



Applicant Checklist

Stage 1 – Planning and Preapproval

- Does your proposal fall into one or more of the three areas eligible for funding; Renewable Energy, Resource Conservation or Sustainability strategies?
- Does your proposal align with the mission of the Clean Energy Committee and Evergreen's larger commitments to carbon neutrality and zero waste by 2020?
- Have you found a faculty or staff sponsor to support your project? Have they drafted an e-mail of support?
- Have you identified and received the necessary preapprovals and support from the campus areas that will be affected by your proposal?
- Is the project description clear and concise?
- Will your proposal be able to achieve timeline milestones within the allotted time?
- Does your project proposal demonstrate continuity and lifecycle consideration, and cost effective use of student funds?

Stage 2 – Submission

- Have you included all required information in your application and completed it to the best of your ability?
 - Personal Information and Reference Information
 - Description, Timeline, Campus Approvals, Sustainability, Continuity, Metrics, Outreach and Education, and a Detailed Budget
 - Have you visited the CEC office hours for pre-approval and clarifications?

Stage 3 – Post Award

- Have you picked up your award letter and received a unique ORG number from Student Activities?
- Have you contacted the CEC to report on the progress of your proposal?
- Are you gathering your proposed metrics and documentation?
- Have you prepared a poster or presentation for the Clean Energy Fair, Synergy and/or Science Carnival?

