Writing a Preproposal
### In this Guide:

**Introduction to the Green Fund**

- About this Guide 3
- What is the UA Green Fund? 3
- Goals of the Green Fund 3
- About the Green Fund Committee (and How to Join) 4

**Green Fund Preproposal Guide**

- Why a Preproposal? 5
  1. Abstract (300 Words or Less) 5
  2. Stakeholders 6
  3. UA Student Benefits 7
  4. Projected Outcomes 8
  5. Budget 8
  6. Marketing 13
  - Wrapping up Your Green Fund Preproposal: The Submission Process 13

**Appendix: Campus Units** 14

---

Published by the Office of Sustainability at the University of Arizona  
October 2013  
sustainability.arizona.edu  
facebook.com/UASustainability

Photos courtesy of the UA Office of Sustainability unless otherwise noted.

**On the cover:**  
With support from a Green Fund Annual Grant, ASUA Students for Sustainability developed Greening the Game to keep recyclables from UA athletic events out of landfills—averaging 3.5 tons of salvaged bottles and cans per game in 2012.
Introduction to the Green Fund

About this Guide
The UA Office of Sustainability put together this guide specifically for use by UA undergraduates who have never applied for grants before and may find the process intimidating or difficult. Be sure to check out the other guides in this series:

1. Developing Your Idea
2. Writing a Preproposal
3. Applying for an Annual Grant
4. Applying for a Mini Grant

For the most up-to-date information on application deadlines and grant application rules, visit the Student Affairs Green Fund website at:
http://www.studentaffairs.arizona.edu/greenfund/.

What is the UA Green Fund?
Welcome to the Green Fund! In a nutshell, the Green Fund is an exciting opportunity for members of the UA community to experiment with innovative solutions to sustainability challenges here in our desert home.

The UA Green Fund is a unique approach to campus sustainability. The Green Fund is funded by student tuition and allocates approximately $400,000 a year to making the UA a more sustainable institution. Green Fund projects are as diverse as the people who craft them. Past Green Fund projects have included digitally mapping campus arboretum trees, green-retrofitting a UA-owned 4-H camp, and teaching students how to build biodiesel vehicle engines. Green Fund projects range from single events, such as a class field trip, to seed money for long-term commitments, such as the creation of a UA community garden.

This is how it works: members of the UA community (perhaps you?) submit a proposal to the Green Fund. The Green Fund Committee, which is made up of ten UA students, reviews all proposals and decides which to fund. The UA Office of Sustainability administers the Green Fund program, advises the Green Fund Committee, and provides the committee with support.

The Green Fund Committee funds Mini Grants and Annual Grants. If you think you might want to pitch a project to the Green Fund, check out Table 1 to figure out which type of grant best suits your project idea.

Goals of the Green Fund
The Green Fund was approved by the Arizona Board of Regents in 2010 to fulfill two main complementary goals. One is to make the UA a more sustainable place to live, work, and learn. The other is to foster a collaborative environment at the UA. This means encouraging UA students and employees—whether faculty or staff—to work together to make their innovative campus sustainability ideas real. Unlike many funding sources, the Green Fund is available to undergraduate students and campus staff, as well as faculty and graduate students.

Pick any interest you have—sports, social media, social justice, natural history, the arts—and with imagination, teamwork, and resourcefulness, you can think of an excellent Green Fund proposal that turns your interest into a sustainability initiative.

Table 1. Types of Green Fund Awards.


<table>
<thead>
<tr>
<th>Type of Grant</th>
<th>Award Amount</th>
<th>Application deadlines¹</th>
<th>Funds Must Be Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini Grant</td>
<td>Up to $1500</td>
<td>Applications accepted</td>
<td>Within 6 months of award notification or by June 30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sept 1–April 1</td>
<td></td>
</tr>
<tr>
<td>Annual Grant</td>
<td>No specific limit, typically $2,000–$40,000</td>
<td>Preproposals due in late fall; invited full proposals due in early spring</td>
<td>During fiscal year following award notification, July 1–June 30; multiple year awards possible</td>
</tr>
</tbody>
</table>

¹Exact application deadlines change each year. For the latest information, visit: http://www.studentaffairs.arizona.edu/greenfund/.
The Green Fund is looking for high-impact and high-visibility projects that offer learning opportunities for students, and allow as much of the UA campus to be involved in sustainability as possible. These projects can impact any area of sustainability and can include, but are not limited to, energy reduction, waste reduction, water usage reduction, food sustainability, transportation initiatives, altering consumer practices, reusing initiatives, and educational events and programs.

