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: EARTH DAY 2025**

**Contact Information:** Ambrose6@uis.edu

Project Team

|  |  |  |  |
| --- | --- | --- | --- |
| *Name* | *UIS Student/Faculty/Staff & Department (or Office)* | *UIS Email* | *Phone #* |
| Kayleigh Ambrose  | uis student  | Ambrose6@uis.edu | 2177191225 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Organization/Affiliation:

**Project Information:**

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

***This will provide outreach to students during Earth Week next year 2025 (Spring). A tree planting event will be held for students that want to help with it!***

*How will this project improve sustainability at UIS?*

**This will educate students on sustainability and get the word out for the Green Fee Committee, as well as giving the students osn campus a sense of responsibility and care for their campus.**

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

**Students will only be asked to participate in a tree planting activity by helping to plant the new trees around our campus.**

*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.*

**The trees will be planted to replace trees lost on campus by the Emerald Ash Borer. The Grounds Superintendent or other employees will be there as oversight.**

*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 Committee and the Grounds will be in charge of and responsible for the trees and getting them planted next year.**

*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.*

**We will need to buy the trees from a nursery, the grounds superintendent has given us the website of the place they would like to buy the trees.**

**Fknursery.com**

**After that, students will be able to help plant them when Earth Week rolls around next year**

*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.*

**The budget will need to be $2000. This is the estimated cost of the trees. Around $1500 for the trees themselves and the extra $500 is for the pots they will need and various taxes.**

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

**This will not require ongoing funding. The grounds will care for the trees after they are planted.**

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