



## Medium Grant Application Part 1

Thank you for your interest in the Sustainable Campus Initiative Fund! Please complete this application to the best of your ability. If you have questions regarding any of the following sections, please refer to the SCIF Resources page. Incomplete proposals will be returned to applicants for completion and resubmission in a later cycle of funding.

**Please note that Medium 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, reference research, and/or other information that supports your project's concept and convinces the reader of its relevance within our campus. Sample applications SCIF Resources page. 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:

University Affiliation:

Phone Number:

Class Standing (if student):

Mailing Address:

Major/Department:

### Section 3- Advisor Information\*

Name:

Department:

Email:

Signature:

Phone Number:

*\*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- Financial 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.

Financial Department:

Chartfield for Fund Transfer\*:

Administrator Name:

Email:

Signature:

## 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).

Item	Cost/Item	Amount	Cost
SCIF Outreach Materials (please specify fliers, posters, signage, etc. - costs are covered by SCIF subject to approval): 2 Posters, fliers, info pamphlets, and bound volume of campus applications delivered			
<b>Total Material &amp; Equipment Costs</b>			

#### Labor & Services

Labor/Service Type	Cost
<b>Total Labor &amp; Service Cost</b>	

#### Maintenance & Long-Term Operations

Operations	Cost
<b>Total Maintenance &amp; Long-Term Operations Costs</b>	

## Presenters

<b>Total Presenters Cost</b>	

## Other Expenses (please describe)

<b>Total Other Expenses Cost</b>	

## Matching & In-Kind Contributions

If your project is eligible for matching contributions, has other financial support, and has or will be receiving in-kind 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.

<b>Total Matching &amp; In-Kind Contributions Total</b>		

## Section 6- SCIF Project Checklist

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 and 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:

## **Section 7- Commitments of Collaboration**

Please use this sheet to identify any and all team members, 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.

### **Collaborators:**

Name:

Email:

U of U Classification (i.e. Faculty, Staff, Graduate Student or Undergraduate Student):

Department or Company/Organization & Title:

Project Role (i.e. Team Member or Collaborator):

Description of Collaboration

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

Name:

Email:

U of U Classification (i.e. Faculty, Staff, Graduate Student or Undergraduate Student):

Department or Company/Organization & Title:

Project Role (i.e. Team Member or Collaborator):

Description of Collaboration

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

Name:

Email:

U of U Classification (i.e. Faculty, Staff, Graduate Student or Undergraduate Student):

Department or Company/Organization & Title:

Project Role (i.e. Team Member or Collaborator):

Description of Collaboration

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

Name:

Email:

U of U Classification (i.e. Faculty, Staff, Graduate Student or Undergraduate Student):

Department or Company/Organization & Title:

Project Role (i.e. Team Member or Collaborator):

Description of Collaboration

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

Name:

Email:

U of U Classification (i.e. Faculty, Staff, Graduate Student or Undergraduate Student):

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. 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 SCIF Grant Application will be used, and clearly link project activities to projected enhancements of campus sustainability.

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.

**Signature:**

**Name:**

**Date:**