**Quick Fund Application**

[ ]  **Research Project** [ ]  **Infrastructure Improvement Project**

**Project Title:**

**Date:**

**Primary Contact/Project Manager:**

**Title or Major, and Department:**

**Phone:**

**Email:**

**Primary Faculty or Staff Advisor/Mentor (if student is primary contact):**

**Department:**

**Phone:**

**Email:**

**STOP!**

**Before filling out this application, please remember to...**

1. Refer to the [Quick Fund Application Guide](http://www.go.gmu.edu/PGFQFAppGuide) for help understanding the questions in this application and instructions for submitting your budget proposal and stakeholder spreadsheet; and

2. Keep the total length to 5 pages or less

3. If you are asking for more than $1,000 or your project is large in scope, please fill out the [Preliminary Application](http://www.go.gmu.edu/PGF-Preliminary-App) instead.

**General Project Description**

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

**2. Provide a detailed description of the project’s goals, objectives, and projected timeline.**

**3. Describe what research you have performed on this project to determine its relevancy to Mason.** *Please cite your sources when applicable.*

**4. How will this project qualitatively reduce Mason’s environmental impact?**

*Choose the categories to the best of your ability, and then provide a short write-up of your own to describe how the project affects the categories you chose.*

[ ] Education Programs [ ]  Green Building [ ] Green Dining [ ] Green Living [ ] Green Transportation [ ] Recycling and Waste Minimization [ ] Sustainable Food Systems [ ] Sustainable Landscaping
[ ] Storm Water Management [ ]  Energy

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

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

*This will not affect the Committee’s decision to approve or deny your application. We will only use this to better inform the support we choose to offer during the project.*

**7. How did you hear about the Patriot Green Fund?**

Choose an item.

*Please elaborate on the name of website, faculty member, or friend/colleague.*

***Note***: On questions 8 and 9 below, the supporting spreadsheet may be more extensive than needed for your project, but please fill out anything that is helpful or appropriate.

**8. 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) and include information about what department they are from and what role they will play.**

*To answer this question, please download this spreadsheet to document your team members. You will add this information to the second tab at the bottom of the document labeled “Team and Stakeholder Sheet”:*

<https://go.gmu.edu/PGFBudgetandTeam>

**9. Please provide an estimated total budget for your project.**

In the same spreadsheet that is linked in question 8, there is a tab on the bottom of the document labeled “Budget” where you can provide details of your required purchases.

**Please answer the appropriate section below based on whether your proposal is for a Research project or an Infrastructure Improvement project. Please feel free to DELETE the section that does not apply.**

 **Research Project**

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

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

**3. Briefly describe the expected significance of your research and how you (and your faculty advisor if you’re a student) hope to advance the field of sustainability**

**Infrastructure Improvement Project**

**1. Will the project save or earn money? If yes, estimate how much per year for how many years.**

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

**3. How will your project build community around sustainability on campus or in the surrounding community? How will your project engage students, faculty, or staff?**

**4. How will you publicize your project on Mason’s campuses (for example, you can share your progress on social media outlets or create an article for a newsletter or the Fourth Estate)?**

**Administrative Questions**

*The following questions are optional and will not affect funding decisions. Skipping the question will indicate that you decline. If you choose to answer, please check the box and type out your initials as a digital signature to confirm your agreement.*

1. [ ]  **Please check this box if the PGF Committee may share your completed application for educational purposes or with current or future Mason students, staff, or faculty who may be interested in your project or research with your name removed from the documents.**

*If you agree, please type out your initials here as your confirmation:*  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

1. [ ]  **Please check this box if the PGF Committee may share your name and Mason email with current or future students, staff, or faculty who may be interested in your project or research and would like to reach out for more information.**

*If you agree, please type out your initials here to sign as your confirmation:*  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

1. [ ]  **Please check this box if we may feature your name and picture on the PGF website or Office of Sustainability social media outlets as being associated with this project should you receive funding.**

*If you agree, please type out your initials here to sign as your confirmation:*  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***