



# Final Application Guide

*Updated July 2017*

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## **Congratulations and good luck!**

Congratulations on having your Preliminary Application accepted by the Patriot Green Fund Committee!

We have put this guide together to help you complete your Final Application process for both Research and Infrastructure Improvement projects, and to help give you the best possible chance of your project being approved and awarded funding.

Before you start this process, please read through the entire document, including the FAQs and the Application Helpers at the end, and make sure you set up a meeting with PGF staff to get conversations started with the appropriate stakeholders as soon as possible.

*Note:* Some content in this guide is repeated from the Preliminary Application Guide because it is critical enough that it bears repeating.

Good luck from the Patriot Green Fund Committee!

## Engaging Stakeholders

It is essential that PGF applicants involve the right staff and faculty in their projects early on in the process to ensure the greatest level of success and the most effective use of everyone's time. PGF staff will be able to assist you with setting up meetings with critical personnel to discuss your project idea prior to submitting a final application, in order to ensure the greatest level of success.

The application form provides a list of potential categories that your project may impact. Below is the list of those categories accompanied by definitions in order to understand the breadth of how your project may impact the campus community, and which stakeholders may need to be included in the process.

- **Education programs:** Select this category if your project contributes to academics on campus in any way. This includes projects that can or will be used by students for future classes as a part of their sustainability education.
- **Green Building:** Select this category if your project impacts the interior or exterior of a building in terms of its sustainability. This includes projects that change, measure, or in any way affect the energy efficiency of buildings.
- **Green Dining:** Select this category if your project addresses Mason's dining options or Mason Dining's operations.
- **Green Living:** Select this category if your project impacts student life in any way. This includes projects involving residential spaces.
- **Green Transportation:** Select this category if your project your project studies or encourages the use of alternative transportation.
- **Recycling and Waste Minimization:** Select this category if your project studies or implements waste reduction methods, technologies, or infrastructure.
- **Sustainable Food Systems:** Select this category if your project involves creating a sustainable food system, such as a garden or other system that involves food being *produced* sustainably.
- **Sustainable Landscaping:** Select this category if your project or research impacts landscapes or methods of landscaping on Mason's campuses.
- **Stormwater Management:** Select this category if your project addresses or impacts issues of low impact development or stormwater management on any of Mason's campuses.
- **Energy Issues:** Select this category if your project addresses or impacts issues of renewable energy, energy efficiency and conservation, or climate mitigation.

Other critical questions to be answered include:

- What potential risks are inherent in your project, OR what are the potential perceived risks? How do you plan to deal with these possible risks? Meaning: could there possibly be a perception that something about your project might be dangerous? Examples include: volunteers trekking through woods on Mason's campuses, bee hives and possible stings, thorny shrubs or plantings, fire, potential trip hazard, etc.
- Does your project impact the exterior aesthetics of any of Mason's campuses?
- Does your project create or contain accessibility issues? Do people with physical limitations need to access the project in any way?

You should submit the following form along with your final application. The form contains a sheet for budget development as well as a sheet to assist you with tracking the team members and stakeholders who will be affected by your project.

[https://docs.google.com/spreadsheets/d/1YC5QmLqC3QAojLF95wUVKdAj\\_vHs7f90BWTclpXjxA/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1YC5QmLqC3QAojLF95wUVKdAj_vHs7f90BWTclpXjxA/edit?usp=sharing)

***Important!***

- *If you do not have personal access to Google's "My Drive," you can export the above document to Microsoft Excel in order to personalize the Budget and Stakeholder Proposal for your project. Once you have it saved, you can simply attach the Budget and Stakeholder Proposal in the email with your Final Application to [pgf@gmu.edu](mailto:pgf@gmu.edu).*
- *If you do have personal access to Google's "My Drive," you can save the above as a new document and share access with Samira Lloyd ([slloyd10@gmu.edu](mailto:slloyd10@gmu.edu)).*
- *Please be sure to include your last name in the name of the document so we know what project it supports.*

## Funding Guidelines and Budgeting Tips

Please remember the following:

