

You MUST download and save this application to your computer to complete.

Application Form for Sustainability Grant Funding

Proposal Title: _____

Application Category: Course Development
 Research
 Co-Curricular Programming

Total Amount Requested: \$ _____

Applicant, Department, and Contact Information:

Full Name _____ Title _____

Email _____ Department _____

Phone _____ Dept. Chair/Supervisor _____

Co-Applicants, Department(s), and Contact Information:

Full Name _____ Title _____

Email _____ Department _____

Phone _____ Dept. Chair/Supervisor _____

Full Name _____ Title _____

Email _____ Department _____

Phone _____ Dept. Chair/Supervisor _____

**If more than two co-applicants will be on the application, please include details as an attachment.*

Project Abstract: In 250 words or less, please provide an overview of your proposed project. This description will be made public if funds are awarded.

Project Description: Please provide some description details that might include some of the following:

- a. The specific details of the development, implementation, and assessment of the proposed activities.
- b. The proposed activities and their relationship to larger goals within a course, research agenda, or an area/unit on campus.
- c. Identify and explain which of the Sustainable Development Goals (SDGs) the project will contribute to or highlight.
- d. The benefit, significance, and/or need for the proposed project, including how it will engage students in reflective learning.
- e. The proposed project's intended impact on student learning and the university, the expected interactions between students and faculty, and/or students and the community.
- f. An interdisciplinary theme addressed and how collaborators are contributing to the project.
- g. Anticipated outcomes that will demonstrate the success of this project.

Project Description cont.

Long-term Viability Plan:

Explain how the sustainability activities associated with this proposal will continue beyond the initial funding year. For example, if costs are recurring, will you pursue external funding sources or a new fee structure?

Does this proposal involve renovation, construction, or long-term repurposing of physical space? Yes (If Yes, please see “Letters of Support” below)

No

Budget Narrative:

Explain all budget items in the Budget Table, including a detailed justification of how the cost of each item was calculated or estimated and allocated amongst multiple programs (if applicable). Personnel costs must include fringe benefits (which is determined with the following [formula](#)). Matching funds from other sources are not required and will not factor in the ranking of proposals, but, if additional funding is anticipated, it should be reported to help reviewers assess the scope of the project and whether appropriate resources will be available to accomplish the proposed project.

Budget Table:

Budget Item	Amount Requested	Amount from Other Sources (if applicable)	Total Project Budget
Total:			

**If the Budget Table above does not provide enough space for your budget items, please provide a Microsoft Excel spreadsheet using this format and attach it with your submission form.*

Department Chair / Supervisor Support:

As the direct supervisor for this Sustainability Grant applicant you have the unique insight into the viability of this application. With respect to this application, please provide an assessment of the value of the project and the likelihood of its successful completion.

**IF the applicant is requesting faculty or staff compensation, confirm whether the activity exceeds standard duties and expectations.*

Attachments:

Letters of support are required for:

1. If a proposal indicates funding from “other sources” in the budget table: Cost center directors for the “other sources” should provide a letter confirming support for the program and the commitment of resources.
 2. If a proposal indicates renovation, construction, or re-purposing of physical space: proposals must include a letter of support from the Provost or the applicant's member of President's cabinet.
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Signatures:

Applicant Signature

Dept. Head/Supervisor Signature

Co-Applicant Signature

Dept. Head/Supervisor Signature

Co-Applicant Signature

Dept. Head/Supervisor Signature