You can look at the UA Green Fund bylaws to see what ideas the committee gives preference to, what items are allowed to be funded by the committee, and general requirements for proposed projects. Bylaws can be found at: http://www.studentaffairs.arizona.edu/greenfund/documents/gf_bylaws.pdf.

About the Green Fund Committee (and How to Join)
Green Fund Grants are awarded by a committee of ten graduate and undergraduate students who, like you, are interested in making the UA a more sustainable institution. Green Fund Committee members serve for a year. Four of these positions are appointed by UA student government, while six positions are at-large, which means any full- or part-time UA student with a GPA of 2.0 or higher, who has paid the UA registration fee and is not on academic probation, can apply to fill one.

Is being on the Green Fund Committee about handing out buckets of money to lucky applicants and hoping the power doesn’t go to your head? Well—no. Of course not. It’s a year-long responsibility and a service to the UA community. To name a few Green Fund Committee duties, members keep track of applications, hold funded projects accountable for ongoing costs, work to recruit new committee members, and keep tabs on whether the application process is working. From September–April, committee members review mini grant applications at monthly meetings. And when dozens of Annual Grant preproposals role in late in the fall semester, the committee goes into full gear, working hard to make sure every single application gets proper consideration.

Further information about the committee and who serves on the committee can be found at:

http://www.studentaffairs.arizona.edu/greenfund/committee.php.
Why a Preproposal?
If it’s worth doing, it’s worth doing right. That’s the idea behind the UA Green Fund Annual Grant preproposal. The preproposal sets you up for writing an excellent Annual Grant proposal. And that sets you up for receiving funding to make your Green Fund idea a reality, and the UA a more sustainable institution. Previously funded Annual Grants have helped with everything from growing gourmet mushrooms on discarded pizza boxes to organic chemistry classes showing students how to recycle plastic bottles. The Green Fund Committee finds preproposals so helpful, it’s made them mandatory. You must submit a preproposal to apply for a Green Fund Annual Grant.

Before reading any further about how to make your Green Fund preproposal the best it can possibly be, be sure to become familiar with all the requirements of a full Green Fund Annual Grant proposal. This guide to writing a preproposal will reference aspects of the Annual Grant application process along the way. To find out what, exactly, applying for an Annual Grant takes, check out Applying for an Annual Grant at http://www.studentaffairs.arizona.edu/greenfund/.

To make full use of this preproposal guide, you need to know how Annual Grant proposals work.

Now that you understand the ins and outs of applying for a Green Fund Annual Grant, get ready to master the preproposal process. Going from preproposal to fully-funded Green Fund project happens in four steps:

1. You submit a preproposal (during fall semester)
2. The Green Fund Committee reviews preproposals and selects some for further consideration, hopefully including yours (invitations for full proposals are sent out toward the end of fall semester)
3. If invited to by the Green Fund Committee, you submit a full Annual Grant proposal (due approximately two months after invitations for full proposals are sent out, in early spring semester)
4. The Green Fund Committee reviews Annual Grant proposals and recommends selected proposals for funding sometime during spring semester—including, perhaps, yours!

Specific deadlines for these steps change slightly from year to year, so be sure to check this year’s timeline at: http://www.studentaffairs.arizona.edu/greenfund/.

Structure of the Preproposal
Ideally, your preproposal shows the Green Fund Committee you’ve thought hard about your Annual Grant idea. You might not have all the details worked out, but you have done much of the legwork—everything from identifying collaborators to drawing up a budget for your project. Don’t think of the preproposal as an extra hurdle to jump over on your way to an Annual Grant; it’s a tool to help you get organized and on track with your Annual Grant proposal.

The preproposal has five sections:

1. Abstract
2. Stakeholders
3. UA Student Benefits
4. Projected Outcomes
5. Budget

Curious to see an example preproposal? You’re not alone. The preproposal process has been revamped for 2013, so the Green Fund Committee has no previous examples to share. Provide all required information in your application, keep the writing clear and organized, and make your preproposal as strong as possible. Hopefully, the Green Fund Committee will be able to recommend your project for full consideration.

