

**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.

Once complete, print and submit a final copy with hand-written signatures. (See the last page.)

1. Project Title: _____

2. Applicant Information

Name: _____

Student ID# (found on Portal): _____

Email: _____

Phone: _____

Major: _____

Minor: _____

Expected Year of Graduation: _____

3. Project Advisor Information

Advisor Name: _____

Advisor Title: _____

Advisor Email: _____

Advisor Phone: _____

4. Other Funding

Have you applied for other funds on campus? Indicate Yes or No or Ineligible.

IRA Funding (www.csuchico.edu/ira/) _____

Student Learning Fee (www.csuchico.edu/vpaa/slf.shtml) _____

Other (please specify) _____

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

5. Project Abstract

Please provide a brief description of your project. The Sustainability Fund Allocation Committee will read the abstract first, so use this opportunity to set your project apart from other submissions.

6. Amount of Funding Requested from the Sustainability Fund: _____

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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 outline 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 have the potential to make a significant positive environmental impact*
- Projects that enhance or support the sustainability missions and direction of the AS and University*
- Projects that are achievable and will be highly visible to the campus community*
- Projects that produce measurable financial savings*
- Projects that can eventually be institutionalized with outside funding sources*
- New, previously unfunded proposals and ideas*
- Projects that support or enhance community sustainability efforts*
- Projects that promote civic engagement and service learning*

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8. Project Implementation Plan (including time-line)

Please explain, in as detailed a manner as possible, how you plan to implement your proposed project and the time-line 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.

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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. **Note:** The supplemental **Acknowledgment of Collaboration** form must accompany your final Project Proposal submission and must include a signature from each of the individuals listed below.

10. Proposed Budget

Please provide an itemized list of ALL expenses associated with your project. Please indicate the total amount requested from SFAC as well as any matching funds from other funding sources. The total amount of funding requested by SFAC should match the amount given on the front page of the proposal form.

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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. Internship Agreement Form & Learning Objectives (conditionally required)

All proposals requesting funds for a paid internship as part of the scope of the project must attach both the Internship Agreement Form (complete with signatures) and a page describing the Learning Objectives of the internship (as described on the Internship Agreement Form).

14. 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.

15. 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 to AS Sustainability in BMU 005, 898-6677

Project Director's Name (print): _____

Project Director'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.

Signature of the Associate Executive Director of Associated Students, Jamie Clyde, BMU 202

Date: _____

This signature does NOT indicate that you have received funding, but it does verify that you have fulfilled all the requirements and have successfully submitted a completed Project Proposal by the deadline.