Revolving Energy Loan Fund Proposal Instructions

Applicant Information

Name/Contact Info: Include name, telephone number and e-mail of the person(s) submitting the proposal.

Project Description:

Project Name: Provide a project name that signifies the purpose and goals of the project.

Project Location: Provide location of project including building name and room number(s) if applicable.

Project Type: Mark one project type based on if the project’s main goal is for energy savings, resource conservation or a combination of the two.

Project Goals: Provide a description of what you hope to achieve and learn through this project.

Project Description: Describe the project in terms of how it will be implemented and by whom.

Energy Savings: Identify the type and estimate the amount of annual energy savings of your project. This may require working with the ASUM Sustainability Coordinator, building managers, Facility Services or even outsider energy auditors. All calculations and assumptions should be shown or explained.

Environmental Benefits and Impacts: Identify the benefits and impacts this project will have on the environment and the University’s carbon footprint.

Finances

Project Costs: Provide an anticipated project budget. This budget may include cost of materials, construction costs, design costs, management costs, auditing costs, and inspection fees.

Payback Schedule: Calculate the anticipated annual savings and the anticipated time for payback of the loan through project savings.

Timeline: Include a project implementation schedule (e.g., for design and construction), which must be completed by May 15, 2011.
**Project Administrative Approval**

**Department/Work Unit Head**: All applications must have approval from the department or work unit head, or the building manager if applicable. The ASUM Sustainability Coordinator can provide you the contacts for the buildings.

**ASUM Sustainability Coordinator**: After the signature is obtained by the department/work unit head the proposal will be submitted for approval to the ASUM Sustainability Coordinator who will sign off on the project.

**Submittal**: Submit proposals by the due date, **Friday, April 9 at 3 pm**. Proposals should be submitted to the ASUM Sustainability Coordinator:

- ASUM Sustainability Center
- University Center, Suite 105
- Or fax to: (406) 243-5430

**For More Information**

Contact the ASUM Sustainability Coordinator, Erica Bloom in UC 105, or by calling 243-4856 or by email at [asum.sustain@umontana.edu](mailto:asum.sustain@umontana.edu).