

*Professionalism*  
*Legacy*  
*Growth*



# **Campus Sustainability Council**

## **Grant Training**

**[csc.enviroslug.org](http://csc.enviroslug.org)**

**[csc@ucsc.edu](mailto:csc@ucsc.edu)**

11/4/16

# Ballot Measure Language

*“The CSC will distribute funds from this [student] fee on an annual basis to UCSC **student organizations** for programs and events that facilitate collaboration between students, the administration, faculty, and the community to create, implement, and monitor environmentally sound practices **on campus**, established through the protocol to be outlined in the **blueprint for a sustainable campus.**”*

# Requirements

## Grantees must have:

- A student fiscal coordinator
- A project based on the Blueprint for a Sustainable Campus
- Postings of meeting announcements, agendas, and notes, on their org website
- Current membership contact list and email
- Transparent budget
- Governing Documents (i.e. constitution)
- Appropriate Fiscal Sponsor
- A minimum of four undergraduate student members as authorized representatives (i.e. SOAR signer)



# Staff Fiscal Sponsor Requirements

Eligible Fiscal Sponsors must have Knowledge of:

- FOAPAL (including Activity Code tracking)
- Budget Management
- CruzBuy (Purchase Order requests)
- Infoview for Expenditure Reports
- Campus Policies and Procedures
- Budget Requests
- Purchase Order Request Form



# Student Fiscal Coordinator Requirements

- Meet with their Staff Fiscal Sponsor on a regular basis.
- Keep org budget up-to-date with expenses
  - Avoid overspending
- Keep track of money received from grants (income)
- Collaborate with Staff Fiscal Sponsor on remaining budget
- Keep receipts and give them to Staff Fiscal Sponsor for records

# What To Include In Your Proposal?

- Electronic and Physical Copy
- Cover sheet with original ink signatures
- Completed Grant Application
- Proposed Budget
  - Showing how CSC funds will be spent
  - Showing other sources of funding
  - Both “Requested” and “Confirmed”
- Proposed Timeline describing implementation of project
- Turn in electronic and physical copy **BEFORE** the deadline.



# Student-Staff Relationship

An important issue for CSC is the nature of the **relationship** between the staff and students.

- To what extent is the project student driven?**
- Will the project be able to adapt as students' vision and needs change?**



Refer to the [Student Agency Model Toolkit](#) for more information



# Relevance to Blueprint

## Blueprint Topic areas:

- Green Building & Facilities
- Social & Environmental Justice
- Food Systems
- Energy
- Waste Management & Recycling
- Land, Habitat, & Watershed
- Academics & Curriculum
- Green Purchasing
- Transportation
- Water

The CSC must fund projects relevant to the topic areas discussed by the different working groups within the **Blueprint for a Sustainable Campus**. Organizations seeking funding must articulate their goals and impact in such a way that is relevant to one or more of these topic areas. All Justice orgs encouraged to apply!



# Professionalism and Longevity

## Professionalism

- A good proposal must include these characteristics :
  - Clear and Concise**
  - Clear budget that accounts for possible future expenditures
- An effective and realistic work plan and timeline
- Documents outlining the organization's structure

## Longevity

- Organizations that seek funding are encouraged to last beyond current student involvement.
- i.e. Organizations incorporating members of multiple grade levels

# Can I change my budget?

- Inform CSC that you are planning on making changes to your budget as soon as possible.
- Create a revised budget with substantial changes and email CSC in a timely fashion
- CSC will approve or deny funding changes to your project proposal
- Lack of communication about budget changes could reflect on future funding allocations to your organization. If an organization does not consult with council prior to major budget changes, their accounts may be frozen and funding reclaimed.



# Expenditure Reports

All organizations receiving grants are required to submit an expenditure report to the CSC by the end of their grant cycle. If you are having trouble accounting for your expenditures, please contact your staff fiscal sponsor to obtain financial reports for your organization.

## **Expenditure reports should include:**

- How much you spent
- When did you spend it
- Items purchased



# Funding Availability

Council has approximately \$200,000 to allocate this Winter for fiscal year 2017.



# Next Steps for Grantees

1. Consult Organizational Leadership  
Regarding Project
2. Contact Staff Fiscal Sponsor  
(for SOAR Orgs, your staff advisor)
3. Write Grant and Create Budget  
(3 Weeks)
4. Grants Due (electronic and physical copy)  
Feb 17th by 4pm- Attach cover sheet
5. Interviews
6. Await Reward Letters





# Thanks for attending our grant training!

*Any Questions?*

**Contact Us**

**E-mail: [csc@ucsc.edu](mailto:csc@ucsc.edu)**

**Website: [csc.enviroslug.org](http://csc.enviroslug.org)**

**Wait for our resource email!**

**Email will include:**

- 1). This PowerPoint**
- 2). Grant Proposal Outline**
- 3). Cover Sheet**