**UNE Environmental Council**

**New Project Proposal Form**

**Project Title:**

**Project Initiator(s):**       **Phone:**      

**Date:**

1. **Project description**: A brief introduction to your project. Someone with no background knowledge of your topic should be able to understand the purpose and intent of your project.
2. **Goals and Objectives:** List the specific objectives (what you hope to achieve) as well as the long-term and short-term goals for your project.
3. **Stakeholders:** List all groups or individuals that have an interest in or are impacted by the project.
4. **Justification:** Tell us how and why the project is important and how it will improve sustainability at UNE. Let us know the potential financial benefits and costs and include any educational or intangible benefits of the proposal.
5. **Examples:** Give examples of any similar projects at UNE or elsewhere. Even unsuccessful projects may be useful as examples, as they may provide background information or context which supports your project.
6. **Project location:** Indicate the building(s), campus(s) or other locations affected by your project. Also indicate if the project is a pilot project and if the intent is to expand it in the future.

**7. Budget estimates:** Estimate the costs of your project, as well as any potential savings or revenue for the university. Consider and suggest any possible internal or external funding sources such as grant monies or fundraising efforts.

a. Estimated costs or savings of developing your project:

b. Ongoing operating costs or savings:

c. Funding sources:

**8. Schedule:** Outline a proposed schedule for your project. List the expected start and end of the project in phases such as design/development, implementation, project assessment, project refinement and completion.

**9. Measuring Success:** Describe how the impact of your project can be measured to make sure that goals are met. The measures you outline should be independently verifiable using non-subjective methods.

**10. Stakeholder Buy-in:** In order to acknowledge support of your project, you will need to gather the signatures of key stakeholders on campus. **You will only need to gather signatures from the stakeholders relevant to your project proposal,** which may be some, or all, of those below depending on the size and scope of your project.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 Support

EC Co- Chair Date 🞏 Do Not Support

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 Support

EC Co- Chair Date 🞏 Do Not Support

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Campus Planner Date 🞏 Do Not Support

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Institutional Advancement (Fundraising) Date 🞏 Do Not Support

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 Support

Vice President for Academic Affairs Date 🞏 Do Not Support

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Vice President for Business and Finance Date 🞏 Do Not Support

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President Date 🞏 Do Not Support