1. Abstract (300 Words or Less)
Your preproposal abstract is a paragraph summarizing your project and what your hope its impact(s) on sustainability at the UA will be. Reading your abstract, the Green Fund Committee should know what you plan
to do, how you plan to do it, and how your efforts will impact sustainability at the University of Arizona.

**Do:** Use positive language, write clearly, and show the Green Fund why your project is important for making the UA a more sustainable institution.

**Do:** Use active voice instead of passive voice. Example: *The students will study recycling rates* is active voice, whereas *recycling rates will be studied by the students* is passive voice.

**Do not:** Cover information that is not in your preproposal, put anything in the abstract requiring citations, or use jargon (words or terms someone who isn’t a specialist in your field would need defined).

### 2. Stakeholders

This section of your preproposal is an early version of the Project Member List included in the Annual Grant proposal. Feel free to refer to *Applying for an Annual Grant* for more information on Project Member List requirements, such as to find out what, exactly, a business manager is. If a project manager, business manager, and/or any students are committed to working on your Annual Grant project at this stage, be sure to indicate this here. Having solid support from employees and students will only strengthen your Green Fund preproposal.

There is no expectation on the part of the Green Fund Committee that your preproposal will include a formalized Project Member List, however. Instead, the Stakeholders section is where you identify people or units on campus (like departments or groups) you may work with if you are invited to submit a full proposal. The Committee wants to know how well-thought-out your preproposal is, of course, but the Green Fund Committee also may be able to let you know if there is a project stakeholder you don’t know about and didn’t identify in your preproposal whom you may want to contact when writing your full proposal.

So... who do you think would be great partners for your Green Fund proposal? Arizonans may enjoy projecting a Wild West image, but the reality is, you can’t just throw down a solar-powered taco stand anywhere you want; there are rules out here! In fact, if you sit back and think about how many different things happen at the UA every day, from information technology to traffic flow, the University of Arizona is incredibly well-run. Everything that happens on campus is associated with some kind of campus unit, and this, in part, will determine how you find partners for your Green Fund proposal.

For example, if your Annual Grant idea is to cut down on disposal bottle use at the UA by installing water filling stations in campus buildings, you might start by contacting UA Facilities Management (http://www.fm.arizona.edu/). Or, let’s say you dream of creating high-tech study spaces around campus by putting up patio umbrellas with solar panels on them. In addition to Facilities Management, you could get in touch with UA Planning, Design & Construction (http://www.pdc.arizona.edu/) and the Office of Real Estate Administration (http://www.space.arizona.edu/+).

Wait a minute, you may be thinking, *What are all these units? How do I find out about them? How do I contact them?* Don’t panic. The Appendix to this guide, a list of
the most relevant UA units describing what each does, is a good place to start. Because the UA is a community, a good strategy is to meet with employees in one unit, then ask them what other units they recommend contacting. That way, even if it doesn’t occur to you right away that a campus-wide bicycle rickshaw service probably requires a long talk with the folks at Risk Management (http://risk.arizona.edu/), someone will point you in that direction soon enough.

3. UA Student Benefits

How your Green Fund idea benefits UA students is important to the Green Fund Committee—after all, the Green Fund is funded by student tuition.

The UA Office of Sustainability has broken student engagement down into five levels. In your preproposal, identify the level(s) at which you plan to engage students, and describe how. All other things being equal, greater and more meaningful engagement of students can increase your preproposal’s likelihood of getting moved on to the proposal stage. Be specific about how UA students will be engaged by your proposed project at each applicable level of engagement, and estimate the numbers of students who will be engaged at each level. If your Annual Grant proposal is funded, you will be asked to update/confirm these numbers at the end of the project.

The student group SolarCats and UA Residence Life applied for an Annual Grant to monitor energy produced by solar panels installed on Posada San Pedro dorm at the UA.

The Green Fund Committee realizes UA students are one of the University’s most important resources for making the UA more sustainable. Active student engagement at any level reflects the willingness of UA students to roll up their sleeves and pitch in to make a difference on campus. Likewise, experiential learning is at the heart of many successful Green Fund proposals and should not be overlooked in proposal writing. Green Fund ideas can influence students in a number of ways, and students do not have to be at the administrative level for your project to be funded.

