**UT Student Green Fund**

**Grant Application** revised 11/7/2016

*Applications are now being accepted on a rolling basis. Please read the application requirements online at:* [*http://www.utoledo.edu/sustainability/greenfund/grants.html*](http://www.utoledo.edu/sustainability/greenfund/grants.html)

*Submit this completed form and all attachments to* [*UTGreenFund@utoledo.edu*](mailto:UTGreenFund@utoledo.edu)

**Project Title:** <<enter title of project here>>

**Author(s):** <<enter authors’ names here>>

**Student Org Name:** <<enter name of student organization here, if none, leave blank>>

**Amount Requested:** <<enter amount of money requested here>>

**Student Project Team:** *Please list all members below. You may cut and paste additional tables if more space is needed. Be sure to indicate who will be the project leader.*

|  |  |
| --- | --- |
| **Name** |  |
| **Major** |  |
| **Project Role** |  |
| **Phone** |  |
| **Email** |  |
| **Experience & Knowledge** | Please enter all relevant experience and knowledge related to this project for each team member. |

|  |  |
| --- | --- |
| **Name** |  |
| **Major** |  |
| **Project Role** |  |
| **Phone** |  |
| **Email** |  |
| **Experience & Knowledge** | Please enter all relevant experience and knowledge related to this project for each team member. |

**Faculty/Staff Team:** *Please list any faculty or staff members that will be working on this project below. You may cut and paste additional tables as needed.*

|  |  |
| --- | --- |
| **Name** |  |
| **Title & Dept** |  |
| **Project Role** |  |
| **Phone** |  |
| **Email** |  |
| **Experience & Knowledge** | Please enter all relevant experience and knowledge related to this project for each team member. |

**Estimated Completion Time:** <<enter estimated length of time needed to complete project>>

**How did you hear about this grant?:** <<Facebook, Twitter, Website, Email, etc.>>

Project Description



1. **Please give a brief history of this project. Describe the overall goals of the project.**

<<response here>>

1. **What are the benefits/who will benefit from the project?**

<<response here>>

1. **What personal goals do you have for the project? How do you see this project persisting after completion?**

<<response here>>

**Sustainability, Metrics and Measurability**

*For more information about current sustainability focused projects and goals at UT, please visit the* [*University of Toledo Sustainability Website*](https://www.utoledo.edu/sustainability/sustainability.html)*. Various reports and policies are available and should be used as references for this section.*

1. **What Green or Sustainable issues will be addressed in this project, and why are these issues important? Will your project satisfy a specific need or goal of campus? Does the project coincide with any current campus sustainability initiatives at the University of Toledo?**

<<response here>>

1. **What sort of quantitative and qualitative sustainability metrics will your project have?**

<<response here>>

1. **How will you measure and report on these metrics throughout the life of your project, and after completion?**

<<response here>>

1. **Do you project any sort of cost savings to the university? Please provide details.**

<<response here>>

1. **How do you plan to obtain and dispose of materials needed for the project? What sustainability concerns have been considered for the sourcing of these materials?**

<<response here>>

**Publicity, Outreach, and Education Plan**

*If you would like to request assistance with any of the publicity, outreach, or educational goals of your project, please indicate your needs here. The SGF is always recruiting volunteers who are interested in working with existing projects in almost every capacity.*

1. **How do you plan to publicize your project on and off campus, and what are your plans to get the UT community involved?**

<<response here>>

1. **What are your outreach and education goals? Please be specific.**

<<response here>>

1. **Does your project directly target any particular portion of the student body? If so, have you reached out to them for assistance in implementation and publicity?**

*Ex: improvements to McComas Village with the support of one or more Greek organizations.*

<<response here>>

**Project Approvals**

*If your project involves the installation or construction of any items on campus, you are expected to know what entities you must obtain proper approvals from. The SGFC will assist in the facilitation of communication between appropriate campus administrative contacts and project leaders. If you are unsure, please email* [*utgreenfund@utoledo.edu*](mailto:utgreenfund@utoledo.edu) *prior to submitting your proposal.*

1. **Does your project require any approvals from on- or off-campus offices or administrators? Have you made contact with any of these yet? Please explain.**

<<response here>>

1. **Are you partnering with any on-campus or off-campus departments, student groups, or organizations, besides those listed at the top of this form? If yes, please list here and include their contact information.**

<<response here>>

**Budget & Long Term Project Sustainability**

1. **List all budget items for which funding is being requested under the appropriate category. Include cost and total amount for each item requested. Include 10% contingency (multiply total by 1.10 to get total plus contingency). Please be as detailed as possible.** *(Insert additional rows if necessary).**If you have price quotes from vendors or additional historical budget information for projects that have occurred previously or are on-going, please submit those with this application.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Cost Per Item** | **Quantity** | **Total Request** |
| *Equipment and Construction Costs* | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Publicity and Communication* | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Personnel and Wages\** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *General Supplies and Other* | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** | | |  |
| **TOTAL WITH 10% CONTINGENCY** | | |  |

*\*Money will not be awarded to project team members as wages, unless the project involves the creation of an internship that will be managed by an existing department.*

1. **If your project is implemented, will it require any on-going funding after its completion? What is your strategy for supporting the project after this initial period to cover replacement, operational, and renewal costs?** *Note: The SGF is unlikely to provide funding beyond the initial grant for ongoing projects and will heed priority to projects that only need one-time funding or will be supported financially by the campus once SGF funding is spent.*

<<response here>>

1. **List all non-SGF sources you are pursuing for funding, volunteer time, in-kind donations, etc.** *(Insert additional rows if necessary). This may include individual departments, faculty, staff, alumni, student org budgets, etc. Be sure to include any money that has currently been raised, and any money you plan to request in the future.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Amount** | **Request Date** | **Expected Decision Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Project Timeline & Milestones**

1. **Please complete the following table to describe your project timeline. List milestones chronologically. For the “Timeframe” column, please estimate how many weeks each task will take to be completed.** *(Insert additional rows if necessary).*

*Each one of the following items must be included on your timeline:*

* *Project start date*
* *Target date for project completion*
* *Date by which you will need the first installment of SGF money*
* *Date by which you expect to have spent all SGF funds*
* *Target date for submitting final project report to SGF*
* *Any significant tasks or milestones along the way (For example: identifying an equipment vendor, begin installing equipment, finish installing equipment, etc.)*

|  |  |  |
| --- | --- | --- |
| **Task** | **Timeframe** | **Est. Completion Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |