



The Green Fee

**Requests for Proposals – Deadline: Wednesday, October 31st at
11:59pm**

Do you have a great idea that would reduce Union's carbon footprint? Educate the campus on sustainability? Make our operations more sustainable?

The Green Fee Governance Committee (GFGC) is pleased to accept proposals for funding to see your project realized.

Proposal Guidelines:

- Funding requests can be up to \$25,000.
- Projects must be beyond the scope of Presidential Green Grants in terms of impact and funding (>\$2,000).
- Proposals should be no more than 5 pages, and include specific information detailing *rationale, project/research plan, impact on carbon footprint, anticipated outcomes including assessment, detailed budget, timeline and foreseeable problems/barriers*. Please include The Green Fee Application Form as a Cover Sheet.
- Only proposals from fully matriculated students of Union College will be considered. However, students are encouraged to collaborate with faculty and staff.
- Projects will be funded based on the likely benefit to campus sustainability, reduction in carbon footprint, creativity, uniqueness and the project's overall feasibility.
- The duration of the project itself is flexible but the funding must be used by the end of spring term. Use it or lose it!
- Funded projects are not eligible for funding in subsequent years.
- If the project is designed to live beyond the awardee's time, the plan should include a plan for succession.
- If your project would include other individuals/departments/offices please make sure that you have discussed and gotten their approval before submitting your proposal.
- Grants will not be made retroactively (e.g. to reimburse).
- Grant awardees will be expected to submit regular progress reports, write a written report to the GFGC upon completion of the project, and participate in a poster or oral presentation at Steinmetz.

Proposals should be submitted to:

sustain@union.edu

Questions about eligibility or proposal format can be sent to the Green Fee Governance Committee (GFGC) via sustain@union.edu or Emily Carrabba (V.P of sustainability) carrabbe@union.edu



The Green Fee Proposal Coversheet

Contact Name: _____

Contact E-mail: _____

Contact Major: _____

Proposed Project Title:

Amount of funding requested \$ _____ *****

***An itemized budget must be included in the proposal for consideration**

Collaborators:

Executive summary of proposed project (100 words or fewer):

Contacts for Successful Green Fee Proposals!

Chances are that your proposal will involve/affect another department/ individuals on campus, so you need to make sure to inform the relevant campus officials about your proposals, take into consideration their advice and ultimately prove to the Green Fee Governance Committee that this is a feasible project with all stakeholders on board.

Please check off any departments contacted; if not listed, please write in department name and person contacted at the bottom of the page. Thank you!

Office of Residential Life
Location: Reamer 409
Phone: (518) 388-6117
Email: housing@union.edu

Athletic Department
Location: Alumni Gym
Phone: (518) 388-6284
Email: mclaughj@union.edu
Contact: Jim McLaughlin

Office of Greek Life
Location: Reamer 409
Phone: (518) 388-8777
Email: artze@union.edu

Department of Public Safety
Location: College Park Hall
Phone: (518) 388-6911
Email: olseng@union.edu
Contact: Gary Olsen
(Responsible for parking and transportation)

Dining Services Office
Location: Reamer 202
Phone: 518-388-6050
Email: staceyc@union.edu
Contact: Callie Stacey

Office of Minerva Programs
Location: Reamer 303
Phone: (518) 388-8790
Email: mcevoyt@union.edu
Contact: Tom McEvoy

Facilities Services Building
Location: East of Reamer Circle
Phone: (518) 388-6181
Email: matarazp@union.edu
Contact: Paul Matarazzo

Office of Student Activities
Location: Reamer 404
Phone: (518) 388-6118
Email: millesm@union.edu
Contact: Matt Milless

Environmental, Health & Safety
Location: S&E S-316
Phone: (518) 388-6340
Email: dobsonde@union.edu
Contact: Elizabeth Dobson-Davis

Please note that this is meant to be a short list of possible contacts.
Contact information for other departments and offices may be found on the Offices & Services page of the website www.union.edu/offices
