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: DINING HALL BIODEGRADABLE STRAWS**

**Contact Information:**

Project Team

|  |  |  |  |
| --- | --- | --- | --- |
| *Name* | *UIS Student/Faculty/Staff & Department (or Office)* | *UIS Email* | *Phone #* |
| Kayleigh Ambrose  | uis student  | Ambrose6@uis.edu | 2177191225 |
| Goeff Evan | Director of Dining Services | Gevan2@uis.edu |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Organization/Affiliation:

**Project Information:**

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

**Buying sustainable/biodegradable straws – the Green Fee will only need to provide about $25 for outreach posters**

*How will this project improve sustainability at UIS?*

**We go through a pack of 400+ straws every few DAYS in the dining hall. We can’t limit the amount of straws used, but now the new ones will be biodegradable**

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

**Students will have to take no extra action, this will just repace the straws they already use**

*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.*

**Dining Hall, Goeff Evans will be buying the new straws. They do not cost much more than the ones we buy already, and the Green Fee will not have to spend any extra money for the straws as Geoff Evans had already planned to buy the biodegradable straws but never got around to it.**

*Other than the project team, who will hold a 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 those who you spoke with and their comments.*

**The Green Fee originally was going to pay for straws, a few hundred dollars, but after speaking with Geoff Evans, he already had a plan to buy the new straws and it will not be significantly more than the straws we were buying. So we only need to provide about $25 for posters to show students the change !**

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

n/a

**Scope, Schedule, and Budget verification**

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

**Geo Evans will be buying the straws – the Green Fee need take no other action besides posters**

*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.*

**$25 for outreach posters**

*Will this project require ongoing funding? Do you have a plan for supporting the project in order to cover replacement, operation, or renewal costs?*

**No – One time fee**

*Every project must be publicized! Where would you like to see information about this project reported?* ***Student Union***