



## Green Office Incentives Fund Application 2020-2021

Please submit applications to [greenoffices@emory.edu](mailto:greenoffices@emory.edu) by **8:00am EST on Monday, September 29, 2020**. Applying offices must also participate in the Green Offices at Emory certification program by submitting a [Green Office Checklist](#) to be considered for funding.

The Green Office Incentives Fund supports work spaces participating in the Green Offices at Emory Program by funding sustainable processes and procedures in Emory's work spaces. Creative proposals are welcomed for initiatives that seek new knowledge, support new behavior patterns, and make sustainable practices feasible. Grants may be awarded up to \$5,000.

Faculty, staff, and students from work spaces in Emory University and Emory Healthcare are eligible to apply for the Green Office Incentives Fund. Funds may be used for supplies, equipment, and materials necessary to implement an item on the Green Office checklist or a sustainability innovation. Grant recipients must provide a brief written report at the conclusion of the project, including documentation of the resulting changes utilizing photographs, written material, data, and other tools appropriate for documentation.

The Green Office Team will grant recipients based on the following criteria:

1. Relevance of the project to the Green Offices at Emory Program, [Emory's 2015-2025 Sustainability Vision](#) and/or the [United Nations Sustainable Development Goals](#)
2. Clarity and feasibility of the proposal, including clear goals and objectives
3. Sustained impact and reach of proposed project
4. Innovation and creativity to address complex sustainability-related challenges
5. Relevant skills and experience of project personnel

**SUBMISSION:** Please submit applications in a Word document saved in the format: "Name of Office or Department\_Last name of project lead\_Green Office Incentives Fund 2020" to [greenoffices@emory.edu](mailto:greenoffices@emory.edu). Applications are due by 8:00am EST on Monday, September 29, 2020.

Questions? Email [greenoffices@emory.edu](mailto:greenoffices@emory.edu).

EMORY



Team Leader (Last Name, First Name):	
Title of Project:	
Amount Requested: \$	
Department Head Name:	
Name of Office or Department:	
Building and Room #:	

**Project Personnel (if applicable):** For each team member, please submit the following information:

Name	Department/ Affiliation	Email	Telephone

**Summary (2-3 sentences) of each applicant's skills and experience, as relevant to the project proposal:**

**REQUIRED if applicant is a student or all-student team:**

**Faculty/staff advisor's name**

**Email**

**Faculty/staff advisor expectation:** As an advisor to this project, I accept the role of guiding this student or student team as they develop a proposal, as they respond to additional requests from the Incentives Fund Committee, as they implement their project, and/or as they complete a final report.

**Date of faculty/staff advisor's acknowledgement of this expectation**

**Project Description:** Provide a detailed description of the goals, activities, methods, and success indicators of the proposed research, project, or behavior change.

**Project Timeline:** Project teams will be notified by early November about funding of their proposals. All projects must be completed by Friday, July 30, 2021. With these parameters in mind, please provide a detailed timeline for project implementation and completion.

**Budget:** Provide an itemized description of expenditures with short explanation and justification. \$5,000 maximum.

<b>Item Description (please include detail on the specific item desired, with relevant details like make, model #, size, etc.)</b>	<b>Website Link to Item (if applicable)</b>	<b>Unit Cost</b>	<b>Unit Count</b>	<b>Amount</b>
<b>Total:</b>				

**Budget Explanation and Justification:** In this section, please carefully explain the need and use for each item listed in the table above. If uncertainties or flexibility exists in project budgets, please note them here. Projects with incomplete budgets or justifications will not be considered for funding.