The 5 Levels of Student Engagement:

1. Administrative Co-Leader: A student engaged at this level decides how a Green Fund project will move forward, determines project leadership positions, and works with administrators, faculty, staff and other students to complete the project.

2. Coordinator: Many projects have multiple components that need to be completed in order to be successful. A student coordinator manages and helps make decisions for one area of the project. Note: smaller projects may not include or need a coordinator role AND an administrative co-leader.

3. Student Worker: A student engaged at this level works consistently on a project—for example by collecting data, doing delegated tasks, or helping make particular aspects of the project happen—without making project decisions.

4. Student Volunteer: A student volunteer participates in a project for as little as a few hours, helping to perform basic tasks. A volunteer learns about the project, but may not have a thorough background in the big picture of the project, and does not make project decisions.

5. Experiential Learner: A student engaged at this level is not involved in developing or implementing a Green Fund project, but learns something because of one, perhaps by attending an event, seeing a process, benefiting from results, etc.
4. Projected Outcomes
Annual Grants make a lasting difference at the UA. This is the section where you specify the projected short- and long-term impacts of your Green Fund idea. What quantifiable impacts do you expect your project to have in one year, and what impacts will it have beyond that year? Remember, Annual Grant funding must be used within one year of being awarded, but that doesn’t mean the effects of your project end within one year too. Many Annual Grant projects use their first year of funding to get established, then become self-sufficient in following years. Or, they apply for multiple years of funding (which is not guaranteed, but has been granted in the past). Some Annual Grant projects are no longer financially active after a year, such as newly-created sustainability courses that the Green Fund supported, but they still have quantifiable impacts upon the UA community beyond that year of funding.

5. Budget
Take a deep breath. Let it out slowly. Repeat. What follows may sound complicated, but it’s not. So keep reading, and if you feel the urge to throw this guide (or whatever digital device you may be using to read it) out the nearest window (or, preferably, into the nearest appropriate recycling bin), just keep breathing deeply. In the end, you will find that with a little bit of planning ahead, developing your Green Fund Preproposal budget is really not hard at all. And when you are using your Green Fund allocation to making innovative things happen at the UA, you’ll find the careful attention to detail at this stage was totally worth it.

At the preproposal stage, the budget is a work in progress. The Green Fund Committee understands this. Let’s say you find a $315 airline ticket to Boise, Idaho, to attend a sustainable campus training event for undergraduate students, and you include the price of airfare in your preproposal budget. Guess what, by the time you get invited to submit an Annual Grant proposal and the proposal gets funded, the airline ticket may cost closer to $515. Or something more complex may transpire that causes your budget to change by closer to $1,000. This is, after all, a preproposal.

Still, in your preproposal, the Green Fund Committee wants to see as accurate an estimate of expenses as possible. This is in part because the Green Fund Committee has limited funding to allocate every year, and has to make decisions accordingly. Additionally, the Committee would like to have an idea of whether the spending you propose makes sense in terms of the project outcomes and student benefits you described in your preproposal. Finally, is your project realistic? If you list

With support from the Green Fund and the College of Agriculture and Life Sciences (CALS), the Department of Agricultural Education is renovating its teaching laboratory, installing a demonstration rainwater harvesting system—complete with a 2,250-gallon cistern and a solar-powered surface pump—and constructing a residential photovoltaic teaching station, designed to provide hands-on instruction for undergraduate students.
the cost of solar panels for your Green Fund project as $5 each, your project may run into deep trouble later on when you find out how much a solar panel really costs (which, as it turns out, is considerably more than a Papa John’s cheese pizza, not less).

If at all possible—that is, if these people have been identified already—filling out the budget template should be a cooperative effort involving project leaders, such as the Annual Grant project manager, business manager, and/or any student leaders. Project managers and/or student leaders know what expenses the project will most likely have, and the business manager should know (1) the account number and (2) how to fill in the details of the budget template, including any calculations required.

*What if I don’t know a business manager?* Every department and unit on campus has a business manager. You can walk into the office of any department or unit and ask for help with your preproposal. Just ask politely at least a week or two before your preproposal is due, because that person is busy. Work with a business manager employed in your department or unit or in one related to your preproposal idea.

