



Project Proposal Application

Revised Fall 2024

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General Questions: SGEF-Chair@usf.edu

PROPOSAL CRITERIA

Thank you for considering the Student Green Energy Fund for your project financing! **Please review our Project Application Guidelines before completing this application.**

Please refer to the SGEF By-Laws (revised 2024) for further guidance.

- I. Proposals must reduce the university's greenhouse gas emissions, waste, resource use and/or energy costs.
- II. Proposals may also indirectly reduce the university's greenhouse gas emissions, waste, resource use, and/or energy costs.
- III.
 - A. Proposals must include a mechanism for measurement and verification of results, including any applicable kWh reductions and greenhouse gas emissions reductions.
 - B. Proposals must include a value analysis that estimates a return on investment (ROI) and cost savings realized by the institution.
 - C. Proposals must include a planned timeline for sustaining the project within 5–10 years (unless otherwise applicable).
 - D. Proposals should show alignment with the USF St. Petersburg's Strategic Plan, Master Plan, and Climate Action Plan.

IMPORTANT INFORMATION TO NOTE

There are four sections to the application:

1. Project Information
2. Project Description
3. Project Budget and Timeline
4. Project Partners

To submit a proposal, please:

1. Follow the application instructions and complete *every* section.
2. Please do not delete the italicized instructions, tables, or section questions in the proposal.
3. There is no page or word count limit, though the Committee encourages applicants to write succinct answers.
4. Name and save your application as follows:

“Last Name_First Name_Project Title_Semester_Year”
(Example: “Rocky D. Bull_Composter_Fall2024”)

5. Upload your Budget, Timeline, and additional support documents of your choosing to your submission email.
6. Questions, comments, and your completed application should be emailed to SGEF-Chair@usf.edu.

NOTE: Applications that do not meet the mission and guidelines requirements, or that are not complete, will not be considered for funding.

2024-2025 Full Project Proposal Form

PROJECT TITLE

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PROJECT LEADERS

Primary Project Leaders

Name:
Year & Major/Department & Title:
Phone: Email:

Additional Project Leaders

Name:
Year & Major/Department & Title:
Phone: Email:

Additional Project Leaders

Name:
Year & Major/Department & Title:
Phone: Email:

PROJECT PARTNERS

List any staff, faculty, and relevant stakeholders that will be involved in your project and are important to its completion. **Signatures are not endorsements of your project; they are evidence that you have consulted necessary stakeholders on campus (i.e. facilities, etc).** If you would like to discuss who the relevant stakeholders might be, please contact SGEF-Chair@usf.edu.

Note: You must obtain a physical or digital signature from each stakeholder.

Name:	
Title:	
Department:	
Email:	
Reasons for Collaboration	
Signature	

**By signing I confirm that I have reviewed this application and that I understand the implications of its implementation, including any budget items that may impact me or my department.*

Name:	
Title:	
Department:	
Email:	
Reasons for Collaboration	
Signature:	

**By signing I confirm that I have reviewed this application and that I understand the implications of its implementation, including any budget items that may impact me or my department.*

What category does your project proposal primarily fall under?

(Please Highlight One)

CATEGORY 1: Reduce the university's greenhouse gas emissions, waste, and/or energy costs.

CATEGORY 2: The proposal indirectly impacts the university's greenhouse gas emissions, waste, and/or energy costs.

PROJECT DESCRIPTION

Instructions: Please explain your project below. You may include photos, graphs, reports, or other materials that help explain your project.

1. Please provide a 2-3 paragraph description of your project:
2. Explain how the project goals adhere to SGEF's Proposal Criteria:
3. Explain how the project will be implemented. Clearly describe the project steps:
4. Does this project support existing programs or projects, or is it new?
5. How will this project help push the University forward towards its goal of creating a more sustainable campus? Please include quantitative and/or qualitative sustainability metrics.
 - o GHG emissions reduction

- o Energy savings
- o Water savings
- o Waste diversion
- o Biodiversity
- o Education (*e.g. Number of students trained*)
- o Outreach: events organized, number of participants

6. Does this project have a financial ROI? If so, please explain:

7. What is your plan for publicizing your project? Do you have any specific outreach goals? (Please note: All awarded projects, events, or research will be required to display the SGEF logo on them, via signage or other means):

8. Will this project require on-going supplies, replenishment, maintenance, or additional resources? How will the project be maintained or funded? Is the project self-sustaining?

(All persons listed in this section should be listed under "Project Leaders/Partners")

9. Please share any other important information you would like the Committee to know about as they consider your application:

PROJECT BUDGET

Project Budget: *Please follow these directions:*

- ❖ List all budget items under the appropriate category. Please be as detailed as necessary, inserting or deleting lines as needed.

Items	Item Description	Cost Per Item	Quantity	Total SGEF Costs	Matching Funds
Materials, Supplies, promotional items and Services					
Equipment					
Travel, Stipend, Rentals etc.					
Other (Indicate any other recurring fees such as equipment service fees, returns, etc.)					

If your project has additional funding, such as other grants, donations, or allocated budget funds, please detail those on your budget table.

PROJECT TIMELINE

5-YEAR PLAN

Long-term Projects that will require continual maintenance, funding, management, and development must have a 5-year plan so that when the Student Project Leader graduates, or if the Project Leader leaves the university, the project transitions to someone who can complete the project or continue its progression. This is a required section of the proposal document.

If you have questions about this section, please contact SGEF-Chair@usf.edu.

Examples of Questions to Consider:

- ❖ Will the people involved in the Project have continued interest in the completion of the Project?
- ❖ What steps will you take before graduation or leaving USF to pass on the project?

REFERENCES

Please provide citations/data for any information elaborated upon throughout the proposal application.

1. Citation 1
2. Citation 2
3. Citation 3
4. Citation 4
5. Citation 5