2015-2016 TGIF Grant Application Guidelines

The Green Initiative Fund (TGIF) is a grant-making fund for UC Irvine sustainability projects supported by a quarterly student fee. Projects are selected by a Grant-Making Committee composed of students, and non-voting staff and faculty.

Any UC Irvine undergraduate may submit a project application. All projects must meet the following requirements as established by the TGIF bylaws:

Project Requirements

- Projects must directly address environmental sustainability on the UC Irvine campus.
- Projects must have received written confirmation of support by appropriate campus officials prior to consideration *(see Project Approval form).*
- TGIF funding will not support projects already mandated by law or UC Irvine policy directive.
- TGIF will fund projects which go above and beyond minimum requirements and that are unable to gain funding from other sources. (Consult the UC Policy Guidelines for Sustainable Practices for more information)
- All projects shall have a mechanism for evaluation and follow-up after funding has been dispersed. At minimum, a project plan must include a report made to the Grant-Making Committee after implementation. If a project is expected to have on-going benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the Grant-Making Committee.
- Projects must have publicity, education, and outreach considerations.
- Priority will be given to collaborative educational projects, projects done by two or more UCI organizations.
- Project applications must include links to all items being purchased, with details of vendor.
- Projects must take photos at any funded events and submit to the TGIF Marketing Commissioner within one week of your event time.

Project Preferences

- Preference will be given to projects that demonstrate the greatest reduction in UC Irvine's environmental impact for the least cost.
- Preference will be given to projects with strong student involvement.
- Preference will be given to projects that are able to repay the funds or obtain matching funds.

The complete bylaws are available at http://www.asuci.uci.edu/tgif

Questions or comments may be directed to the Sustainability Commissioner, Nikki Larson, at tgif@asuci.uci.edu.

2015-2016 TGIF Project Grant Application

General Information

Project title:

_____

Total amount requested from TGIF:

_____

Partnering organizations, departments, or individuals (if any) on the project:

_____

Have you applied for this project/event before? When? _____

Primary contact

Name _____

Title and department/organization

_____

Phone_____Email_____

Secondary contact (if applicable)

Name _____

Title and department/organization

_____

Phone_____Email_____

How did you hear about this grant?

_____

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Project Student Learning Outcome

In an effort to build a comprehensive understanding of student learning through various projects and applications throughout UC Irvine, please provide information that shows your student learning outcome based upon your project. This outcome is focused on your student audience, what your project is, what they have to accomplish to understand what they learned, and the method to do so. If you are unable to complete this section, please notate below what area would not apply for further assistance.

Condition – The Program or Service the students are participating in:

_____

Audience – Aside from students, any additional audience(s):

_____

Behavior – What do you want the students to learn, do or accomplish as a result of the Condition (your Project or Service), i.e. understand components of sustainability with regards to your project/service, demonstrate water conservation, etc:

_____

_____

_____

Demonstration – Describe what will you have the students do to demonstrate the achievement of your preferred learning outcome, i.e. quiz for understanding, building an item, presenting at a future event, etc:

_____

_____

Measurement – What items will you use to collect your data to show a learning component, i.e. survey, demonstration, etc.:

_____

_____

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Project Description

Describe the overall purpose of your project and its key components.

_____

_____

_____

_____

What will be the process for implementing your project?

_____

_____

_____

Which aspects of campus sustainability will your project address, and why is addressing these sustainability components important?

_____

_____

_____

_____

How will your project benefit the UC Irvine campus community?

_____

_____

_____

Do you have examples of similar projects that were successful on other campuses or elsewhere?

_____

_____

What is the projected date of your event, or when do you plan to have your project completed by?

_____

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Project Approvals (Projects will not be considered without the relevant approvals.)

Do any aspects of your project require approval from an entity on or off campus? (For example, a project which affects the maintenance of campus grounds or buildings must be approved by Facilities Management) Provide proof of approval. Have you successfully received approval? If so, please explain.

_____

_____

For each listed entity, please submit a completed "Project Approval" form, found on the TGIF website.

Metrics and Measurability

How will you measure sustainability and outreach impact after your project is implemented in order to see if you have met your goals? In addition to TGIF, who will you report your information to? Please explain your data collection and computation methods before, during, and after the project is implemented.

