

President's Advisory Council for Sustainability Grant Request

Please answer the following questions. In total, your request should be no longer than 2 pages plus any attachments (Budget, conference agendas, material safety data sheets, price quotes, etc.)

Project Title: _____

Amount requested: \$_____ (most grants will be between \$250 and \$4000)

Contact person: _____

Email: _____ Cell phone: _____

Status: Student ____, Faculty ____, Staff _____

If a student led project, please identify a faculty or staff advisor, and provide their name, email and campus phone number. Be sure to discuss your project with your advisor prior to submission.

Advisor information: _____

What type of project are you proposing?

____ Outreach/Awareness

____ Research

____ Activity (ex. conference attendance, event)

____ Speaker/Educational Programming

____ Infrastructure/facilities

____ Other Please specify _____

Estimated project completion date: _____ (No later than December 20, 2017)

Overview of Project: (100 words or less, please)

Proposed Objectives and Expected Outcomes: (500 words or less, please)

Assessment tools – How will the success of the project be measured? (250 words or less, please)

Detailed Budget:

Be sure to check for actual costs on any items you propose to purchase and get current prices via local suppliers, online vendors or catalogs. For any items that are potentially hazardous or toxic, you must submit the Material Safety Data Sheet (MSDS) with each item. Example items in this category are paints, adhesives, solvents, herbicides and pesticides. For travel, get current hotel, per diem and mileage reimbursement rates. Be frugal and cost efficient – for example, be sure to register for early bird conference rates.

Category	Amount	Explanation	Vendor, if known
Supplies			
Equipment			
Publication/Promotion			
Domestic Travel			
Conference Registration			
Facilities Charges			
Other			
TOTAL		n/a	n/a

Note: Grant funds may not be used for wages/salaries, foreign travel, general office supplies or communication charges

Additional Funding and/or Partners (if applicable):