- Students may apply for a *maximum* of \$500 in wages or travel expenses. There must be a clear justification for this expense in your application.
- If a student is receiving any sort of academic credit for the project, wages will not be provided, but travel expenses may.
- Infrastructure improvement projects requesting over \$20,000 and research projects requesting over \$5,000 are strongly encouraged to apply for other grants and/or obtain funding from other Mason departments.
- **Project funds must be expended by May 31st unless special permission is requested.**

When creating your budget, please consider the following tips:

- Be as accurate as possible, so that you do not unexpectedly go over budget. Projects nearly always require more funding than expected, especially when the project is large and requires support from outside entities (like Facilities or external vendors, i.e., something that can't be done by volunteers).
- You may want to include a small line item of under \$100 for "miscellaneous supplies" to include things like office supplies or other unexpected expenses.
- Things you may request money for include the following: tools and supplies; parking fees; printing or mailing fees; software costs if necessary; student wages OR travel under \$500; consulting fees where necessary; Facilities labor costs; etc.
- **Things that will not and cannot be covered by state funds include:** parking tickets or towing expenses; food expenses unless for students; decorative flowers or decorations; fuel costs; gifts; student wages or travel OVER \$500.
- You may make special requests for the following, but these expenses may or may not be approved: food for volunteer events; student wages for more than one student working on the project; speaker fees; equipment or tools that will be retained by a department other than the Office of Sustainability after the completion of the project; extensive educational events around the proposed project; and items that may already be available to borrow at Mason but are not practical to borrow due to the length of the project or other reasons.

You should submit the following form along with your final application. The form contains a sheet for budget development as well as a sheet to assist you with tracking the team members and stakeholders who will be affected by your project.

[https://docs.google.com/spreadsheets/d/1YC5QmLqC3QAojLF95wUVKdAj\\_vHs7f90BWTclpXjxA/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1YC5QmLqC3QAojLF95wUVKdAj_vHs7f90BWTclpXjxA/edit?usp=sharing)

If you have any question regarding what you may or may not receive funding for, please email [pgf@gmu.edu](mailto:pgf@gmu.edu).

***Important Note:*** Refer to the concluding notes of the “Funding Guidelines and Budgeting Tips” section of this document for detailed instructions on submission of the above stakeholder proposal to the PGF committee.

## Deadlines

Quick fund submissions, which are less than \$1000, will be accepted and reviewed on a rolling basis. All other proposals will be due three times a semester (for Fall in September, October and November, and for Spring in February, March and April). For exact deadline dates please refer to our website at <https://green.gmu.edu/patriot-green/>. Full scale projects can take months to complete, so please plan your timeline accordingly. Quick Fund applications are reviewed on a rolling basis and take about 2-3 weeks to review and approve/deny.

Infrastructure improvement projects that will impact buildings or land use must also be approved by other university committees or approval groups; therefore, these applications may take a little longer to complete. Please be prepared and be patient. The PGF Committee will help you through the process as best as possible. The exception to this is Quick Fund projects. Please see the Quick Fund Guide on our website for more information.

## Selection Process and Criteria

When reviewing projects, the committee will use the following criteria:

- Project visibility
  - Does the applicant have a public outreach plan? How will they inform the Mason community about their work? Is the project itself very visible?
- Student involvement
  - Will students be involved in implementing the project? How will students benefit from the project?
- Campus Community Involvement
  - Has the applicant considered and identified departments, programs, faculty, staff, etc. that might be involved, or interact, with their project?
- Economic Feasibility
  - How will the cost justify the effects of the project?
- Program Longevity
  - Is this program/project repeatable? What will happen to the project after the applicant leaves the Mason community?
- Reasonability of Timeline
  - How long will it take to implement the applicant's project? Is there a timeline for when the project will start and when Mason can expect to begin seeing results?
- Environmental Impact
  - What are the environmental costs and benefits associated with this project?
- Innovation
  - Has this project ever been attempted before? Is it pushing the boundaries of its field?
- Chance of Success
  - Are the obstacles in the project's path insurmountable? Has the applicant gathered a support team to ensure the success of the project?



## Alternative Funding Sources

### **Office of Student Scholarship Creative Activities and Research**

Specifically geared toward celebrating and encouraging *undergraduate* research and creative activities. OSCAR also supports undergraduate students seeking outside funding sources for their research.

<http://oscar.gmu.edu/>

### **University Life Programming Grant**

Every academic year, University Life awards grants for programs that impact the quality of campus life at George Mason University. Awards are typically under \$5,000.

