



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.

Section 1- Project Information

Project Title:

Proposed Start Date:

Proposed End Date:

Section 2- Applicant Information

Name:

Mailing Address:

Email:

University Affiliation:

Phone Number:

Class Standing (if student):

Unid:

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 financial 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 email your application.

Grant Request(In Total):

Materials & Equipment

Please specify items, their cost per item, amount (when applicable), and their total costs. Example: 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			
Total Material & Equipment Costs			

Labor & Services

Labor/Service Type	Cost
Total Labor & Service Cost	

Maintenance & Long-Term Operations

Total Maintenance & Long-Term Operations Costs	

Presenters

Total Presenters Cost	

Other Expenses (please describe)

Total Other Expenses Cost	

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.

Name	Description	Cost
Total Matching & In-Kind Contributions Total		

Section 6- Collaborator Information

Please list any other individuals or groups you are working with below; this may include other students, faculty, staff, campus departments, or off-campus organizations. If you are working with campus departments, please attach a letter of commitment to your project from each department in your email when you submit your application.

Section 7 – Project Explanation

Please explain your project in each of the sections below. Attach additional documents to your application if necessary. Please note that each section must be completed in order for your proposal to be considered for a grant.

Please outline and explain your project, specifically its proposed sustainable impacts, any needs/desires it will satisfy and its target audience.

Please outline your plan for implementing your project (who will be involved, how the project will be sustained in the future beyond this grant, etc.)

SCIF prioritizes projects with a high level of student involvement. Please explain how you plan to involve students in this project; if you do not have plans to involve students, please explain why the sustainable impacts of your project outweigh the level of involvement and merit a grant award.

Have you received a previous grant award for the same or a similar project? If so, please explain why you are reapplying to SCIF for additional funding.

Application Submission Requirements

Once your application has been completed, please review the application deadlines on our calendar and email it and any attachments to emerson.andrews@utah.edu. Please type "SCIF Small Application – Your Name" in the subject line of your email. Small applications are reviewed every 2-3 weeks, and applicants are informed of their award status via email. For questions, please call 801-581-7510 or email emerson.andrews@utah.edu.