**Large Grant Application Part 1**

Thank you for your interest in the Sustainable Campus Initiative Fund! Before you move forward with the application, please ensure that you have submitted your Expression of Interest (EOI) to the SCIF Coordinator.

If you have already submitted your EOI, please complete this application to the best of your ability. If you have questions regarding any of the following sections, please refer to the grant application handbook found on the Sustainability Office’s SCIF website or send your questions directly to the SCIF coordinator. Incomplete proposals will be returned to applicants for completion and resubmission in a later cycle of funding.

**Please note that Large Grant Applications are required to include a 2-10 page project proposal as part of the application submission (see details at the end of this document for “Application Part 2 of 2).** Within this document, it is helpful to include graphics, referenceresearch, and/or other information that supports your project’s concept and convinces the reader of itsrelevance within our campus. Sample applications from other funding cycles may be found on theSCIF Webpage. Please note that there is no template for Part 2 of your application

**SECTION 1 – PROJECT INFORMATION**

PROJECT TITLE:

PROPOSED START DATE: PROPOSED END DATE:

**SECTION 2 – APPLICANT INFORMATION**

NAME: UNID:

EMAIL: PHONE NUMBER:

UNIVERSITY AFFILIATION: CLASS STANDING (IF STUDENT):

MAJOR/DEPARTMENT:

MAILING ADDRESS:

**SECTION 3 – ADVISOR INFORMATION\***

NAME: PHONE NUMBER:

EMAIL: DEPARTMENT:

\**Student applicants are required to have a faculty or staff advisor. Please contact the SCIF*

*Coordinator if you need assistance in selecting an advisor for your project.*

**SECTION 4 – RESPONSIBLE DEPARTMENT INFORMATION**

*Your responsible department is the department or office that is housing your project and/or managing your grant funds. Your grant will be transferred to this group following the approval of your project.*

RESPONSIBLE DEPARTMENT (RD):

RD ADMINISTRATOR NAME: EMAIL:

CHARTFIELD FOR FUND TRANSFER:

**SECTION 5 – LINE-ITEM BUDGET**

***Please outline the financial aspects of your project below; attach additional data, quotes, or other information as necessary when you submit your application.***

**GRANT REQUEST (in total):**

**Materials & Equipment**

*Please specify items, their cost per item, amount (when applicable), and their total costs (ex. F10T8 Fluorescent Lamp, Cool White – 13.5” Bulb; $3.95; 30; $118.50).*

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| **ITEM** | **COST/ITEM** | **AMOUNT** | **COST** |
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| SCIF Outreach Materials (please specify flyers, posters, signage, etc. - costs are covered by SCIF subject to approval): 2 Posters, flyers, info pamphlets, and bound volume of campus applications delivered |  |  |  |
| **TOTAL MATERIALS & EQUIPMENT COSTS** | | |  |

**Labor & Services**

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| --- | --- |
| **LABOR/SERVICE TYPE** | **COST** |
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| **TOTAL LABOR & SERVICES COST** |  |

**Maintenance & Long-Term Operations**

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| **TOTAL MAINTENACE & LONG-TERM OPERATING COSTS** |  |

**Honoraria/Presenters**

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| **TOTAL HONORARIA & PRESENTERS COST** |  |

**Other Expenses (please describe)**

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| **TOTAL OTHER EXPENSES COSTS** |  |

**MATCHING & IN-KIND CONTRIBUTIONS**

*If your project is eligible for matching contributions, has other financial support, and has or will be receiving inkind donations, please detail those contributions (and their amounts, if applicable) below. In-kind contributions are defined under federal guidelines as “contributions other than cash;” some examples might be a good, such as a donation of a bicycle, or a service or expertise, such as a photocopy service waiving a fee, or a contractor offering planning advice at no cost.*

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| **TOTAL MATCHING & IN-KIND CONTRIBUTIONS** | |  |

**SCIF Project Checklist and Commitments of Collaboration**

*This section is specifically designed so that a potential applicant can make sure that they have considers all aspects of the project. The list of questions will help both the applicant ad the SCIF coordinator determine which departments need to be involved with this project.*

**Please check the box that applies to your project.**

Will the project require any sort of construction?

Yes □ No □

Will the project alter or change any landscaping?

Yes □ No □

Will the project have any of the following?

Temporary Structure/Equipment □ Permanent Structure/Equipment □ Neither □

Will the project involve the modification of building or site components?

Yes □ No □

Will the project involve altering or working with electrical or mechanical systems/components?