<http://ulife.gmu.edu/university-life-programming-grant/>

## How to Apply

To download both the **Infrastructure Improvement Final Application and Research Final Application**, visit the PGF website here:

<https://green.gmu.edu/patriot-green/how-to-apply-for-funds/>

For assistance completing the Infrastructure Improvement Application, please see *Appendix A: Infrastructure Improvement Application Helper*.

For assistance completing the Research Application, please see *Appendix B: Research Application Helper*.

Don't forget to attach the PGF Budget and Stakeholder Proposal document!

[https://docs.google.com/spreadsheets/d/1YC5QmLqC3QAojLF95wUVKdAj\\_vHs7f90BWTcIlpXjxA/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1YC5QmLqC3QAojLF95wUVKdAj_vHs7f90BWTcIlpXjxA/edit?usp=sharing)

Once completed, please submit the appropriate application and the budget/stakeholder form via email to the PGF Committee at [pgf@gmu.edu](mailto:pgf@gmu.edu).

If you have not received an email confirming the receipt of your application within 10 business days, please email Samira Lloyd ([slloyd10@gmu.edu](mailto:slloyd10@gmu.edu)) directly.

## Checklist for Final Submission

- I have downloaded and read this entire packet to ensure my understanding of the process.
- I have downloaded the appropriate Final Application for my project, and it is 5 pages or less.
- I have incorporated the initial feedback from the PGF Committee into my application to the best of my abilities.
- I have completed the [Patriot Green Fund Budget and Stakeholder Proposal](https://docs.google.com/spreadsheets/d/1YC5QmLqC3QAojLF95wUVKdAj_vHs7f90BWTcIlpXjxA/edit?usp=sharing) ([https://docs.google.com/spreadsheets/d/1YC5QmLqC3QAojLF95wUVKdAj\\_vHs7f90BWTcIlpXjxA/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1YC5QmLqC3QAojLF95wUVKdAj_vHs7f90BWTcIlpXjxA/edit?usp=sharing)) and emailed it to [pgf@gmu.edu](mailto:pgf@gmu.edu).
- PGF staff has contacted the appropriate stakeholders for me to advise them of my submission and to get their feedback on the scope of my project, and they are all on board with proceeding.
- I have therefore received written approval from PGF staff to submit my final application packet.

## Frequently Asked Questions

**Q:** What if I'm having a hard time finding an advisor for my research project?

**A:** For assistance with finding a mentor, undergraduates may contact the Director of OSCAR at [oscar@gmu.edu](mailto:oscar@gmu.edu), and graduate students may contact the Fellow of Sustainability Studies at [sustainu@gmu.edu](mailto:sustainu@gmu.edu). Once you find a mentor, we require an email from your advisor at a gmueu email account outlining their role (as established by the applicant), in order to verify their support of the project.

**Q:** Can I get credit for my project?

**A:** Possibly; this is contingent upon your field of study. Contact your advisor to find out whether you can use your project as an independent study. If you are receiving class credit for your project or if your project will be used to fulfill an assignment for a class, wages cannot be part of the grant request.

**Q:** How many people will be granted funding?

**A:** This depends on the amount of funding applied for. We strongly suggest that facility improvement projects over \$20,000 and research proposals over \$5,000 seek other funding sources in addition to the PGF. These sources can be inside or outside of Mason, or may be personally funded through donations. (Note: Donations to any Mason effort will be provided with a donation receipt by the Foundation, for the purposes of tax deduction). However, we suggest you apply as soon as possible to ensure funds are spent in time and to ensure availability of funding.

**Q:** Will someone from the Committee be available to attend my team meetings?

**A:** Unfortunately, we are unable to attend all of your project implementation meetings due to time limitations. However, if you are awarded funding, will be able to direct you to the right Mason resources to assist you. If you find that you are hitting roadblocks that we may be able to clear for you with the administration, please don't hesitate to contact us.

## Appendix A: Infrastructure Improvement Application Helper

**Important:** Please read the Guide carefully before attempting to complete the application. The Infrastructure Improvement Application, in total, should not be more than 5 pages. Any applications that are too lengthy are at risk of being rejected. Please be respectful of your Committee's time and be as brief as possible.