Perhaps you have a fear of approaching a business manager, or you feel shy. Since your Annual Grant proposal, if you get invited to submit one, requires a business manager, you must overcome those feelings and learn to work with UA business managers sooner or later. Why not do yourself—and your preproposal—a favor, and contact a business manager sooner rather than later?

Now, on to the budget template.

Download the budget template from the Student Affairs Green Fund website: http://www.studentaffairs.arizona.edu/greenfund/. It will look like Figure 1.

The top section of the preproposal budget is easy: fill in basic information, including the project name and your department.

**Amount Requested:** Fill this in after you complete the bottom section of the budget template and know how much money you estimate needing in your preproposal. Remember, there is no cap on Annual Grant budgets, but most funded proposals have historically ranged from $2,000-40,000. Make sure your budget is realistic and justifiable. Don’t be afraid to be bold and innovative, as long as the rest of your preproposal demonstrates you are doing the legwork necessary to make your bold, innovative idea happen.

Notice the column headings in the bottom section of the budget template. Here is a breakdown of what these columns mean:

**UA Expense Category:** The options are described in detail below.

**Expense Item or description:** Anything you are purchasing or paying for. This is where you call a spade, a spade (or a rental, a rental, or a service, a service).

**Budget:** What you estimate, based on your research, that spade will cost.

**More about Expense Categories**
All expenditures need to be categorized. Spending out of category is not allowed. In other words, let’s say your proposal involves recording data using specialized software. If you request $500 for a software license and then realize later you could get it for $300, you can’t spend the extra $200 on recycled cork tablet sleeves.
Every summer, mesquite trees across the University of Arizona campus bloom and drop their bean pods, littering campus grounds with edible pods that eventually become a part of the University’s waste stream. That is, until a group of students began collecting these edible pods to make nutritious mesquite flour. With funding from a Green Fund Annual Grant, student interns with the UA Office of Sustainability have coordinated this volunteer effort to collect, harvest, and mill these pods to into flour to use in desserts and baking mixes.

(yes, they exist). You can’t spend the $200 on hiring extra student workers, either. The money has to be spent as you specified in your grant, so take the time to correctly develop your budget now, rather than risk having to give back unspent money you could have used to make your project even more successful.

(Note: it is possible to request a change of funding categorization through a laborious process that involves yet more paperwork. Did you note the laborious part? This should be considered only in unusual circumstances. To request a categorization change for funds already allocated, email Julia Rudnick at rudnick1@email.arizona.edu. And hang your head in just a tiny bit of shame.)

There are seven enjoyable expense categories:

1. Personnel Services – Faculty/Staff
2. Faculty/Staff ERE
3. Personnel Services – Student Employees
4. Student Employees – ERE
5. Operations
6. Travel
7. Equipment costing over $5,000

(Expense Categories 1 and 3) Personnel Services: If you have a business manager lined up already, buy that person some coffee and say thank you. A UA business manager already knows how to calculate personnel service and ERE expenses. These costs vary depending on whether the person working on the project is a student or staff member, and within those categories expenses vary as well.

**Personnel Services Example: Student Hires**

Here is an example of how to calculate Personnel Services expenses when hiring students: To begin, identify the number of students to be hired. Then, students are grouped in one of four hiring levels, each of which has a different pay scale (again, the business manager will know all about this). Next, the project co-leader(s) and business manager decide how much to pay each student employee (within each student’s allowable pay scale) based upon the students’ skills and experience.

Multiply each student’s hourly pay rate by the anticipated number of work hours, add slightly more in case of unanticipated work hours, and enter that amount in the corresponding space on the worksheet (in the “budget” column). High five your business manager. All students working at the same rate can have their hours pooled into one group on the budget template.

For example, let’s say you need three students to work at a weekly educational event for four hours per week for seven weeks. All three students’ pay rate is $8.00/hour. You will need to calculate how much you need to pay them.
28 hours x $8/hour = $672 total expenditure for student workers in this group.

Add a little extra and round up to $700 and enter that amount on your budget.

Always, when working on your budget, check the balance between wages and other expenses. Depending on the overall goal of your project and its scope, $700 may be a perfectly reasonable amount to ask for student wages, or it may be a lot. Note that the Green Fund often does not fund graduate students assistantships or strictly research projects, although there can be exceptions. The goal is to engage the campus as much as possible with the funds allocated to each project.


