

Campus Sustainability Council (CSC) Funding Application for 2024-2025

CSC is a student council dedicated to uplifting student voice and agency to create a campus that leads the way in sustainability and environmental justice. We believe students have essential perspectives and experiences to contribute to shaping the future of UCSC. We also believe that real solutions to the climate crisis must be imagined through collective and inclusive processes. For these reasons, the CSC invites proposals for 2024-2025 sustainability projects that are:

- Student-initiated and student-led.
- Created and implemented by registered student organizations.
- Innovative in addressing the urgency of the climate crisis.
- Able to strengthen environmental justice and sustainability practices at UCSC.

Please read the requirements, guidelines, and new application forms (below) before you decide to apply. Because funds are limited, CSC will direct funding to projects that are the strongest in meeting our goals and guidelines. If your project is not a strong match with CSC's goals and guidelines, we encourage you to consider other campus fund sources.

If you have any questions, please email them or request to meet with a council member before April 26th. The council can be contacted at csc@ucsc.edu. Completed applications are due by **5:00pm on May 3, 2024**.

APPLICATION PROCESS

- Select the process (A or B) that fits your proposal idea (see below).
- Read the requirements, guidelines, and application of the process you selected.
- Research your budget and answers to all application questions.
- Contact CSC if you have questions. We advise you to contact us before April 26th at csc@ucsc.edu so you have time to make adjustments.
- Email your completed application by the deadline to csc@ucsc.edu. Electronic submissions only.
- Respond to emails from CSC within 24 hours between May 13 and May 31, to answer any questions council members have.
- Receive CSC decisions by June 14th.

Application process options

To make it easier for student organizations to propose smaller, new initiatives, CSC now has two application processes. The first is a simpler, streamlined process.

1. [Process A](#): One-time events or smaller, time-limited initiatives.

- a. Examples: hosting a speaker; supplies and/or services to ensure zero waste at an event; educational activity or performance; purchase of educational materials or displays.
 - b. Budgets less than \$5,000.
 - c. Projects not included: those lasting more than 1-2 days; projects that include ongoing operational costs or paid student positions.
2. Process B: Larger projects or ongoing services, resources, or operations.
- a. Examples: projects that include ongoing operational costs or paid student positions.
 - b. Budgets over \$5,000.
 - c. Projects not included: those that include infrastructure costs for campus buildings or grounds.

PROCESS A REQUIREMENTS & GUIDELINES

- A. If you are a returning applicant, you must complete a CSC Evaluation Form for your most recent CSC grant before or at the same time as submitting your new application.
- B. Projects that address and demonstrate inclusion of a diversity of experiences and perspectives will be given priority.
- C. Proposals must be complete and submitted by the deadline. Late submissions will not be accepted.
 - a. Proposals must be filled out using Adobe Reader/Acrobat Pro: <https://its.ucsc.edu/software/creative-cloud.html>
- D. The applicant must be a registered UCSC student organization that: 1) has at least 1 year of experience producing projects or programs at UCSC; 2) consists of enrolled undergraduate students when the proposal is submitted and during the time the funds are used.
- E. The applicant must demonstrate the collective experience and people power needed to complete the project proposed.
- F. Budgets must list specific, researched costs and show cost effectiveness.
- G. Funds must be spent in strict accordance with the budget submitted and approved by CSC.
- H. A campus office and university financial staff person must agree to provide the necessary administrative support.
- I. Projects must be within campus policy and the requirements of registered student organizations.
- J. Travel costs to conference will be given a lower priority because the number of students directly benefiting is generally smaller. Proposals must describe how the travel will benefit the larger campus community.
- K. Any project with an international focus must show its relevance to domestic groups.
- L. Projects and expenses not funded by CSC include: 1) projects initiated or implemented by campus units, staff, or faculty; 2) off campus events or events that primarily benefit off campus groups or audiences; 3) enrollment fees, EAP costs, support for senior thesis projects; 4) gifts, mementos, and awards; 5) expenses that have already occurred; 6) projects or expenses for infrastructure for campus buildings or grounds.

