

CSC GRANT APPLICATION

Please start the application process as early as possible. It may take some time to complete and it is essential that your timeline and proposal are thoroughly defined. For this application to be complete, all questions must be answered as completely as possible, and your advisor's signature affixed. By affixing their signature, your fiscal staff advisor acknowledges that they have read and confirmed your proposal. *Please attach this application to the front of your grant proposal* when submitting your hard and electronic copy. Any information provided will be used to contact your organization during the grant cycle. Thank you for applying to the Campus Sustainability Council, and we look forward to interviewing you.

Please follow BOTH these steps when submitting your application; late or incomplete applications will not be considered:

- 1 **First, e-mail an electronic copy of your completed application and proposal, including budget and timeline to csc@ucsc.edu, anytime before **4PM on Friday, May 12th**.**
- 2 **AFTER SUBMITTING ELECTRONICALLY, bring a paper copy of your completed application and proposal to the CSC on Friday, May 12th 2017 outside of the Rachel Carson College Red Room between 12-4 pm.**

Project Title:

Organization: _____

Affiliation (Department, college, SOAR, etc.): _____

Website: _____

(MUST INCLUDE: Constitution, membership, budget transparency, governing documents, and contact info)

Applicable Blueprint Topic(s)

Total Grant Request: \$ _____

Contact Information

Organizational Email:

Student Fiscal Sponsor Contact

Name

Email

Grade level

Phone

Signer Contact Information

In the previous year, CSC grants have amounted to: _____ % of applicant’s total operating budget.

Your organization was established in what year: _____

Please list the students involved in your project, as well as their grade level. It is important for the CSC to know that some number of non-graduating students are involved and will be able to take control of the project after its leaders have graduated. **Your organization MUST have a minimum of four students with designated positions.**_____

Primary Contact:

Name	Email	Phone	Grade level	Position
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

_____ (Initial) Applicant certifies that all information provided is accurate and complete; that if awarded it shall conduct its programs, policies, and activities in accordance with the policies set forward by the University of California Santa Cruz and the Campus Sustainability Council (CSC); and shall submit all documents (Constitution, Contact List, Mission Statement) required by the CSC in a complete and timely manner.

Signature: _____ Date: _____

Type or print name and title of applicant: _____

Staff Fiscal Sponsor Agreement

Each project must have a University unit agree to serve as the sponsor, advisor, and administrator of funds. Sponsor is defined as an administrative unit that accepts responsibility for overseeing the planning, organization, execution, expenditure of funds, and assures collaboration with all appropriate campus units to make sure all security and risk concerns are addressed and all applicable laws and university regulations and policies are followed.

Additionally, Sponsor(s) of CSC grants agrees to:

- Initiate the transfer of funds as stated in the Grant Award letter and have a journal number to refer to for clarification of receipt of any CSC funds
- Provide the student organization with financial reports showing all transactions and

balances, including knowledge of FOAPAL, DOPE reports, CruzBuy and other campus fiscal policies and procedures.

- Return all unused funds to CSC at the end of the designated fiscal year.
- Administer funds according to the budget approved by the CSC. Sponsors will be informed of any budget stipulations in the Grant Award Letter.
- All CSC funds awarded must stay in the 20361 fund code for tracking
- Provide a separate account code/activity code where student funds will be stored.
- The sponsor and student organization will be held accountable for misused or overused funds.

Sponsor Information

Staff Fiscal Sponsor Name: _____

Contact Information:

Phone	Email	Title
_____	_____	_____

Unit /Department/College Name:_____

_____(Initial) Staff Sponsor agrees to take on the above mentioned responsibilities; that all information provided is accurate and complete; that if awarded it shall conduct its programs, policies, and activities in accordance with the policies set forward by the University of California Santa Cruz and the Campus Sustainability Council (CSC); and shall submit all documents required by the CSC in a complete and timely manner.

Signature: _____ Date: _____

Student Organization’s Leveraged sources and/or Alternative funding

Please list any other funding sources received for this student group project. Include how much money will be spent on your project from these other sources. This could include money from other funding bodies (on and off campus) etc. Also, include all other funding bodies who you are applying to for funding your project this fiscal year or grant funding round.

Funding body	Amount Leveraged
_____	_____
_____	_____
_____	_____
_____	_____