



WORKING TOWARD a SUSTAINABLE FUTURE

IOWA STATE UNIVERSITY | LIVE GREEN!

Live Green Loan Fund Application Instructions

Applicant Information

Applicant Name/Contact Name and Information – Note the name of the college, department, or organization for which this project will be completed. Include a contact name and the address, e-mail address, and phone number of the person most knowledgeable about the proposed project.

Project Name/Location – Provide a concise project name and project location to include building and room number(s) if known.

Project Description

Project Scope – Provide a description of your project that discusses background information on the need for this project, the steps that have led to the submission of your application, and preliminary project scope.

Project Goals – Provide a description of what you want to achieve in completing this project (i.e. cost savings, education/awareness, demonstration, etc.). As well as noting your goals, provide information on what actions will take place to obtain and measure them.

Project Deliverables – Identify the products and/or services (both tangible and intangible) that your project will deliver (both on and off-campus).

Project Timeline – Provide a projected timeline for your project specifically noting start and completion dates for above noted deliverables as well as the overall project. (*Please note - Projects greater than \$25,000 may require additional institutional and/or Board of regents approvals and may take longer than you anticipate. Contact Facilities Planning and Management if your project is over \$25,000 to assist with timeline)

Project Impact – Provide a description of the expected impacts (i.e. energy savings, behavioral change, carbon footprint, education/awareness, etc.) of your project (both on and off-campus).

Anticipated Annual Savings – Identify the anticipated annual savings that will result from the completion of this project (energy, waste diversion, raw materials, etc.). Note specific sources of savings and the amount savings for each source.

Project Financials

Total Estimated Project Cost – Provide an anticipated project budget. This budget must include constructions costs as well as design costs, project/construction management costs (if applicable), demolition costs (if applicable), inspection fees, and a reasonable construction contingency (generally 5-10%).

Matching Funds or In-kind Support – If you are proposing matching funds in order to meet the required payback criteria and/or will be accomplishing this project through in-kind support, identify the matching fund and the matching fund amount and/or describe the in-kind support you will receive.

Requested Funding from Live Green Loan Fund – Provide the dollar amount you are requesting from the Live Green Loan Fund.

Anticipated Payback – Calculate the anticipated annual savings and the anticipated time for payback of the loan through project savings.

Project Applicant Administrative Approval

All application must have two approvals. This includes both work unit and administrative/leadership approval. Some examples are as follows:

Approval #1

Academic department
College
President's unit
Administrative unit
Student Org
Extension office

Approval #2

Dean's Office
Exec VP and Provost
President
Administrative VP
Dean of Students
VP for Extension

Completed Forms To:

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