

Associated Students Sustainability Fund Project Proposal

INSTRUCTIONS: This Project Proposal form needs to be completed electronically, using only the spaces provided. Text must fit within the boxes provided. Please read and follow the instructions for each section carefully.

1. Project Title: _____

2. Applicant Information

Name: _____

Student ID# (found on Portal): _____

Email: _____

Phone: _____

Major: _____

Minor: _____

Expected Year of Graduation: _____

Are you an AS Employee? _____

3. Project Advisor Information

Advisor Name: _____

Advisor Title: _____

Advisor Email: _____

Advisor Phone: _____

4. Other Funding

Have you acquired matching funds? If yes, describe below. Not required.

5. Project Objective Statement

*Please provide a brief description of your project. **Please limit this description to 30 words or less.** The Sustainability Fund Allocation Committee will read this statement first, so use this opportunity to set your project apart from other submissions.*

6. Amount of Funding Requested (\$5,000 max): _____

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7. Project Goals and Desired Outcomes

The Associated Students Sustainability Fund Allocation Committee will use the following definition of sustainability when assessing your proposed project:

"The remaking of the human presence in the natural world in a manner that will allow all current and future humans to be healthy; have strong vibrant, secure, and thriving communities and nations; have economic opportunity for all; and restore and maintain the integrity of our life support system, the bio-sphere."

*Please **list** the goals and desired outcomes of your proposed project and explain how they are aligned with the above definition of sustainability. In doing so, also describe how your project fulfills some or all of the below items:*

- Projects that are achievable, will be highly visible to the campus community, and have the potential to make a significant sustainability impact.*
- Projects that produce measurable financial savings.*
- Projects that can eventually be institutionalized with outside funding sources.*
- New, previously unfunded proposals and ideas.*
- Projects that promote civic engagement and service learning.*

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8. Project Implementation Plan (including timeline)

Please explain, in as detailed a manner as possible, how you plan to implement your proposed project and the timeline associated with that implementation, including your target completion date. Include how you will measure your effectiveness and with what metrics. Address your plan for on-going maintenance if applicable. Please also list if and when the project director will change.

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9. Collaboration

Please list any individuals, departments, colleges, organizations, associations, or businesses you are working with, or plan to work with, to complete your project.

Name Title Department/Company/Group

Brief statement of how you intend to collaborate with or support this project, if funded as proposed:

Signature Date Phone

Name Title Department/Company/Group

Brief statement of how you intend to collaborate with or support this project, if funded as proposed:

Signature Date Phone

10. Proposed Budget

Please provide an itemized list of ALL expenses you are requesting funds for. Please indicate the total amount requested from SFAC. The total amount of funding requested by SFAC should match the amount given on the front page of the proposal form. You may have up to THREE categories (ex: signage, printing, supplies, and outreach).

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Note: The following sections may or may not be required, depending on the conditions of your proposal. The final Project Proposal submitted for approval must include any and all forms or supplemental documentation relevant to your proposal.

11. Acknowledgement of Collaboration (required for all proposals)

All project proposals must attach this form complete with signatures for any individuals listed in section 8 as potential collaborators on this project.

12. Documentation of Matching Funds (conditionally required)

All off-campus projects must attach documentation of dollar-for-dollar matching funds from a non-AS funding source.

13. Supplemental Attachment for Guest Speakers (conditionally required)

All proposals requesting funds for a guest speaker must attach a separate page of responses outlining the ways in which this speaker meets the Committee's criteria for funding guest speakers.

14. Additional Supporting Documentation (not required)

Is there a component to your project that requires additional supporting documentation that cannot be captured in this proposal format? If so, please include no more than one to two additional pages that will help the Committee assess the merits of your proposed project.

NOTE: Once your Project Proposal is complete, you must print and submit a final copy with hand-written signatures.

Applicant's Name (print): _____

Applicant's Signature: _____ **Date:** _____

By signing this document you agree that all information is true to the best of your knowledge. You also agree that this information may be shared with the public and members of the Sustainability Fund Allocation Committee.

Project Advisor's Name (print): _____

Project Advisor's Signature: _____ **Date:** _____

By signing this document you agree that all information is true to the best of your knowledge.