

## **Applicant Guidelines:**

### **1. What is Queen's Green Fund?**

The Queen's Green Fund empowers staff and students to create and deliver projects within their area that benefit the environment, Queen's and our local community. Financial funding will be provided for the best proposals, which must be undertaken and completed by August 2019.

### **2. Information to be included in the Application:**

Applications should be typed on the application form provided and must include the following information:

- Key contact for the team
  - Name, address and student/staff number, level and status of study or staff position, degree discipline/department
- Details of the individuals who make up the project team
  - Name, address and student/staff number, level and status of study or staff position, degree discipline/department
- Project Title
- A brief statement about the nature of the project and how it fits with the aims of the program
- A plan to include how long the project will take, its major milestones
- Details of how the money will be spent
- Summarise the benefits of the program
- Provides details on any collaboration between other Schools / Directorates, and between staff and students
- A signed endorsement from the project sponsor (see Section 4)

### **3. Applicant – Team Numbers:**

Applications may be sought from individuals or teams. There is no limit to the number of students within a team.

Applicants must be under-graduate or post-graduate students enrolled within the University, or staff members working within Queen's.

### **4. Project Approver:**

Project submissions must be supported by a project approver. A project approver must be directly employed within a School or Directorate with budgetary responsibility. The project sponsor will have responsibility for distributing the project funds. The project approver must complete section D of the application form to confirm their endorsement of the project. Example of a suitable project approver includes Head of School, School Manager, Director, Head of Department, Lecturer or Line Manager. In particular circumstances, a project approver can include a member of the environmental team.

### **5. Nature and Value of the Award:**

The total money awarded to each team will be a maximum of **£1500**. The award will be allocated to and distributed by the project approver. Money can be claimed by using the Authorised Transaction Form, which will be provided to successful team(s).

### **6. Application Deadline:**

The deadline for receipt of applications is: **Friday 1 March 2019**

**7. Date of Award:**

Awards will be evaluated by Monday 18 March 2019.

**8. Timescale for implementing Projects:**

Successful applicants must have been completed by August 2019.

**9. Blog:**

Successful applicants will be required to submit a blog summarising the project including photographs / videos. The case study is to be returned by the 30 August 2019.

**10. Selection Criteria**

All parts of the application must be completed in order to be given consideration.

The application will be evaluated to take account of the following:

1. Significance of the project in promoting environmental awareness amongst staff and students
2. Extent of the impact on the Queen' community
3. Excellence of the proposal in terms of originality and relevance to the University's low carbon vision and commitment to becoming a world leader in environmental sustainability
4. Evidence of collaboration across Schools and Faculties and between staff and students
5. Feasibility of the proposed project
6. Sponsors endorsement