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## PROJECT APPLICATION

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*The Student Sustainability Fund is a resource for the advancement of sustainable infrastructure and practices within the Clark community.*

The SSF allocates money to fund projects that will maximize the quantifiable impact of each student dollar, will be visible to and impact a great number of students, and will help to establish Clark University as a leader in sustainable practices. Projects will be balanced in areas relating to environmental and energy responsibilities as well as economic, social, and educational areas. Most importantly it must have S.M.A.R.T. Objectives: Specific, Measurable, Agreed-upon, Realistic, and Timely and meet the criteria outlined in the [Student Sustainability Fund Guidelines](http://www.clarku.edu/offices/campussustainability/pdfs/Student_Sustainability_Fund.pdf). ([www.clarku.edu/offices/campussustainability/pdfs/Student\\_Sustainability\\_Fund.pdf](http://www.clarku.edu/offices/campussustainability/pdfs/Student_Sustainability_Fund.pdf))

Please submit completed Project Applications to [SSF@Clarku.edu](mailto:SSF@Clarku.edu), or drop off to Sustainable Clark, Gates House, 24 Charlotte St. **DEADLINE: November 15, 2018**

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### **Project Title:**

### **Project Leaders**

#### Primary Contact

Name:

Email:

Phone Number:

Class Year:

Major:

#### Contact 2

Name:

Email:

Phone Number:

Class Year:

Major:

#### Contact 3

Name:

Email:

Phone Number:

Class Year:

Major:

**Project Overview** *(Provide an executive summary of your proposal)* [500 words]

Include:

- Measurable project goals; what does it do? (SMART objectives)
- How does your project impact sustainability here at Clark? What is the expected outcome?
- Discuss similar projects on campus or at other universities, if any
- Longevity and/or permanence of project results on campus
- Has the project been submitted for consideration to the Student Sustainability Fund before? If yes, have any and all conditions in the rejection letter, been met?
- Has the project received any other funding from campus or non-campus source?

**Partners** *(Provide a list or description of who else is involved and extent of their involvement)*

Include:

- Faculty or administration member, student group, organization, local businesses etc. you are directly partnering with?
- Have you obtained all necessary approvals and agreements from partners?
- What is project lifespan? Who's in charge over the lifespan?
  - Who will drive it once people have graduated? How to ensure involvement?
- What maintenance is necessary? Who will do it? (Note: extended maintenance must be included in budget and the appropriate accounting transfers must be completed before the close of the academic year)
- Are there other proposals or existing projects tied to this one? Does it complement another groups' mission or objective?
  - If so, how will this project enrich their initiative and vice versa?
- Which campus divisions/departments are involved or impacted? Do they know about this project, and what is their reaction?

Physical Plant (utilities, services, buildings)

Grounds (landscape)

ITS

Student Clubs, Groups or Organizations (list all)

Dining Services

Residential Life & Housing

LEEP

Innovation & Entrepreneurship

Academic Affairs (curriculum)

Student Leadership and Programming (events, orientation)

Athletics

Admissions

Academic Department by name (ex: Biology Department)

Graduate Department by name (ex: GSOM)

Other by name

## **Budget and Fundraising** *(provide detailed budget and discussion as below)*

Amount Requested: \$ \_\_\_\_\_

- Using attached Budget Template, provide a detailed budget for the full project costs, including initial costs and operation and maintenance costs for the entire life expectancy.
- Attach a separate itemized list including where materials are coming from and include support documentation.
- If the Student Sustainability Fund does not fund the full requested amount, will the project be able to move forward? What is the minimum amount that your project requires to move forward? Can the project be scaled down? Can you re-apply for a next phase?
- List any grants or other sources of funding that have been obtained or applied for. If these funds are limited to a certain component of the project, please specify.

## **Timeline** *(if possible use a calendar or Gantt chart to illustrate the project planning and implementation steps)*

- Provide a document showing steps or components required for this project to be implemented, with a detailed timeline showing all components. If you are not responsible for accomplishment of a particular component, indicate who is and what time you will hold them to.
- Have your partners been consulted and agree upon this timeline?

## **Metrics: Tracking and Reporting** *(how will you measure the impact of the project? Remember SMART objectives)*

- Describe how you will measure environmental benefits for the reporting requirements that are part of the Student Sustainability Fund. How will you know that your project has made a difference? What are the metrics used? (i.e. number of people, units reduced or used)
- If the project has ongoing benefits, describe or attach the mechanism for tracking, recording, and reporting benefits. Who will be responsible in the future for recording?

## **Outreach and Education**

The Student Sustainability Fund strives to fund projects that will be highly visible and have a positive impact on the lives of the Clark community. Selected projects will be required to publicize their project in press releases and/or presentations with mention of the support of the Student Sustainability Fund. With that focus, please address the following:

- Visibility of the project to students, the Clark community, and the outside world
- How will other students interact or be impacted by this project?
- Opportunities for involvement in curriculum
- Describe methods and media exposure to achieve the above

## **Additional/Relevant Material**

Attach:

- Written approval from partnering groups
- Written approval from all appropriate campus officials
- Any supporting or pertinent information.

**SIGNED AGREEMENT**

If awarded funds for my project, I agree to abide by the purchasing procedures and policies of Clark University. I acknowledge that I am responsible and accountable for the granted funds and that the Student Sustainability Fund may cease funding if it is determined the funds are not being used as intended. Furthermore, I will attend at least two meetings per semester to present information on the progress of the project and management of the funds. At the end of each semester and at the close of the project, I will prepare a report for the Student Sustainability Fund to be published on Sustainable Clark's website.

Print Name:

Signature:

Please submit application to: [ssf@clarku.edu](mailto:ssf@clarku.edu) or drop at Sustainable Clark, Gates House, Charlotte St.