



SAMPLE
Live Green Loan Fund – Funding Agreement
Project Name XXXX, Project Number XXX

The Live Green Loan Fund Advisory Committee recommends and Iowa State University President Gregory Geoffroy approves an agreement of funding for Project Name XXXX based upon the following criteria.

Project Description:

XXXX

Statement of Work:

The attached Project Profile document serves as documentation of the specific project deliverables and completion as stated by the applicant.

Funding to be provided by the Live Green Loan Fund: XXXX

Repayment Process:

The Live Green Loan Fund will reimburse selected applicants for dollars actually expended, up to but not exceeding the agreed upon loan value. If project costs exceed the agreed upon loan value, the selected applicant is responsible for any overage. If actual project costs are lower than the Loan Fund value, the loan amount and repayment schedule will be adjusted to reflect the actual project costs.

Requests for reimbursement can be completed by submitting by mail or electronically copies of payment vouchers (and applicable receipts) of project expenses to:

Director of Sustainability
Iowa State University
108 General Services Building
Ames, IA 50011-4001
mrankin@iastate.edu

Reimbursement payments will be deposited into the applicant's deposit account designated in this agreement, after proof of payment is submitted.

Unless mutually amended, repayment of the loan will begin one year after the completion of the project deliverables, on the last business day of the month, and continue on annual basis for five years or until the loan amount has been repaid in full, whichever occurs first. Repayment installments will be withdrawn from the repayment account designated in this agreement.

Repayment Schedule:

Year One = \$ XXXX (1/5 of loan amount)
Year Two = \$ XXXX (1/5 of loan amount)
Year Three = \$ XXXX (1/5 of loan amount)
Year Four = \$ XXXX (1/5 of loan amount)
Year Five = \$ XXXX (1/5 of loan amount)

Applicant Deposit Account #:

Loan Fund Repayment Account #:

Auditing Process:

The Live Green Loan Fund Advisory Committee reserves the right to audit all records associated with this project.

Reporting Process:

Project progress reports will be submitted on a semi-annual basis for FYXX (current fiscal year) and annually for the loan repayment schedule period. Reports should include the following information (as applicable to the reporting period summarized). For those areas for which no update is available, designate with "NA". All reports should be signed and dated by the project applicant and the project applicant administration (as identified on the Project Funding Agreement).

- Applicant Name
- Project Number
- Reporting Timeframe
- Project Deliverables (discussion of progress)
- Project Expenditures (listing of total expenditures for reporting period (including matching funds) and itemization of expenditures)
- Project Cost Savings (total project savings for reporting period, total project savings to date, explanation for changes in project savings)
- Education and Awareness Efforts Completed (explanation of overall efforts and target audience, estimated outreach numbers)
- Project Publicity (discussion of overall publicity generated, listing of publicity contacts (names of TV/radio stations, publications, websites, etc.)
- Successes, Challenges, and Obstacles (as related to the items noted above)
- Other Items of Relevance (as determined by the applicant)

Completed reports should be submitted to the Director of Sustainability via the contact information noted above. Unless mutually amended, all reports will be submitted on the last business day of the month, as noted on the reporting schedule below, or until the loan amount has been repaid in full, whichever occurs first. If a loan is repaid prior to repayment schedule a report should be submitted summarizing activities completed since the last scheduled report.

Reporting Schedule:

Report Due Date

Semi-annual Due Date XX
 Annual Due Date Year One
 Annual Due Date Year Two
 Annual Due Date Year Three
 Annual Due Date Year Four
 Annual Due Date Year Five

Reporting Timeframe

Approval Date XX – Due Date XX
 Time since Semi-annual Due Date XX
 Time since Year One Due Date XX
 Time since Year Two Due Date XX
 Time since Year Three Due Date XX
 Time since Year Four Due Date XX

The requirements of this funding agreement are understood and agreed upon as noted by signature of the following parties.

University Approval

President

Date

Project Applicant Administrative Approval

Signature of Dept/Work Unit Head

Date

Printed Name of Dept/Work Unit Head

Signature of Dean or Administrative Leadership

Date

Printed Name of Dean or Administrative Leadership

Live Green Loan Fund Approval

Director of Sustainability

Date