Campus Sustainability Council (CSC) Proposal A Cover Sheet

Name of Organization: _____

Total Project
Budget

Amount Requested
from CSC

PROJECT TITLE: _____

Contact Person: _____ Phone: _____ Email: _____

PROJECT TITLE: _____

Contact Person: _____ Phone: _____ Email: _____

PROJECT TITLE: _____

Contact Person: _____ Phone: _____ Email: _____

PROJECT TITLE: _____

Contact Person: _____ Phone: _____ Email: _____

Total of Project(s) Budget:

Total requested from CSC:

Campus Sustainability Council (CSC) Proposal A

Must be typed. Please note character limits (including spaces) per prompt.

Name of Organization: _____

Confirm that you have completed a CSC Evaluation Form for the last grant received from CSC.

Date submitted: _____

When was your organization founded? What is your mission statement? (1000 characters limit)

How many active members does your organization have currently? How many members plan to graduate at the end of the current academic year? (1000 characters limit)

Please briefly describe 1-2 of the most complex projects or events your organization completed this year.

Project Title	Date(s)	Purpose	# of participants	Total Project Budget

PROJECT TITLE: _____

Proposed Date: _____ Proposed Location: _____

Number of students committed to working on this project: _____

Number of UCSC students who will directly benefit: _____

Please briefly describe the proposed project. (1500 characters limit)

What is the name and position of the university staff who has agreed to manage the budget and transactions? (100 characters limit)

Please check the boxes that apply to your project.

This project will:

- Demonstrate and strengthen student agency and leadership.
- Show innovation in addressing the urgency of the climate crisis.
- Address one or more areas of sustainability listed in the [Blueprint for Sustainability](#).
- Result in stronger environmental justice and sustainability practices at UCSC.
- Address and include a diversity of experiences and perspectives.

For each goal you checked briefly describe how it will be accomplished. (5000 characters limit)

Project Budget

List the itemized budget for this project in the space provided below. Be specific and provide researched estimates.

- For services/performers/speakers, please list the length of time as “Quantity.”
- If your list exceeds this page, open a new blank copy of the application and fill out the first line item’s estimated cost with the total from your first budget page. Please attached all project budget pages when submitting your proposal.

Item / Service	Quantity / Time	Cost Per	Estimated Cost

Total for this project: _____

Total funds requested from other sources and or planned fundraising. Please list the amounts and the name of the fund source or fundraiser: _____

Total requested from CSC for this project: _____

PROCESS B REQUIREMENTS & GUIDELINES

- A. If you are a returning applicant, you must complete a CSC Evaluation Form for your most recent CSC grant before or at the same time as submitting your new application.
- B. Projects that address and demonstrate inclusion of a diversity of experiences and perspectives will be given priority.
- C. Proposals must be complete and submitted by the deadline. Late submissions will not be accepted.
 - a. Proposals must be filled out using Adobe Reader/Acrobat Pro: <https://its.ucsc.edu/software/creative-cloud.html>
- D. The applicant must be a registered UCSC student organization that: 1) has at least 1 year of experience producing projects or programs at UCSC; 2) consists of enrolled undergraduate students when the proposal is submitted and during the time the funds are used.
- E. The applicant must demonstrate the collective experience and people power needed to complete the project proposed.
- F. Budgets must list specific, researched costs and show cost effectiveness.
- G. Funds must be spent in strict accordance with the budget submitted and approved by CSC.
- H. A campus office and university financial staff person must agree to provide the necessary administrative support.
- I. Projects must be within campus policy and the requirements of registered student organizations.
- J. Travel costs to conference will be given a lower priority because the number of students directly benefiting is generally smaller. Proposals must describe how the travel will benefit the larger campus community.
- K. Any project with an international focus must show its relevance to domestic groups.
- L. If funded, the project budget must be accessible to CSC at anytime upon request. The budget must be kept updated and separate from other funds to easily distinguish expenditures of CSC funds.
- M. Projects that may alter campus grounds or buildings must include a confirmation of agreement by the staff member charged with overseeing the affected area.
- N. Proposals for paid student internships or positions must include the following:
 - a. Rate, hours per week, and method of payment.
 - b. Process for selecting, training, and evaluating each position.
 - c. Job descriptions for each position (attachments).
- O. Projects and expenses not funded by CSC include: 1) projects initiated or implemented by campus units, staff, or faculty; 2) off campus events or events that primarily benefit off campus groups or audiences; 3) enrollment fees, EAP costs, support for senior thesis projects; 4) gifts, mementos, and awards; 5) expenses that have already occurred; 6) projects or expenses for infrastructure for campus buildings or grounds.