### 1. Please describe the project and its purpose.

This should be a detailed project description NOT a reiteration of the purpose of the PGF.

### 2. Provide a detailed description of the project's goals and objectives with a detailed timeline that includes information about when you expect to start and end your project.

Describe the outcome of your proposed project; objectives should be specific, measurable, and should have estimated deadlines.

### 3. Describe what research you have performed on this project to determine its relevancy to Mason.

For example, have you researched peer universities who've done something similar, have you spoken with installation companies, have you ensured that this project hasn't been attempted before, etc

### 4. How will this project qualitatively reduce Mason's environmental impact?

Use the categories provided to choose which area(s) of sustainability will be impacted, and then provide a short write-up of your own to describe how the project affects the categories you chose.

**Education programs:** Select this category if your project contributes to academics on campus in any way. This includes projects that can or will be used by students for future classes as a part of their sustainability education.

**Green Building:** Select this category if your project impacts the interior or exterior of a building in terms of its sustainability. This includes projects that change, measure, or in any way affect the energy efficiency of buildings.

**Green Dining:** Select this category if your project addresses Mason's dining options or Mason Dining's operations.

**Green Living:** Select this category if your project impacts student life in any way. This includes projects involving residential spaces.

**Green Transportation:** Select this category if your project your project studies or encourages the use of alternative transportation.

**Recycling and Waste Minimization:** Select this category if your project studies or implements waste reduction methods, technologies, or infrastructure.

**Sustainable Food Systems:** Select this category if your project involves creating a sustainable food system, such as a garden or other system that involves food being *produced* sustainably.

**Stormwater Management:** Select this category if your project addresses or impacts issues of low impact development or stormwater management on any of Mason's campuses.

**Energy Issues:** Select this category if your project addresses or impacts issues of renewable energy, energy efficiency and conservation, or climate mitigation.

**5. What social and/or economic aspects of sustainability might your project impact positively?**

e.g. does the project create job opportunities or reduce the operating cost of something at Mason? Does the project encourage community building around sustainability? Does it encourage fair labor practices? Does it increase economic opportunity, equity, affordability of Mason services, etc.

**6. Does this project have additional funding sources?**

Please include other grants you are applying to or have received funding from

**7. Please provide an estimated budget of the project.**

Use the provided template. Please go into as much detail as possible, making sure to include a budget for outreach and labor as well.

**8. Will the project save or earn money? If yes, estimate how much per year for how many years. Please explain and/or cite your data**

**9. How will you measure the impact of your project after its completion date?**

Describe how you will be able to determine if you achieved your project's goals.

**10. Please identify the project manager and persons who will be working on your project whether directly or as approvers, advisers, or stakeholders (people or departments that could be impacted by your project).**

Use the provided template. PGF staff should have already informed you of which team members need to be included in your project to ensure its success. Please include information about what department they are from and what role they will play.

**11. What benefits are your team members gaining from their participation in this project? (If volunteers feel they are getting a real benefit from the project, they are more likely to stick around to completion.)**

For example, are students getting class credit? Are they using service learning hours? If staff members are involved, are their supervisors in support of spending time on this? If faculty, is this project part of research or other career goals in some way?

**12. How will you ensure the project is maintained after the initial completion of the installation or implementation?**

Provide some details about what departments or organizations have committed to keeping the project going after your team has completed the initial rollout.



**13. How does your project build community around sustainability on campus? How will your project engage students, faculty, or staff? Does it also build community with Mason's surrounding community? If so, how?**

Sustainability encourages a holistic view of interrelatedness, and examines the way in which humans interact with our world. The PGF Committee wants projects to encourage people to work together to solve problems because those are more likely to succeed. It is also Mason's aspiration to be a regional leader in innovating, and this approach supports that mission. Projects that include the surrounding communities give Mason folks the chance to interact with non-Mason folks on issues that they all care about. This creates possible employment opportunities for students, and brings assistance into the community where it is needed. It can be hard to work with a large team, but the positive benefits far outweigh the challenges.

