**The Green Initiative Fund**

Project Grants and Undergraduate Research Funding Guidelines

Thank you for considering a TGIF grant application. Please review the guidelines below.

Underwritten by a quarterly fee paid by all UC Davis undergraduate students, The Green Initiative Fund (TGIF) supports projects that enhance our campus environmental, cultural, and economic sustainability efforts to meet various goals such as climate neutrality and zero waste. Sustainability actions, programs, and projects provide renewable energy, increase energy efficiency, conserve water, reduce waste, educate the campus about environmental impacts, or otherwise work towards sustainability goals. TGIF funds may also facilitate strategic research to improve operational sustainability and incorporate sustainability into curriculum. TGIF expects to award between $100,000 - $150,000 per year in grants.

Grant proposals are reviewed by the student-majority TGIF Committee based on these guiding principles:

1. All UC Davis students, staff, and faculty are eligible to submit project proposals, as long as they are under the umbrella of a campus department or center. Individuals and organizations outside the University are not eligible to submit project proposals.
2. Preference will be given to projects that:
	1. are student-initiated, although all of the campus community is encouraged to apply;
	2. show promise for meaningful reduction of UC Davis’ greenhouse gas emissions, water consumption, waste generation, and/or energy usage for the least cost;
	3. are located on the main UC Davis campus to connect the student body and the projects that they are funding.
3. Projects should reduce UC Davis’ impact on the environment.
4. Projects should have publicity, education, and outreach components to further connect students with the projects they are funding.
5. All projects should have student involvement.
6. Projects should either have received all necessary written endorsements by appropriate campus officials prior to consideration or have met with the TGIF Grant Manager (TGIF@ucdavis.edu) to discuss appropriate approvals and endorsements. If you are not sure if this applies to your project, contact the TGIF Grant Manager at TGIF@ucdavis.edu.
7. Project organizers/leaders must prepare a final poster, video or audio presentation to the campus community. Video productions appropriate for posting on-line are encouraged.
8. TGIF encourages projects with additional funding such as grants and donations.
9. TGIF funding will not support projects that are already mandated by law or UC Davis policy/directive. TGIF will only fund projects that are not currently paid for by the University or through existing rebate programs.

There are three opportunities to apply for grants throughout the academic year. Application deadlines are:

* Fall: Monday, November 5, 2018, 5:00PM
* Winter: Monday, February 4, 2019, 5:00PM
* Spring: Monday, April 29, 2019, 5:00PM

To submit a proposal, please email your completed application to TGIF@ucdavis.edu by the deadline above for the grant cycle you are choosing. Check the TGIF website for updates [(tgif.ucdavis.edu](https://tgif.ucdavis.edu/)). Questions and comments may be directed to TGIF@ucdavis.edu.

The TGIF Committee looks forward to reading your proposals!

**2018 Proposal Form for**

**Project Grants and Undergraduate Research Funding**

*Instructions:*

* *Total amount requested must be between $200 - $20,000.*
* *Applications may not exceed page counts: 1) Project Information (one page), 2) Project Description (two pages), 3) Project Budget and Project Timeline (two pages), and 4) Project Endorsements (one page).*
* *Applications must be sent in PDF format using the font and margins already in this document, and the following filename format.* ***Filename format****: [project lead last name]\_[two word project title]\_Fall2017.pdf. Example: Toadlena\_water\_conservation\_Fall2017.pdf*
* *Your application must be submitted to* *TGIF@ucdavis.edu* *by the fall, winter or spring deadline as listed on Page 1*.

**PROJECT INFORMATION**

|  |  |
| --- | --- |
| **Project title:** |  |

**Project Leader(s):**

|  |  |
| --- | --- |
| Name: |  |
| Year & Major, or Department & Title: |  |
| Phone:  |  | Email: |  |

|  |  |
| --- | --- |
| Name: |  |
| Year & Major, or Department & Title: |  |
| Phone:  |  | Email: |  |

|  |  |
| --- | --- |
| Name: |  |
| Year & Major, or Department & Title: |  |
| Phone:  |  | Email: |  |

**Grant Proposal is for a *(pick one)*:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mini-Grant Project****($200 - $1,999)** |  |  | **Major-Grant Project****($2,000 - $20,000)** |  |  | **Undergraduate Research****(Up to $2,000)** |

*NOTE: Research Projects are expected to present at the UC Davis* [*Undergraduate Research Conference*](https://urc.ucdavis.edu/conference/index.html)*. (TGIF is not connected with the* [*Undergraduate Research Center*](https://urc.ucdavis.edu/)*.)*

|  |  |
| --- | --- |
| **Total amount requested from TGIF ($200-$20,000):** |  |

**Department Administrator:**

*This will be the entity that holds your grant funds and administers financial transactions and student intern hires, if any. We recommend getting their approval prior to application, and approval is required before granting. Lack of a fiscal administrator will disqualify proposals.*

**Fiscal Administrator Primary Contact:**

|  |  |
| --- | --- |
| Name |  |
| Title & Department |  |
| Phone |  |
| Email |  |

**☐** This person agrees to administer and track the funds for your project.

**PROJECT DESCRIPTION**

*Instructions: You may have a maximum of two (2) pages of text for the project description. Use the formatting of Calibri font, 11 point, spacing and margins already set in this form. The numbered prompts and questions below will guide your response. You may delete the prompt/question texts, and place numbers at the beginning of text that applies.*

1. Please provide an abstract highlighting the key components of your project. (200-word maximum) (Please note that information provided in the abstract may be posted in TGIF communications material made available to the public.)
2. Please summarize specific project goals. For undergraduate research projects, goals will be reviewed similarly to the [Provost’s Undergraduate Fellowships](https://urc.ucdavis.edu/awards/puf/index.html), with sustainability emphasis.
3. Explain how the project goals meet the TGIF mission and sustainability guiding principles.
4. Explain how the project will be implemented. Describe steps needing additional clarity.
5. Does this project support existing programs or projects, or is it new?
6. Does this project primarily focus on services and infrastructure, research innovation, or curriculum, education and outreach? Explain.
7. How will this project help move the university beyond its current programs? Please include quantitative and/or qualitative sustainability metrics.
8. What is your plan for publicizing your project? Do you have any specific outreach goals? *(Please note: All projects will be required to display the TGIF logo on them, via signage or other means; the logo will be made available to grant recipients.)*
9. Has a similar project been implemented at UC Davis or elsewhere? If yes, please elaborate.
10. If the project is infrastructural, please provide a map or detailed description of the proposed location.
11. Other important information, if desired.

**\*Please note that projects requesting more than $2,000 in funding may be asked to conduct an in-person interview with the committee to further explain the project and answer any questions the committee may have\***

**PROJECT BUDGET AND TIMELINE**

**Budget:** List all budget items under the appropriate category. Please be as detailed as necessary, inserting or deleting lines as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Items, For Example** | **Cost per Item** | **Quantity** | **Total $ Request** |
| *Materials, Supplies, and Services (DaFIS: SUB3)* |
|  |  |  |  |
|  |  |  |  |
| *Equipment (has to be greater than $5,000, with a life longer than one year) (DaFIS: SUB4)* |
|  |  |  |  |
|  |  |  |  |
| *Travel (DaFIS: SUB5)* |
|  |  |  |  |
|  |  |  |  |
| *Wages/Salaries (DaFIS Code: SUBS or SUBG)* |
|  |  |  |  |
|  |  |  |  |
| *Benefits (DaFIS Code: SUB6)* |
|  |  |  |  |
|  |  |  |  |
| *Other (Explain fully in the Budget Justification)* |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** | **$** |

**Budget Justification:** *The budget justification is required by the university and it is a written description of the estimated costs used to prepare the project budget, as well as an explanation and description of the types of individual costs that make up each larger budget category. Please follow the same line item format and explain the same costs as the budget table above. A reviewer should be able to compare the budget table and the narrative budget justification and see the connection between each item. Your budget justification provides the reviewer, and potentially an auditor, with:*

* *an explanation of the cost estimation methods used to project the costs,*
* *an explanation of why the projected costs are necessary for the research or project,*
* *a description of the types of costs that make up a larger budget category such as “other” or “supplies”, and*
* *a rationale for any special situations or payment of unusual costs. Clarify that all budget requests are reasonable and consistent with sponsor and UC Davis policies.*

*You are welcome to delete the italicized instructions for the Budget Justification to have more page space for your narrative.*

**Project Timeline**

Please complete the following table to describe your project timeline. List milestones chronologically, inserting rows as needed. Be sure to estimate:

* Project start date
* Target date for project completion
* Date by which you will need the first installment of TGIF money
* Date by which you expect to have spent all TGIF funds
* Target date for submitting final project report to TGIF
* Any other significant milestones along the way

***If awarded, your project must be completed within one academic year of the funding date, unless pre-approved for extended time.***

|  |  |
| --- | --- |
| **Milestone** | **Estimated completion date** |
|  |  |
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|  |  |

Are there any other notes on project timeline you would like the Committee to be aware of?

**PROJECT ENDORSEMENTS**

**Endorsements, Partnerships, Advisors, Collaborators and Referrals:** You may list any staff, faculty, or students that support, or will be directly involved, in your project and are important to its completion. Your proposal will be strengthened if relevant departments support your concept. For projects that impact campus facilities, final approval will be completed by the Committee and the TGIF Grant manager. Additional written endorsements/letters may be submitted if desired, and they will not be counted against your four-page limit for your application.

|  |  |
| --- | --- |
| Name |  |
| Title & Department |  |
| Reason for Collaboration |  |
| Email | Phone:  |

☐ This person has been informed of the project and supports its implementation.

|  |  |
| --- | --- |
| Name |  |
| Title & Department |  |
| Reason for Collaboration |  |
| Email | Phone: |

☐ This person has been informed of the project and supports its implementation.

|  |  |
| --- | --- |
| Name |  |
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