Campus Sustainability Council (CSC) Proposal B Cover Sheet

Name of Organization: _____

Total Project
Budget

Amount Requested
from CSC

PROJECT TITLE: _____

Contact Person: _____ Phone: _____ Email: _____

PROJECT TITLE: _____

Contact Person: _____ Phone: _____ Email: _____

PROJECT TITLE: _____

Contact Person: _____ Phone: _____ Email: _____

PROJECT TITLE: _____

Contact Person: _____ Phone: _____ Email: _____

Total of Project(s) Budget:

Total requested from CSC:

Campus Sustainability Council (CSC) Proposal B

Must be typed. Please note character limits (including spaces) per prompt.

Name of Organization: _____

Confirm that you have completed a CSC Evaluation Form for the last grant received from CSC.

Date submitted: _____

When was your organization founded? What is your mission statement? (1000 characters limit)

How many active members does your organization have currently? How many members plan to graduate at the end of the current academic year? (1000 characters limit)

What is your organizational structure? (1000 character limits)

Please briefly describe the most complex project or event your organization completed this year.

Project Title	Date(s)	Purpose	# of participants	Total Project Budget

PROJECT TITLE: _____
Proposed Date: _____ Proposed Location: _____

Please briefly describe the project and its goals. (2,500 characters limit)

Please give a timeline of key milestones and dates for the development and implementation of the project. (1,200 characters limit)

Please list the organization members who have committed to working on this project through to its completion, including:

- Approximately how many hours per week have they each committed to contributing.
- What year they plan to graduate.

(1,200 characters limit)

Please describe how organization members are oriented and mentored to develop organizational skills. (1,200 characters limit)

Briefly describe the various roles of the students, staff, or faculty actively working on or supporting this project. (1,000 characters limit)

What is the name and position of the university staff who has agreed to manage the budget and transactions? (100 characters limit)

If you are proposing internships or paid student positions, please describe:

- The processes for selecting, training, and evaluating each position.
- Your organizations process and practice for holding people accountable if they are not completing agreed upon tasks.
- Attach a job description for each position proposed along with your submission of the proposal.

(2,500 characters limit)

If the project is to establish or maintain an ongoing campus service or resource, please describe your plan to ensure sufficient active support after this academic year. (1,200 characters limit)

Please check the boxes that apply to your project.

This project will:

- Demonstrate and strengthen student agency and leadership
- Show innovation in addressing the urgency of the climate crisis
- Address one or more areas of sustainability listed in the [Blueprint for Sustainability](#)
- Result in stronger environmental justice and sustainability practices at UCSC
- Address and include a diversity of experiences and perspectives

For each goal you checked briefly describe how it will be accomplished. (6,000 characters limit)

Project Budget

List the itemized budget for this project in the space provided below. Be specific and provide researched estimates.

- For services/performers/speakers, please list the length of time as “Quantity.”
- For internships or student paid positions:
 - Please list the estimated number of hours per week as the “Time” and the hourly wage as the “Cost Per.”
 - Please include benefits costs
- If your list exceeds this page, open a new blank copy of the application and fill out the first line item’s estimated cost with the total from your first budget page. Please attached all project budget pages when submitting your proposal.

Project Budget (continued)

Item / Service	Quantity / Time	Cost Per	Estimated Cost

Total for this project: _____

Total funds requested from other sources and or planned fundraising. Please list the amounts and the name of the fund source or fundraiser: _____

Total requested from CSC for this project: _____