About Hiring Employees (UA Faculty and Staff)
The UA Office of Sustainability recommends that for the purposes of your Green Fund preproposal, if you are interested in hiring faculty and/or staff, you work with a business manager. Also, feel free to email Julia Rudnick at rudnick1@email.arizona.edu for help on filling out the preproposal budget template with regards to UA employee hires. And be aware that, as of the writing of this guide, Green Fund Annual grants rarely pay for things like faculty summer supplemental salaries. In general, your preproposal must demonstrate how paid faculty and staff time are essential for the success of your project.

(Expense Categories 2 and 4) ERE: ERE stands for employee-related expenses and includes things like retirement and liability insurance. ERE rates depend on employment type, so when filling in the budget template, check the ERE rates for each employee included in your Green Fund proposal at the UA Financial Services Office website: http://www.fso.arizona.edu/financial-management/ere-rates.

For students, detailed instructions on how to calculate ERE can be found in the Student Employment Manual: (https://financialaid.arizona.edu/types-aid/work-study/student-employment-manual).

Any UA business manager, including Julia Rudnick (rudnick1@email.arizona.edu), has answers to your questions about ERE calculations.

Operations: This category is for the material goods, the nuts and bolts, you will need in order to make your project successful. Depending on what your project is, you might need actual nuts and bolts, or you might need things like food items or a rental vehicle. It’s always helpful talking to someone who has done work related to your Green Fund project, or who has expertise in the area, so that you can come up with a comprehensive list of things you will need. Why are there so many lines on the budget template for operations? So you can organize your budget into groups (see below).

Note: don’t list things here that cost more than $5,000. This applies to individual items, not the sum of those individual items. So, if you need to purchase a bag of
cement mix and it costs less than $5,000, you list it under Operations. If you need to purchase $6,000 worth of bags of cement mix, you still list them under Operations, because a single unit costs less than $5,000, although the sum is more than $5,000. If you wanted to buy a truck for hauling bags of cement mix (which would be way more fun to buy anyway) that costs $7,000, you would list the truck in the section called Equipment Costing Over $5,000.

**Travel:** When calculating the cost of travel, be sure to consider all parts of travel. For example, if the travel involves flying somewhere, how is the traveler getting to the airport? Or to the destination after landing at the airport? Are there shuttles or cabs involved?

**Equipment Costing Over $5,000:** The name sort of says it all, doesn’t it? Be sure to get quotes from at least three different equipment sources to make sure you are getting the best rate on said expensive equipment before putting it in your budget.

**How to Group Preproposal Expenses in the Expense Item Column**

*Oh preproposal, you may be wondering, why are you stifling my dreams of a more sustainable UA with all this categorizing and grouping? Here’s a little secret:* Grouping your expenses will give you more freedom in spending any funds you receive from the Green Fund Committee, should you go on to submit a full Annual Grant proposal.

The reason you put items into groups is so that you have flexibility. If you list every item that you need to buy on the budget template, you are then obligated to purchase exactly what you listed. Placing the items into groups gives you flexibility within those groups. If you say on your budget template you need $90 worth of tools, you might end up buying $30 worth of hammers and $60 worth of shovels. If you say you need $90 worth of hammers... well, you’ll be seeing a lot of nails, as they say.

1. Write down all the items that you think you need for your project, and the prices of those items, including salaries. Think about what money you will need to pay bills, maintain the items you purchase, and to install infrastructural projects such as gardens, water bottle filling stations, or perhaps cisterns. Any possible expense your project may entail, write it down.

2. When considering items that you want to purchase, make sure that they are socially and environmentally sustainable. Spending a little bit of extra money to purchase a product made locally, or out of sustainably sourced materials, is worth it.

3. Now it’s time to group! Put the things on your list into groups, but don’t get too specific. For example, if you were building some kind of garden, you might group your expenses like this:

<table>
<thead>
<tr>
<th>Item</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shovels</td>
<td>Tools</td>
</tr>
<tr>
<td>Water Bills</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Pitch Forks</td>
<td>Tools</td>
</tr>
<tr>
<td>Wheelbarrows</td>
<td>Tools</td>
</tr>
<tr>
<td>Irrigation Tubes</td>
<td>Irrigation</td>
</tr>
<tr>
<td>Hose Connectors</td>
<td>Irrigation</td>
</tr>
<tr>
<td>Garden Managers</td>
<td>Personnel-Student Employees</td>
</tr>
</tbody>
</table>
4. Once you have your group, add a little bit of extra money to each group in case you underestimated your budget for the project. Generally, you want to add 10% to each category.