_____

_____

_____

How does your project go above and beyond the sustainability requirements already mandated by UC Irvine and/or state law?

_____

_____

_____

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Project Team

Please list the project manager(s) as well as the member of the team (liaison) responsible for reporting project status and success in the following space(each project will be expected to report regularly to the Commissioner with frequency based on the scale of the project). In addition, if your project team is partnering with other organizations, departments, individuals, or other stakeholders, please explain their involvement and include their contact information. You may list additional team members and their titles within this space.

_____

_____

_____

How much of your project will students be involved in? What roles will students play in your project? Does your project target involvement of a certain section of the student body?

_____

_____

_____

Will your project involve individuals who are not currently part of the project team? (For example, volunteers or interns)? How do plan on recruiting them?

_____

_____

Project Education, Outreach, and Publicity Plan

Note: This section is about letting the campus know what your project has accomplished after you've met your project goals. If outreach and education are the primary goals of your project, please describe them above in the section entitled "Metrics and Measurability."

What is your plan for publicizing your project/event on campus?

_____

_____

_____

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Do you have any specific outreach goals (how many students will your event involve, how many has your event involved in the past if it is a recurring event, what are your attendance goals, etc)? If so, how will these factors be measured?

_____

_____

_____

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Budget

List all budget items for which funding is being requested under the appropriate category. Include cost and total amount for each item requested. Please be as detailed as possible. (Insert additional rows if necessary.)

If you have price quotes from vendors or additional historical budget information for projects that have occurred previously or are on-going, please submit those with this application.

***** Please include links to items/services being purchased and specific names of vendors/items***

Equipment and Implementation Costs

Item:_____ Cost: $_____

Item:_____ Cost: $_____

Item:_____ Cost: $_____

Item:_____ Cost: $_____

Item:_____ Cost: $_____

Item:_____ Cost: $_____

Total Equipment and Implementation Costs

$_____

Publicity and Communication

Item:_____ Cost: $_____

Item:_____ Cost: $_____

Item:_____ Cost: $_____

Item:_____ Cost: $_____

Item:_____ Cost: $_____

Total Publicity and Communication

$_____

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General Supplies and Other

Item:_____ Cost: $_____

Item:_____ Cost: $_____

Item:_____ Cost: $_____

Item:_____ Cost: $_____

Total General Supplies and Other

$_____

Recurring Fees (ex. Maintenance)

Item:_____ Cost: $_____

Item:_____ Cost: $_____

Total Recurring Fees

$_____

Total Amount Requested (add all totals)

$_____

****Please make sure to include shipping/tax/installation/misc charges with regards to your purchases. If these costs are not accounted for, you will be responsible to pay as TGIF will not fund additional after the application has been approved****

If your project is implemented, does it require any on-going funding after its completion? What is your strategy for supporting the project after this initial period to cover replacement, operational, and renewal costs? ***(Note that TGIF is unlikely to provide funding beyond the initial year for ongoing projects.)***

_____

_____

Please describe any non-TGIF sources you are pursuing for funding, volunteer time, in-kind donations, etc. Please include the following information for each source:

- Source
- Date request was submitted
- Status or amount received that applies to this proposal

_____

_____

_____

If your project will generate costs savings to the University, please estimate them here. Will the project be able to repay the funds received?

_____

_____

Demonstrate how you have tried, to the best of your ability, to find the lowest or most efficient cost savings products of comparable high quality.

_____

_____

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Project Timeline

Please complete the following table to describe your project timeline. List milestones chronologically. For the "Timeframe" column, please estimate how long each task will take to be completed.

Each one of the following items must be included on your timeline:

- Project start date: _____
- Date of the event: _____
- Date by which you will need the first installment of TGIF money:_____
- Date by which you expect to have spent all TGIF funds:_____
- Target date for submitting final project report & photos to TGIF:_____
- Any significant tasks or milestones along the way (For example: identifying an equipment vendor, begin installing equipment, finish installing equipment, etc.)

  _____

  _____

  _____

Additional comments/important information about your project:

_____

_____

_____

_____

_____

_____

_____

_____