# **Ring-Fenced Carbon Budget – Project Proposal (2024/2025)**

Please use this template for your project proposal and return the completed form to [greenspace.staff@durham.ac.uk](mailto:greenspace.staff@durham.ac.uk) using ‘**Ring-Fenced Carbon Budget**’ as the subject of your email. Additionally, if you need help filling this form out, feel free to email us for assistance.

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| --- | --- |
| **Project name** | *A short name for the project* |
| **Owner (person)** | *Name of the person responsible for delivering the project* |
| **Department / College** | *Which part of the organisation the project sits within* |
| **Description** | *A short description of the project, no more than a paragraph* |
| **Benefits** | *Provide the following benefits listed below if applicable (500 words max)*   * *Projected annual financial savings: £ [x]* * *Estimated simple payback period: [x] years (costs/annual savings)* * *CO2 Emissions reduction: [x] tonnes of CO2 equivalent (tCO2e)*   *Please use the conversion factors and utility costs, available* [*here*](https://durhamuniversity.sharepoint.com/:b:/t/EnergySustainabilityTeam/Edw7ltsZfo1AlQRt50cmo2kBmMMCtPM3_-EFVOXdbf88_g?e=bm3ycT) *or on our SharePoint* [*site*](https://durhamuniversity.sharepoint.com/teams/Greenspace/SitePages/Energy.aspx)*.* |
| **Finance** | * *Project cost, e.g. the initial cost of implementing the project* * *Operational costs, e.g. annual maintenance or running costs* |
| **Resources** | * *Additional resource (e.g. people) requirements to enable delivery and where these will come from* * *If this project will be delivered within current resources, say so* |
| **Ensuring Success** | * *Key success factors, or things that will need to happen for this project to succeed* * *Principal risks: technical, financial (e.g. what happens if the project is insufficiently resourced), etc.* |
| **Measuring Success** | * *Metrics for displaying performance or achievement* * *When success will be measured / evaluated* |
| **Timing** | * *Milestones / key dates e.g.*   + *start date: dd/mm/yyyy*   + *completion date (when it will deliver savings): dd/mm/yyyy* |
| **Notes** | *Any further notes that will help the reader understand the project/initiative.*  *(e.g. Time Higher Education Impact or People and Planet league table criteria met)* |

*Expires: (21/03/2025)*