



## VILLAGE GREEN FUND APPLICATION

*Applications will be considered and reviewed twice a year.*

**Title of proposal:**

**Amount requested:**

**Applicant(s)** (please include affiliation [LU, SFH, SOSF, Community, Other]):

**Name, campus address and phone of primary contact:**

### **A. Purpose, Timetable, and Accountability**

**1. What's the overall idea?** Identify the purpose of your proposal. Provide a detailed description of its activities and specific objectives. (Refer to criteria #7 of Charter document)

**2. What other offices may possibly be impacted by your proposal?** Some proposals have an impact on the work or planning of other departments. Here is a short list of areas to consider, depending on the nature of the project:

- Facilities or Grounds
- Computing Services or Instructional
- Technology
- Environmental Programs
- Environmental Health and Safety
- Dining Services
- Learning
- Institutional Advancement
- Sisters of St. Francis

- Residence Life
- Curriculum
- Campus Activities
- Athletics
- Admissions
- Orientation Service-
- Rosary Care
- Franciscan Academy
- Other (indicate below)

**Other:**

If your proposal affects another department, and you have made contact with someone, please list the individuals whom you spoke with about the project, the date this conversation took place, and ask them to sign this application.

Name:

Date spoken with:

Signature:

**3. How will your project be managed and completed?** Please include a detailed timetable for the project's duration and lines of accountability to show who will be responsible for seeing the project through to completion. *IMPORTANT NOTE: If you are a student, please have the faculty/staff/village member who has agreed to serve as an advisor to your project sign this section.*

“I understand that by serving as an advisor or a sponsor of a student project, I am expected to play a very active and on-going role in the student project to ensure continued success to the project’s completion or to the end of the payback period.”

Name: \_\_\_\_\_

Date:

Signature: \_\_\_\_\_

**B. Funding**

**5. How much will it cost?** Please provide a detailed budget for your project with an explanation next to each budget item on exactly how the funds will be spent. If necessary, provide the budget in a separate attachment.

<b>Expenses</b>	<b>Description</b>	<b>Quantity/Hours</b>	<b>Total Financial Costs</b>
<b>TOTAL PROJECT EXPENSES</b>			

**6. Can anyone else help pay for it?** Are there any other funding sources potentially available or that you have actually attained? If so, please provide details.

Revenue Source	Requested Amount	Secured (yes/no)
SFV Green Fund		
<b>Total Funding Requested</b>		

**7. How can we keep this project going?** If your project is meant to be on-going, describe your plans to help ensure the long-term success of your project’s goals (e.g., need for future funding, volunteers, support from offices on campus).

**C. Project Outcomes and Measuring Success**

**8. Who/What will benefit from your proposal?** Identify the expected outcomes of your project and their importance to individuals, groups, the SFV at large, air quality, the ecosystem, etc.

Impact Area- e.g. People, Planet & Profit	Specific Area of Benefit	Desired Goal	Measurement and/or Evaluation Tool(s)/Method(s)	Indicator(s) – e.g. tracking progress	Desired Completion Date and/or date when maximum benefit is realized
People or Social					
Planet or Environmental					
Profit or Financial					

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**9. How will you measure the project's success?** If your project projects financial savings, please indicate if you will be using the Estimation of Savings Method or the Method of Actual Performance Calculations (see Charter #8). Please be very specific about the anticipated outcomes.

**10. Before submission, this proposal must be signed as below:**

For proposals targeting an area of campus overseen by Lourdes University:

Lourdes Finance Director \_\_\_\_\_

Facilities & Grounds Director \_\_\_\_\_

For proposals targeting areas overseen by the Sisters of St. Francis:

Chief Financial Officer for Sisters \_\_\_\_\_

Facilities & Grounds Director \_\_\_\_\_

Please complete this digital application, then print it out and obtain all required signatures. Return the application with any supporting documents to Sr. Janet Doyle, 107 Regina Hall, or to Sr. Janet's mailbox in Umbria Hall.

**If you have questions, contact any of the VGF Board members as listed on the website.**