

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. Please list all parties that may 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 & Grounds (Mike Cravens) | IT Department (Alisa Smith) |
| LU Dining Services (Chris Loe) | RCC Dining Services (Jason Phillips) |
| Campus Ministry (Sr. Barb Vano) | Residence Life (Todd Matthews) |
| Academic (Geof Grubb) | Student Life (Roseanne Gill-Jacobson) |
| Athletics (Andre Smith) | LU Finance (Melissa Richberg) |
| OSF Finances (Terri Ellerbrock) | Institutional Advancement (Mary Arquette) |

Other:

If your proposal **significantly** affects another department, and you have made contact with someone, please list the individual 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. Please include the signature of the appropriate leader where your project will take place.

Sisters of St. Francis (Sr. Mary Jon or Council Member)

Name:

Signature:

Lourdes University (Michael Killian)

Name:

Signature:

Sylvania Franciscan Health (Rachel Nijakowski)

Name:

Signature:

4. 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:

5. What’s the “green” idea? For your proposal to be funded it must contribute to sustainability or the care for creation; meaning it must have a positive environmental or energy savings impact. Please describe why you think your proposal is a green initiative and how it helps to further the sustainability efforts of the SFV.

B. Funding

6. 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.

7. 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.

8. 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

9. 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.

10. 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.

Submission instructions

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 Sr. Janet Doyle, 419-824-3533 jdoyle@sistersosf.org, or any of the VGF Board members.