**Funding Application**

Before beginning the application process, please verify that you understand the terms and conditions for receiving funding from the SSC:

* The SSC cannot apply retroactive funding, all budget items must occur after the meeting date where the proposal is reviewed.
* Proposals are accepted on a rolling basis and the due date for consideration at each meeting is one week prior to that meeting.
* If approved, the project leader has twelve months to spend the funds. If the project requires an extension beyond this timeline, the project leader will need to submit an extension request.
* The money disbursed from this fund comes from student fees, so sustainability-related student impact is a necessary component for any proposal.
* Presenting the project to the Council is mandatory.
* In order to preserve the Council's ability to effectively review and consider proposals we are limited in the amount of proposals we may review per meeting. In the case that more proposals are received than can be reviewed for a given meeting, Council directors will decide which proposals are heard based on project timeline and order of submission.

I verify that I understand and accept these terms and conditions (please write Yes):\_\_\_\_\_\_\_\_\_



**Project title**:

**Project leader name**:

**UK affiliation (Student, Faculty or Staff):**

**Project leader email**:

**Project leader additional contact information**:

**How did you hear about the SSC?:**

**Total amount requested from the Council (round up to the nearest whole number**):

Please fill out the following information about yourself and any other individuals involved on the project. Previous involvement with the SSC may include membership, funding requests, or involvement with an organization affiliated with the SSC. Answer to the best of your knowledge.



**Please list the following information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Major/Department | Academic Year Based on Project Graduation Date | Previous involvement with SSC |
|  |  |  |  |
|  |  |  |  |

**Who will this project primarily impact? \***

Please select the groups that your project is intended to impact.

☐Faculty/Staff

☐Graduate Students

☐Lexington Community

☐Undergraduate students

☐UK community as a whole

Other:

**Please select the type of project that best describes your project. Mark all that apply:**

☐Campus Infrastructure

☐Conference

☐Career Development

☐Education

☐Award

☐Research

☐Seminar/Speaker Series

☐Other:

**Please select up to three disciplinary categories that best describe your project:**

☐Agriculture/Food Systems

☐Arts/Architecture

☐Campus Sustainability

☐Economics/ Behavior

☐Engineering

☐Entomology

☐SSC- External

☐Forestry/Gardening/Landscaping

☐SSC- Internal

☐Recycling/ Waste Management

☐Solar Energy

☐Water Conservation

☐Other:

**Please provide an in-depth description of your project**:

**Describe how your project relates to the three pillars of sustainability (environmental stewardship, economic equity, and social inclusion):**

**The Environmental Stewardship Fee is a $4 per semester student tuition fee. Given that the SSC is in charge of distributing these funds, please describe your project's plan to maximize student impact:**

**Please provide a list of the major milestones of your project (specifying midpoint and completion dates)**

**Include the date (mm/dd/yy) and a brief description of the event. This should include all relevant events to your proposals, such as dates for completion of key project milestones, presentations, or final project completion.**

|  |  |  |
| --- | --- | --- |
| Date | Event Title | Brief Description |
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**If your project timeline is greater than a month, please provide a date around the middle of the project when sufficient progress will have been made to update the SSC.:**

**Please attach an itemized budget for your project or complete the table below.**

**\*Note funding guidelines (SSC Constitution, Article VII Section H):**

In order to utilize the Council’s funds in a highly effective way, projects should seek additional sources of funding when coming to the Council. The Council shall utilize the following criteria to determine whether a project has attained adequate additional funding to secure its long-term sustainability without the Council. All proposals received after the adoption of these guidelines (Spring 2019) without explicit prior communication will be treated as their first proposal after that date.

1. For projects priced below $1,000, no matching is required.
2. For projects ranging between $1,000 and $4,999:

 i. First-time funding: no alternate funding source required.

 ii. Second-time funding: one-fourth of the project must be funded by an alternate source.

 iii. Third-time funding: one-half of the project must be funded by an alternate source.

 iv. Fourth time (or more) funding: three-fourths of the project must be funded by an alternate

 source.

1. For projects priced $5,000 and above:
2. First-time funding: one-fourth of the project’s cost should have been sought (not necessarily attained) from an alternate source.

 ii. Second-time funding: one-fourth of the project must be funded by an alternate source.

 iii. Third-time funding: one-half of the project must be funded by an alternate source.

 vi. Fourth-time (or more) funding: three-fourths of the project must be funded by an alternate

 source.

\*These guidelines may be overruled by a two-thirds vote of quorum.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category | Item Name | Amount Requested from SSC | Amount Requested outside SSC | Name Other Funding Source | Total Cost |
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**Understanding the supply chain for any material purchased is an important component of sustainability. If your project requires materials, please include an explanation of their sourcing.**

**Jobs funded by the Council should be priced at a livable wage. As one of the three pillars of sustainability, economic sustainability is an important component of any project. The Council aims to fund all jobs at a livable wage. If you are requesting funds for an internship/stipend/etc, please explain how that budget was determined in the framework of economic sustainability:**

**Has this, or any related project, been funded by the SSC in this or previous years (Yes☐/No☐)?**

**If yes, please answer the following questions about that project. If the SSC has funded multiple projects in the last three years, please provide information for each one.**

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| --- | --- | --- |
| Project | Year Funded | Amount (rounded to nearest whole number) |
|  |  |  |
|  |  |  |
|  |  |  |

**Does this project have any additional funding partners? If so, please list them and briefly describe their contribution and involvement:**

**Have any matching funds or contributing funds already been expensed? If so, please list which expenses by outside contributors have already been made:**

**Please describe who will be in charge of dispensing the funds. If it is not a UK department, how will the funds be dispensed?:**

**Does this project require the approval of any outside or UK entity (Yes☐/No☐)?**

\*\* If yes, please include documentation of support at the end of this document.

**The SSC is always seeking further outreach opportunities. Please place an X next to one or all of the following with your project to help us reach more people:**

☐Green Talks Radio segment (recommended)

☐Feature SSC logo on promotional material

☐Social media promotion

☐Photos

Other:

**Would you be willing to give a brief presentation to the Council after your project is complete to discuss its outcome and impact? (Yes☐/No☐)**



\*\* Please attach supporting documents such as promotional material, letters of collaborative funding, or a budget spreadsheet, in addition to the budget provided previously. If you are working in partnership with a UK entity such as the Physical Plant Division, an academic department, etc., their letter of support should be uploaded here as well. Please only attach documents necessary to your proposal, so documents such as individual resumes or cover letters should not be included. All supporting documents should be in PDF format.:

\*\* Please email your completed application to ukstudentsustainabilitycouncil@gmail.com