6. Marketing
For the Green Fund to keep supporting great sustainability innovations at the UA, its role in supporting current and past innovations needs to be noticed. Starting in the fall of 2013, Green Fund applicants are asked to think about how they will acknowledge Green Fund support for their projects.

Provide a detailed description of how the Green Fund will be recognized as providing financial support for the project/event. For example, printed promotional or marketing materials should display the Green Fund logo and list the Green Fund as an event/project sponsor. If a project includes permanent installations, a plaque or sign should be mounted or placed nearby to indicate financial support by the Green Fund.

**Wrapping up Your Green Fund Preproposal: The Submission Process**
When you have filled out, spell checked, and proofread your preproposal to the point where you could recite it out loud from memory, submit it online through the Student Affairs Green Fund website:

http://www.studentaffairs.arizona.edu/greenfund/.

The Green Fund Committee accepts preproposals in early fall semester. For a full schedule of Green Fund Committee activities, including exact preproposal deadlines, see the committee calendar:

http://www.studentaffairs.arizona.edu/greenfund/.

You are now an expert on how to write a Green Fund preproposal! If you have lingering questions along the way about your preproposal, submit them to the Green Fund Committee here:

http://www.studentaffairs.arizona.edu/greenfund/comments.php.

Best of luck with your application, and we can’t wait to read your preproposal!
Appendix: Campus Units

The UA has many departments, units, and groups that work together to make the University function day in and day out. There are academic, operational, and administrative units that you might need to work with and consult as you work on sustainability projects throughout campus. Below is a list with descriptions of the units that you might work with for your project. Another great resource is to access the UA’s Environment and Sustainability web portal, which serves as a gateway to environmental research, education, and sustainability, http://www.portal.environment.arizona.edu.

Academic Departments
As one of the top environmental research institutions in the nation, the UA has a plethora of professors, graduate students, and post doctorates on campus, which means you can find an expert on pretty much anything. Do not be afraid to ask for help, and to meet with people around campus.
http://www.arizona.edu/academic-departments

Arizona Student Unions
The Arizona Student Unions provide on-campus dining, meeting spaces, catering, and other activities and services for students. In addition to managing more than 35 eateries on campus, this unit also manages concessions for all athletics facilities. The Center for Student Involvement and Leadership is also located in the Student Union Memorial Center, offering resources such Fraternity & Sorority Programs, the Women’s Resource Center, Pride Alliance, and UA Leadership Programs.
http://www.union.arizona.edu/rooms/
http://www.union.arizona.edu/mall/

Associated Students of the University of Arizona
The Associated Students of the University of Arizona (ASUA) is the student government at the UA and offers a number of programs and services to the campus. In order for a student club to be recognized, it must register through ASUA, which gives access to apply for financial support. ASUA also runs several programs, including Students for Sustainability, which offers internships and administers several campus sustainability projects. Additional resources for clubs can be found: http://asuaevp.wix.com/asua-clubs#resources/c1viv
http://asua.arizona.edu/ASUASite/ASUA.html

EcoOps
EcoOps is a community of UA employees and alumni who want to make the UA a more environmentally sustainable place to work, study and play. Coordinated through the Office of Sustainability, the group of more than 170 UA employees helps complement existing student-focused programming, such as recycling campaigns. Three members of EcoOps are also elected to serve as representatives on the President’s Advisory Council on Environment and Sustainability.
http://www.portal.environment.arizona.edu/campus-sustainability/eco-ops

Event Services Office
To book a room in the Student Union or reserve a spot on the mall, coordinate with the Union’s Event Services Office. This unit will help you work through the paperwork and processes on campus to make your events happen. Do this early as some popular places book up months in advance.
http://www.union.arizona.edu/rooms/
http://www.union.arizona.edu/mall/