**14. How will you publicize your project and integrate it into various aspects of campus life?**

The Office of Sustainability will provide basic support for publicizing your project, including connecting the team with the news desk to get a story done on your project. We will also gladly publicize the story across all our social media channels and support you with creating appropriate signs to educate passers-by. We are seeking your creative ideas for promoting not only your project but some positive behavior changes in our campus community. For example, ribbon-cutting ceremonies, competitions, etc. Ideally, we would like to see how your project may be integrated into academics; how it may result in a community workshop through the Mason Sustainability Institute or other community education organizations; and how it may become part of a longer-term educational series or events. In sum, we want you to tell us how your project may be institutionalized as part of Mason's culture.

**15. Please describe any project management experience you or your team has.**

It is our experience that there is a great range of comfort levels with interacting with Mason processes and staff to get projects completed, and also with managing projects. Please look at the scope of your project critically to ensure you will be able to handle the management of this project, or recruit team members to assist you. While this will not affect the Committee's decision to approve or deny your application in itself, we will critically examine whether we have the resources to support your project if you are unable to provide those resources yourselves.

## Appendix B: Research Grant Application Helper

**Important:** Please read the Guide carefully before attempting to complete the application. The Research Grant Application, in total, should not be more than 5 pages. Any applications that are too lengthy are at risk of being rejected. Please be respectful of your Committee's time and be as brief as possible

**1. Provide an abstract (up to 300 words) that describes the scholarly, original, interdisciplinary, or unique nature of the project.**

Include information about the research challenge or research question, methods, and anticipated results or outcomes from this project, and expected contribution to existing research literature.

**2. What is the scope of your study? Please include information about when you expect to start and end this project**

e.g., target population characteristics, location, detailed timeframe, etc.

**3. Briefly describe the expected significance of your research and what you and your faculty advisor hope to discover from your work.**

Include relevant context or background of your research.

**4. Which categories of sustainability does your research encompass?**

Use the categories provided to choose which area(s) of sustainability will be impacted, and then provide a short write-up of your own to describe how the project affects or studies the categories you chose.

**Education programs:** Select this category if your project contributes to academics on campus in any way. This includes projects that can or will be used by students for future classes as a part of their sustainability education.

**Green Building:** Select this category if your project impacts the interior or exterior of a building in terms of its sustainability. This includes projects that change, measure, or in any way affect the energy efficiency of buildings.

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**Green Transportation:** Select this category if your project your project studies or encourages the use of alternative transportation.

**Recycling and Waste Minimization:** Select this category if your project studies or implements waste reduction methods, technologies, or infrastructure.

**Sustainable Food Systems:** Select this category if your project involves creating a sustainable food system, such as a garden or other system that involves food being *produced* sustainably.



**Stormwater Management:** Select this category if your project addresses or impacts issues of low impact development or stormwater management on any of Mason's campuses.

**Energy Issues:** Select this category if your project addresses or impacts issues of renewable energy, energy efficiency and conservation, or climate mitigation.

**5. What social and/or economic aspects of sustainability might your project impact positively?**

e.g. does the project create job opportunities or reduce the operating cost of something at Mason? Does the project encourage community building around sustainability? Does it encourage fair labor practices? Does it increase economic opportunity, equity, affordability of Mason services, etc.

**6. Explain your motivations for participating in this research project and how your research contributes to the development of your educational and future plans.**

The Committee wants the investment you make in this project to benefit your career goals, your personal goals, and/or your educational goals. Explain what aspects this research will support.

**7. Does this project have additional funding sources?**

Please elaborate on any other grants or awards you are applying to or have received funding from for your project.

**8. Please provide an estimated budget of the project, with estimated costs.**

Use the provided [template](#). Please go into as much detail as possible, making sure to include a budget for outreach and labor as well.

**9. Please identify the research lead and persons who will be working on your project whether directly or as approvers, advisers, or stakeholders (people or departments that could be impacted by your project).**

Use the provided template. PGF staff should have already informed you of which team members need to be included in your project to ensure its success. Please include information about what department they are from and what role they will play.

**10. What benefits are your team members gaining from their participation in this project? (If volunteers feel they are getting a real benefit from the project, they are more likely to stick around to completion.)**

For example: are students getting class credit? Are they using service learning hours? If staff members are involved, are their supervisors in support of spending time on this? If faculty, is this project part of research or other career goals in some way?

**11. How do you intend to share your research with the Mason community after it is complete?**

Provide some details about what departments or organizations have stated their desire to see the results of this research.