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| **Project contact:** |  |
| **Proposed building / location:** |  |
|  |  |

**Estimated cost:**

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| --- | --- | --- | --- |
| Contribution from EIF: | £ | Contribution from elsewhere | £ |
| **Total value incl. VAT:** | **£** |

**Summary of project:** brief description of the project

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**Background to the proposal:** description of why the project is required

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**Aim and outcomes of the proposal:** description of the environmental / sustainability benefits of the project including contribution to teaching and learning and student experience

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**Budget breakdown:** please include a detailed breakdown on the proposed bid, including any other contributions to the project

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**Effect of non-approval:** description of the effect and outcomes of the submission not being approved

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**Outline scope of works:** list the elements of work required to complete the project

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**Comments from sponsoring committee member:**

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| **Project completion date:** |  |

**Guidance for submissions:**

**General**

* This form is to be used for requests for funding through the University Sustainability and Environment Committee.
* All fields to be completed then submitted, along with any supporting documentation, to sustainability@nottingham.ac.uk

**Funding**

* Any member of the University community can apply for funding from this source, however it is necessary for a Committee member to sponsor the project.
* The total value of the funding available is £100k in the current financial year.
* The fund can be used to fully or part fund projects.
* Proposals must demonstrate clearly how they meet the current [Sustainability Strategy](http://www.nottingham.ac.uk/sustainability/strategy/strategy.aspx) and consider the long-term viability of the project.
* The Sustainability and Environment Committee are responsible for approving requests for funding and there is a requirement for funded projects to report back to the Committee on progress and success.
* The Environment team are happy to offer assistance to develop projects / ascertain costings.
* The aims and outcomes section must include the anticipated benefit to student experience, teaching and learning, and sustainability.
* In the budget section, costings must take into account the full cost of a product / service, for example the costs of maintaining equipment or purchasing consumables. Where costs extend beyond the current financial year, please indicate how they will be funded in subsequent years.
* The effect of non-approval must be considered and highlighted as part of the bid.
* Submission bid documents will be subject to evaluation prior to presentation to the Sustainability and Environment Committee.
* There is an expectation that successful applicants will provide post-project feedback, including images and a report/blog post, to the Committee.
* Any funding approved must be spent within the current financial year.

**Funding round closing dates: to be confirmed**