Facilities Management
Facilities Management (FM) provides maintenance and operational services across the University. FM personnel maintain air conditioning, plumbing, and electrical equipment, manage custodial services, recycling, and waste disposal, and operate the motor vehicle pool used for University business. The unit is also responsible for maintaining the landscaping and grounds on campus and is heavily involved in managing UA water resources. FM provides renovation and smaller construction services, and works with Planning, Design and Construction to determine the feasibility of construction projects on campus. If you are at one of the many smaller UA properties around the State you may have other individuals not affiliated with FM providing some
of these services. In addition, Residence Life and the Arizona Student Unions have their own facilities staff.

http://www.fm.arizona.edu/

**Graduate and Professional Student Council**

The Graduate and Professional Student Council (GPSC) was created to promote the causes and concerns of the graduate student body. GPSC creates and fosters programs beneficial for growth and interaction, disburses funds for the benefit of professional development, and serves as the representative body and voice at the University of Arizona, the University of Arizona Administration, and the Arizona Board of Regents, on behalf of graduate and professional students.

http://www.gpsc.arizona.edu/

**Green Fund**

Approved in March 2010 by the Arizona Board of Regents, the UA Green Fund is funded by student tuition. Project proposals are reviewed by a 10-member student committee, which allocates approximately $400,000 of its yearly budget to multiple projects across diverse disciplines. The UA Office of Sustainability administers the Green Fund program, providing advising and support to the Green Fund Committee.

http://studentaffairs.arizona.edu/greenfund/

**Institute of the Environment**

The Institute of the Environment (IE) fosters and facilitates cross-campus, community, state, national, and worldwide collaborations that help explain and resolve environmental challenges and seize solution-driven opportunities created by such challenges. IE also maintains a Green Course Guide for students looking to learn more about the environment and sustainability.

http://environment.arizona.edu/

**Office of Sustainability**

The Office of Sustainability works to help coordinate marketing, projects, and efforts being led across campus that relate to sustainability. The Office also houses the Green Fund, and helps facilitate the process in which the grants are awarded when the committee decides which projects are to be allocated money.

http://www.portal.environment.arizona.edu/campus-sustainability/officesustainability

**Parking and Transportation**

Parking and Transportation manages all forms of transportation on campus. This includes maintaining the garages, handling permit registration, developing and maintaining bicycle programs, operating the CatTran shuttle, supporting car rental and rideshare for students, and monitoring how people commute to the UA campus to make it more efficient.

http://parking.arizona.edu/

**Planning, Design and Construction**

Planning, Design and Construction (PD&C) leads the planning of what the campus will look like in the future and manages larger—upwards of $25,000—construction at the UA. If your project requires any new construction or alterations to existing buildings, or impacts planning for the campus, chances are you will need to consult with PD&C.

http://www.pdc.arizona.edu/

**President’s Advisory Council on Environmental Sustainability (PACES)**

PACES provides comprehensive guidance and advice to the Office of Sustainability as well as the UA President on high-level issues regarding the University of Arizona’s leadership in environmental sustainability as it pertains to campus design, student engagement, operations, education, research, and outreach.

http://www.portal.environment.arizona.edu/campus-sustainability/paces

**Real Estate Administration**

This unit acquires property for the UA and helps determine what it will be used for. If your project needs to rent or purchase land or requires indoor space, you will probably want to contact them.

http://www.space.arizona.edu/

**Residence Life**

Residence Life manages all on-campus housing, including 23 residence halls and one graduate apartment complex. This unit has its own custodial and facilities staff that you may need to consult with if you want to develop a project within one of the dorms. Residence Life also has dedicated coordinators for sustainability and social justice that provide training to residence
hall staff and support programming in these areas for students. In addition, one student from each residence hall serves on EcoReps, a group representing the voice for sustainability within the dorms.

http://www.life.arizona.edu/

**Risk Management**

Risk Management works to ensure that the UA is complying with safety and health standards in its operations. It coordinates UA programs for environmental compliance, occupational health and safety and insurance coverage for property, liability and workers’ compensation. Almost every endeavor either on- or off-campus involves issues of risk and liability, so you will likely need to consult Risk Management early on in developing your project.

http://risk.arizona.edu/

Note: This list is a work in progress. If you have suggestions for additions or changes, please email Julia Rudnick (rudnick1@email.arizona.edu).