Northwestern Sustainability Fund Application FY2017

Applications for the 2016-2017 academic year must be submitted to
sustainabilityfund@northwestern.edu in order to be considered by the Northwestern Sustainability Fund
Committee, comprised by faculty members and student representatives. After a review and voting
process, the Committee will contact the Project Lead with a funding decision.

The Committee reserves the right to partially fund proposals, as per Northwestern Sustainability Fund
Bylaws Article 3 Sec. 3.1.

Questions may be directed to sustainabilityfund@northwestern.edu
Project Name: _____
Project Team Members:

There must be at least one team lead assigned to the project.

Name	Department/School	Position (faculty, staff, student-provide class year)	Phone	Email
Project Lead:				

Faculty or Staff sponsorship is required.

Staff Sponsor (Name, department, position, phone, email):

Please answer these questions thoroughly and to the best of your knowledge. Do not exceed five pages of responses.

1. Project Abstract

Provide a short (no more than five sentences) summary of your project. Include a brief description of your project goals, your expected impact, and how NSF funding will benefit the project.

2. Background

What prompted your interest in this subject? Identify the problems that need to be solved and how this project functions as a potential solution.

3. Project Design

Provide an overall description of your project. Be sure to **specifically mention how you will be using the requested funding**. This can be as short or as long as needed. For example, a funding request for an on-campus event should include a rough agenda, expected number of attendees, etc. A design project should include all relevant design sketches needed to understand the project.

4. Project Objectives

What do you want this project to achieve? Why is your project needed (what problems will it address)? How does your project contribute to the goals set forth by the sustainNU's Strategic Sustainability Plan? (*The Strategic Plan focuses on several objectives to support our built environment, energy, and water reduction goals; expand sustainable transportation; conserve our resources and reduce waste to landfill; encourage curriculum and research to use our campus as a living learning environment; our communications and engagement efforts aim to empower all members of the university to consider the environmental impacts of their activities and seek out opportunities to adopt more sustainable practices*.) How are you going to measure the success of your project? What quantifiable impacts will your project have? (i.e. kWh of electricity saved, gallon of water saved, specific area of land preserved, etc.) How will they be measured after the project has been implemented? What are the long-term impacts of this project? **If your proposal has received funding in previous funding cycles, what will change this time? How will NSF funding directly improve the project?**

5. Partners

What potential groups/individuals might need to be consulted? Will you be partnering with any other organizations? If so, include their contact information. If your project is associated with any existing sustainability initiatives, how will this project add value to those initiatives? Will approvals for the project be required from campus departments? If so, which departments? Have you reached out to them?

6. Stakeholders

How will your project benefit your fellow students and/or the University as a whole?

How will your project engage the campus community and raise awareness of sustainability?

7. Project Timeline

Provide a timeline for your project. Give specific dates by which certain tasks will be accomplished. Indicate a midpoint date by which you will submit a progress report. When do you expect your project to be completed? Provide an approximate end date for your project. If your project will extend beyond this year, describe what steps will be taken to ensure success into the future.

8. Responsibility Assignment Matrix

Assign tasks to different members of your group. Indicate these tasks and the member responsible for them by creating a RAM table and inserting it here. For more information on how to use the RAM Matrix, you can visit the following websites:

- http://en.wikipedia.org/wiki/Responsibility_assignment_matrix
- http://www.dummies.com/how-to/content/how-to-develop-a-responsibility-assignment-matrix.html

9. Costs

Outline project budget and expected NSF contributions. Provide any estimated cost and/or resource savings your project will generate. Please fill out below or attach a line-item budget spreadsheet with a list of estimated expenses for your project. Refer to the bylaws for acceptable uses of funds. The Northwestern Sustainability Fund will typically only provide funding for specific costs. Funding requests without a **specific cost breakdown** are unlikely to be accepted. Reflect on the embedded environmental costs and product life cycles of the materials you are purchasing for your project (i.e. from where are the products coming? Identify what resources were required for the creation of these materials. What are the carbon-emissions standards and labor practices of your manufacturing and distribution sources?).

10. Acknowledgement of the Northwestern Sustainability Fund Bylaws and Charter

I acknowledge having read and understood the NSF bylaws and charter available online at sustainability-fund.northwestern.edu

Electronic Signature_____ Date:_____

Submit completed applications as PDF to sustainabilityfund@northwestern.edu
Use file name format ProjectName_LastName_NSF.pdf