



PENN GREEN FUND GRANT APPLICATION

Grant applications are reviewed each month by the Green Fund Review Committee, and a maximum of two applications are reviewed each month. There is no minimum amount for Green Fund grants, but the maximum is \$30,000. Larger projects may take longer to review and require additional documentation.

Additionally, applicants requesting grants over \$10,000 will be required to present their proposal to the Green Fund Review Committee. Applications for grants of this size will likely take more than one month for review and approval. All projects that receive funding, regardless of the amount requested, will be required to submit a final report.

Applications are judged and scored based on the following principles:

Prerequisites	Criteria
<ul style="list-style-type: none"> • CSAP 3.0 Goals • Budget • Project Leadership and Sponsorship • Project Description and Feasibility 	<ul style="list-style-type: none"> • Timeline • Replicability • Distinctiveness • Equity

Submit your completed application to sustainability@upenn.edu with your project name and “Green Fund Submission” in the subject line. Please attach any additional information/documentation to support your proposal (ex. Budget spreadsheet, project design mock-ups, etc.) in your email.

Project Name:	
Project Leader(s) & Contact Information:	
Project Sponsor(s) & Contact Information (<i>Faculty member or Administrator providing endorsement</i>):	
Estimated Project Start Date:	
Estimated Project End Date:	
Estimated Final Report Due (<i>30 days after Project End Date</i>):	
Total Budget Requested:	
Is there a financial savings associated with this project?	
Additional Funds Available or Sought (list sources and amounts):	

PREREQUISITES

Projects must meet all criteria in this section in order to qualify for funding from the Green Fund.

<p>ALIGNMENT WITH PENN'S CLIMATE AND SUSTAINABILITY ACTION PLAN 3.0 (CSAP 3.0) <i>Projects must be relevant to Penn's campus. Specify how your project supports the goals of Penn's Climate and Sustainability Action Plan 3.0. Preference will be given to projects that clearly address multiple CSAP 3.0 goals.</i></p>
<p>BUDGET <i>Disclose specific cost estimates and cost savings/expected return on investment (if any). Return on investment should be presented in years and is defined as the total cost of the project divided by the total anticipated annual savings. The annual savings should include energy reduction, reduced maintenance expenses, lower material costs, etc.</i></p>
<p>PROJECT LEADERSHIP AND SPONSORSHIP <i>Provide an outline of the participants in your project, brief bios for each participant, and information about their responsibilities, as well as project leadership. Preference will be given to projects that include a detailed succession plan for future project leadership, with specific information regarding who has long-term oversight of the project.</i></p>
<p>PROJECT DESCRIPTION AND FEASIBILITY <i>Provide a description of the project and its intended outcome(s), including criteria for evaluating its success in meeting its goals, and with an explanation of any independent funding being sought or already secured. Preference will be given to projects that have a clear plan for communicating goals and outcomes to the Penn community.</i></p>

CRITERIA

Projects that provide a detailed outline of how they will incorporate these additional attributes will be given preference for funding from the Green Fund.

DETAILED PROJECT TIMELINE	
REPLICABILITY <i>Please provide information about the future replicability/scalability of your project. Preference will be given to projects that are replicable at a larger scale.</i>	
DISTINCTIVENESS <i>Please provide information about how this project demonstrates a unique idea with significant impact. Preference will be given to projects that have not yet been implemented in some capacity on campus, though applications that build off existing projects and provide significant additional benefits are also welcome.</i>	
EQUITY <i>Please describe any benefits your project has to the representation or experience of historically disadvantaged groups within Philadelphia and the Penn community. Preference will be given to projects with observable and measurable benefits to these groups.</i>	

PROJECT SPONSOR PROVIDING ENDORSEMENT

Name, Title, Department:		
Signature and Date:		