Medium Grant Application

**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.](https://sustainability.utah.edu/scif/resources/) 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](https://sustainability.utah.edu/scif/resources/). 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:

Email:

Phone Number:

Mailing Address:

**Section 3- Advisor Information**\*

Name:

Email:

Phone Number:

Unid:

University Affiliation:

Class Standing (if student):

Major/Department:

Department:

Signature:

*\*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:

Administrator Name:

Email:

Chartfield for Fund Transfer\*:

Signature:

**Section 5- Stipend Information**

The SCIF Program offers stipends to students who feel that extra compensation would allow them to pursue their selected project with fewer financial or personal barriers. Please list below your requested amount and how it would aid you in undergoing the project. You may request a stipend of any amount between $150 up to a maximum of $500 per semester. The amount awarded will vary depending on individual circumstances.

 What is your requested stipend amount?

How significantly will receiving a stipend impact your ability or decision to pursue a SCIF project? Please highlight one.

* Very significantly: I will not be able to pursue a SCIF project.
* Significantly: I may not be able to pursue a SCIF project without the stipend.
* Less significantly: I will likely pursue a SCIF project, but the stipend would be appreciated.
* Insignificantly: I will definitely pursue a SCIF project without the stipend but am interested in receiving one if possible.

How many hours do you expect to spend working on this project from start to finish? For reference, a typical medium project is about 15-25 hours per semester.

Project Timeline:

Please specify each stage of the project and the overall tasks that will be completed in each. Then, list the estimated number of hours to complete each stage.

|  |  |
| --- | --- |
| Project Stages | Estimated Number of Hours |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Hours: |  |

Short Answer Question: Please outline how exactly the stipend would aid you in undergoing the project. Feel free to write out:

* + Relevant personal and financial circumstances
	+ Time/financial constraints imposed by the project (ex: needing to miss work shifts in order to complete the project)
	+ Ways in which the stipend may be used.
	+ Other relevant information

\***Please Note:** The following circumstances will not be funded:

* + Individual undergoing a project as part of their thesis and/or dissertation.
	+ Individual undergoing a project as part of a course, work, or extracurricular requirement.

Write a short answer here.

**Section 6- 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 |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| 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

|  |  |
| --- | --- |
| Operations | Cost |
|  |  |
|  |  |
|  |  |
| 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.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Matching & In-Kind Contributions Total |  |

**Section 7- SCIF Project Checklist**

This section is specifically designed so that a potential applicant can make sure that they have considered 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 the 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 an 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 8- 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.

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: