

A good CSC Grant Proposal is clear and concise; try to keep the page count to a minimum.

Proposal Structure

1. Background

- a. What Blueprint topic does your project address?
- b. What is the history of your organization?
- c. What sustainable alternatives does your project provide?
- d. Describe the history of, and need for, the proposed project or program?
- e. Are you applying for funding from any other funding organizations?

2. Goals (The final result of your project)

- a. What short or long term change do you want your program to accomplish for UCSC?
- b. Think about quantitative and qualitative measures of your goals.
- c. How many people will be affected by your project.

3. Objectives (Smaller tasks that are used to achieve a project's goals)

- a. What are the tasks that students must accomplish in this grant cycle to meet the goals of the project?
- b. Describe the tools and methods needed to complete the project.
- c. How will the project develop the professional skills of students involved?

4. Evaluation

- a. How will you measure the success of your project?
- b. How will CSC measure the success of your project?
- c. Who will be accountable for the success or failure of the project?
- d. Who will be attending CSC evaluations the next Spring Quarter?

5. Project Management

- a. How will the project be organized and administrated?
- b. How will tasks be delegated?
- c. Who are the key project managers, what is their relevant experience, and their anticipated contribution to the project?
- d. Explain the level of involvement required by students, staff, faculty, and administration.
- e. Identify who will participate in monitoring and evaluating the project.
- f. Fiscal Management

6. Budget

- a. Clear, concise, and transparent
- b. Transparency means posting your organization's budget to a google spreadsheet, and keeping it accurate.
- c. Keep budget up to date so CSC can access it any time.
- d. List additional funding sources (Pending and/or Confirmed)

7. Timeline

- a. What are the steps taken by the organization to implement the project?
(Objectives)
- b. How much will each step cost?
- c. What will the funding be used for?
- d. Please be detailed as possible but keep things in general categories

Eligible Fiscal Sponsors must have knowledge of:

- o FOAPAL (including Activity Code tracking)
- o CruzBuy (Purchase Order requests)
- o Inview for Expenditure Reports
- o Campus Policies and Procedures
- o Budget Requests o Purchase Order Request Form
- o DOPE Report

Please verbally ask potential or current Fiscal Sponsors if they know what each item of the above list refers to.

Grantee Next Steps

1. Consult Organizational Leadership Regarding Project
2. Contact Staff Fiscal Sponsor
 - o Review proposal, timeline and budget with staff fiscal sponsor
 - o Signature needed on hard copy of application
 - o Understanding of transfer of funds if funds are awarded
 - o Note start date and end date of grant
3. Write Grant and Create Budget
4. Grants Due (**Digital and Hard Copy**) Friday, **May 12, 2017 12-4pm**
 - o Turn in digital copy first before turning in hard copy
 - o Sign up for an Interview time at tabling
5. Interviews take place during the following week
6. Await Acceptance Letters at end of quarter

Grants will be due on Friday, **May 12th, 2017 between 12:00pm-4:00pm**. Both a complete digital email grant submission, as well as a complete paper copy, with accompanying original signatures in pen ink on paper (not photocopied) signatures to CSC council members on **May 12th, 2017** in the Rachel Carson College Plaza located beneath the Rachel Carson Dining Commons. The electronic copy will be electronically submitted to the CSC via the CSC Email: csc@ucsc.edu. We will not accept the hard copy, unless we have already received the electronic copy. Both copies are required no

later than **4:00pm** on **May 12th, 2017** in order to be considered for Campus Sustainability Council funding. Additionally, your representatives turning in the proposals will be signing up for interview times.