

## ***MTSU Clean Energy Initiative Project Funding Request***

There are five (5) sections of the request to complete before submitting. See <http://www.mtsu.edu/~sga/cleanenergy.shtml> for funding guidelines. Save completed form and email to [cee@mtsu.edu](mailto:cee@mtsu.edu) or mail to MTSU Box 57.

<b>1. General Information</b>	
Name of Person Submitting Request	
Department/Office	Phone # (Office)
MTSU Box #	Phone # (Cell)
E-mail	Submittal Date

<b>2. Project Categories (Select One)</b>	
Select the category that best describes the project.	
<input type="checkbox"/> Energy Conservation/Efficiency	<input type="checkbox"/> Sustainable Design
<input type="checkbox"/> Alternative Fuels	<input type="checkbox"/> Other
<input type="checkbox"/> Renewable Energy	

<b>3. Project Information</b>
<p>a. Please provide a brief descriptive title for the project.</p> <p>b. The project cost estimate is the expected cost of the project to be considered by the committee for approval, which may differ from the total project cost in the case of matching funding opportunities. <b>Any funding request is a 'not-to-exceed' amount. Any proposed expenditure above the requested amount will require a resubmission.</b></p> <p>c. List the source of project cost estimates.</p> <p>d. Provide a brief explanation in response to question regarding previous funding.</p>
3a. Project Title
3b. Project Cost Estimate
3c. Source of Estimate
3d. If previous funding from this source was awarded, explain how this request differs?

**4. Project Description**

(Completed in as much detail as possible.)

- a. The scope of the work to be accomplished is a detailed description of project activities.
- b. The benefit statement describes the advantages of the project as relates to the selected project category.
- c. The location of the project includes the name of the building, department, and/or specific location of where the project will be conducted on campus.
- d. List any departments you anticipate to be involved. Were any departments consulted in preparation of this request? Who? A listing may be attached to this form when submitted.
- e. Provide specific information on anticipated student involvement or benefit.
- f. Provide information for anticipated future operating and/or maintenance requirements occurring as a result of the proposed project.
- g. Provide any additional comments or information that may be pertinent to approval of the project funding request.

4a. Scope: Work to be accomplished

4b. Scope: Benefit Statement

<b>4. Project Description (continued)</b>
4c. Location of Project (Building, etc.)
4d. Participants and Roles
4e. Student participation and/or student benefit
4f. Future Operating and/or Maintenance Requirements
4g. Additional Comments or Information Pertinent to the Proposed Project

## 5. Project Performance Information

Provide information if applicable.

- a. Provide information on estimated annual energy savings stated in units such as kW, kWh, Btu, gallons, etc.
- b. Provide information on estimated annual energy cost savings in monetary terms.
- c. Provide information on any annual operating or other cost savings in monetary terms. Be specific.
- d. Provide information about any matching or supplementary funding opportunities that are available. Identify all sources and explain.

5a. Estimated Annual Energy Savings (Estimated in kW, kWh, Btu, etc.)

5b. Annual Energy COST Savings (\$)

5c. Annual Operating or Other Cost Savings. Specify. (\$)

5d. Matching or Supplementary Funding (Identify and Explain)