Yes □ No □

If yes, please explain:

Does the project generate fire and life safety issues?

Yes □ No □

If the project does have any safety or liability issues, is there a safety plan?

Yes □ No □

If yes, please attach appropriate safety plan.

Will this project require the use of a lab?

Yes □ No □

Will the project require any special permits or permissions (e.g. IRB, one-time use, event permits)?

Yes □ No □

If yes, please explain:

Will the project involve any privacy, confidentiality or compliance issues?

Yes □ No □

Will the project need to use any Licensing, Trademark or Branding of the University of Utah or will the Final Product be patented?

Yes □ No □

Will the project involve vehicles, such as tractors, golf carts, lawn mowers, etc.?

Yes □ No □

Will the project involve bicycling, parking, or other transportation on campus?

Yes □ No □

Does the project involve the use of any potentially hazardous material(s)?

Yes □ No □

If yes, please explain:

**Commitments of Collaboration**

*Please use this sheet to identify any and all team members, Project Advisors, collaborators, and involved university departments. Collaborators are those who authorize space, structural changes, agree to maintenance, donate materials, provide matching funds, or provide other trade services. Though the number of involved individuals varies among projects, all applicants must identify a project advisor and sponsoring university department contact in order to be considered for funding. Attach additional sheets as necessary.*

**PROJECT ADVISOR  
 Name:   
 Phone:  
 Email:  
 U of U Classification:  
 Faculty Staff Graduate Student   
 Signature (may be digital):**

**RESPONSIBLE FINANCIAL DEPARTMENT (sponsoring department)  
 University Department:  
 Contact Name:  
 Contact Position (e.g. Coordinator, Director, etc.):  
 Contact Phone:  
 Contact Email:  
 Contact Signature (may be digital):**

**Please identify all other collaborators below/on the following page:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | | **Email** |  |
| **U of U Classification (i.e. Faculty, Staff, Graduate Student or Undergraduate Student) and department or Company/Organization & Title** | | | |  |
| **Project Role (i.e. Team Member or Collaborator)** | | | |  |
| **Description of Collaboration** | |  | | |

**Signature of Collaborator** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** ­­­\_\_\_\_\_\_\_\_\_

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| **Name** |  | | **Email** |  |
| **U of U Classification (i.e. Faculty, Staff, Graduate Student or Undergraduate Student) and department or Company/Organization & Title** | | | |  |
| **Project Role (i.e. Team Member or Collaborator)** | | | |  |
| **Description of Collaboration** | |  | | |

**Signature of Collaborator** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** ­­­\_\_\_\_\_\_\_\_\_

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| **Name** |  | | **Email** |  |
| **U of U Classification (i.e. Faculty, Staff, Graduate Student or Undergraduate Student) and department or Company/Organization & Title** | | | |  |
| **Project Role (i.e. Team Member or Collaborator)** | | | |  |
| **Description of Collaboration** | |  | | |

**Signature of Collaborator** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** ­­­\_\_\_\_\_\_\_\_\_

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| **Name** |  | | **Email** |  |
| **U of U Classification (i.e. Faculty, Staff, Graduate Student or Undergraduate Student) and department or Company/Organization & Title** | | | |  |
| **Project Role (i.e. Team Member or Collaborator)** | | | |  |
| **Description of Collaboration** | |  | | |

**Signature of Collaborator** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** ­­­\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **Name** |  | | **Email** |  |
| **U of U Classification (i.e. Faculty, Staff, Graduate Student or Undergraduate Student) and department or Company/Organization & Title** | | | |  |
| **Project Role (i.e. Team Member or Collaborator)** | | | |  |
| **Description of Collaboration** | |  | | |

**Signature of Collaborator** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** ­­­\_\_\_\_\_\_\_\_\_

**Application Part 2:**

*Please attach a 2-10 page proposal explaining your project in detail. Sample proposals may be found on the SCIF website, and proposal guidelines may be found in the grant applicant handbook. You are invited to include graphics, photos, graphs, data, or other information that supports your project’s scope and design. The committee appreciates proposals that highlight the sustainable aspects of projects in detail, explain how students will be involved, outline the ways in which grant funding The Sustainable Campus Initiative Fund Small Grant Application will be used, and clearly link project activities to projected enhancements of campus sustainability.*

**Signature**

**By signing this document you recognize that you have answered all of these questions truthfully to the best of your knowledge, will obtain appropriate approvals, follow recommendations and assume responsibility for the project.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

**Name Date**