.

http://www.pdc.arizona.edu/

President’s Advisory Council on Environmental Sustainability (PACES)
PACES provides comprehensive guidance and advice to the Office of Sustainability as well as the UA President on high-level issues regarding the University of Arizona’s leadership in environmental sustainability as it pertains to campus design, student engagement, operations, education, research, and outreach.

http://www.portal.environment.arizona.edu/campus-sustainability/paces

Real Estate Administration
This unit acquires property for the UA and helps determine what it will be used for. If your project needs to rent or purchase land or requires indoor space, you will probably want to contact them.

http://www.space.arizona.edu/

Residence Life
Residence Life manages all on-campus housing, including 23 residence halls and one graduate apartment complex. This unit has its own custodial and facilities staff that you may need to consult with if you want to develop a project within one of the dorms. Residence Life also has dedicated coordinators for sustainability and social justice that provide training to residence
hall staff and support programming in these areas for students. In addition, one student from each residence hall serves on EcoReps, a group representing the voice for sustainability within the dorms.

http://www.life.arizona.edu/

**Risk Management**
Risk Management works to ensure that the UA is complying with safety and health standards in its operations. It coordinates UA programs for environmental compliance, occupational health and safety and insurance coverage for property, liability and workers’ compensation. Almost every endeavor either on- or off-campus involves issues of risk and liability, so you will likely need to consult Risk Management early on in developing your project.

http://risk.arizona.edu/

Note: This list is a work in progress. If you have suggestions for additions or changes, please email Julia Rudnick (rudnick1@email.arizona.edu).