THE GREEN INITIATIVE FUND
Fast Track Application 2016-2017
(For projects <$500)

NOTE: Do NOT print out this application to fill out and submit. Please send the completed application to **tgifucsd@gmail.com** as a PDF or Word document.

The Green Initiative Fund (TGIF), sponsored by the Student Sustainability Collective (SSC), provides funding for projects that reduce UC San Diego's negative impact on the environment and that make UC San Diego more sustainable in both the social and environmental sense. The SSC is an independent commission within the Associated Students (A.S.)

In order to ensure equitable distribution of TGIF, the SSC has established a series of principles and criteria which clarify the funding process. All projects to be considered for TGIF funding must meet the following criteria:

STUDENT-RUN, ON-CAMPUS PROJECTS
- TGIF funds are intended for use for *on-campus* projects, but exceptions may be made for *off-campus* projects that have a strong sustainable focus and a tangible impact on UCSD. Any such exceptions are at the discretion of the Grant-making committee.
- Projects must have a clearly-defined, measurable outcome to promote environmental and/or social sustainability on UCSD's campus.
- Project proposals may **ONLY** be submitted by currently enrolled undergraduate UCSD students or on behalf of student organizations that have significant undergraduate involvement. Outside organizations, staff, and faculty may not apply. However, students are encouraged to apply in collaboration with faculty and/or staff advisors to help with project implementation.
- Projects must have significant undergraduate student involvement. Significant undergraduate involvement entails that no less than 75% of the team actively working on the project must be UCSD undergraduate students. It is preferred that the working team is comprised entirely of currently enrolled UCSD undergraduate students.

FACULTY/ADMINISTRATION SUPPORT & APPROVAL
- Projects must have received all necessary written approval by appropriate campus officials prior to consideration.
- TGIF will not support projects already mandated by law or UCSD policy directive (e.g., standards for new building construction), since UCSD is already obliged to allocate funds for such projects. TGIF will fund projects which **go above and beyond** minimum requirements.
- It is preferred that technical projects requiring the purchase and use of technical products and/or possible toxins have an experienced advisor. The advisor should be involved in the project from the time of application through the time of completion. The Grant-making committee may decide if an advisor is required for the project.

SSC COOPERATION & FOLLOW-UP
- All projects shall have a mechanism for evaluation and follow-up after funding has been

dispersed. At minimum, a project plan must include a report made to the Grant-making Committee after successful (or unsuccessful) implementation. If a project is expected to have on-going benefits such as annual cost savings, the project plan must include a mechanism for tracking, recording, and reporting these benefits back to the Grant-making Committee on an annual (or more frequent) basis.

- Projects that are granted TGIF funding are required to present their work at the 2016-2017 TGIF Symposium and Banquet to be held in Spring Quarter. This presentation is **mandatory**. Failure to attend and present will negatively affect the organization's and/or individual's chances of receiving funding from TGIF in the future.

IMPORTANT
- The Green Initiative Fund **CANNOT** finance travel, labor, or events.
- The Green Initiative Fund **CANNOT** finance any purchases made over summer.
- The Green Initiative Fund **CAN** fund items used for projects that meet the above criteria. Please contact the TGIF Director of the SSC with questions regarding specific items that can/cannot be funded.

The Fast Track application opens from Oct. 3, 2016 to May 12, 2017. The TGIF Committee reserves the right to interview applicants to gather more information about initiatives. Please email final applications and direct all questions to the TGIF Directors, Jason Mayeda and Bao Nguyen, at tgifucsd@gmail.com

Please note: All TGIF project funds not used or remaining in your account on June 5, 2017 will be taken back by the Student Sustainability Collective.

We look forward to reviewing your proposals,

The Green Initiative Fund Committee
UCSD SSC

Part I.
Applicant Information:

Project Title*:	Sponsoring Organization:
Mailing Address*:	
Primary Contact*:	Title*:
Cell*:	Email*:
Secondary Contact*:	Title*:
Cell*:	Email*:
Start Date*:	End Date:

Faculty Information:

Project Manager*:
Fund Manager*:

*Required Items
Part II. Description
Please respond thoroughly and concisely. Answers should remain under 200 words.

1. Provide a concise description of the project and its key components.

Part III. Purpose and Benefits
Answers in this section should remain under 200 words
1. Explain how the project meets the TGIF mission statement. Be sure to address which aspects of campus sustainability, whether social and/or environmental, your project will address.

2. How will this project benefit your fellow students? How will it benefit UCSD as a whole?

3. How will this project benefit the field of study that it is involved in?

Part IV: Measurements
Answers in this section should remain under 200 words.
1. What quantifiable sustainability impacts will your project have? (This might be kWh of electricity saved, gallons of water saved, tons of carbon emissions avoided, specific area of land preserved, etc.)

2. How will you measure these impacts after your project is implemented?

3. Do you have examples of similar projects that were successful on other campuses or elsewhere?

Part V. Education, Publicity, and Outreach
Answers in this section should remain under 200 words.
1. Please explain your plans to publicize your project on campus and make students aware of your accomplishments. For example - informational sessions, exhibits, tabling, media displays (videos, pictures, etc.).

Part VI. Approvals
1. Do any aspects of your project require approval from an entity on or off campus? If so, what is the status of these approvals? (Include relevant attachments).

Part VII: Budget
1. List all budget items for which funding is being requested. Include cost and total amount for each item requested. (Insert additional rows if necessary).

2. If you are receiving your items through amazon.com, out-of-state, or any other purchase that will require a tax upon purchase should include a 10% tax on that particular purchase.

3. Please provide quotes for each item within your budget (a copy of a webpage with the item price on it will suffice).

Item	Cost	Request
Total:	$	$

How do you plan on supporting this project after the initial grant?

Part VIII: Project Timeline
1. Please complete the following table to describe your project timeline. List milestones chronologically. (Insert additional rows if necessary)
Make sure to include estimates for:
- Project start date
- Target date for project completion
- Date by which you will need the first installment of allocated TGIF money
- Date by which you expect to have spent all allocated TGIF money
- Target date for submitting final project report to TGIF Directors
- Any other significant milestones along the way

Milestone	Estimated completion date

Part IX: Additional Information (Optional)
1. If there is any other relevant information you would like to include, feel free to utilize the space below and/or include a separate attachment.

Feedback (Required)
1. How did you hear about TGIF?

2. How can we improve this application?

3. The Student Sustainability Collective is currently revamping our volunteer program. Is it okay if we list your organization as a possible group for SSC volunteers to work with? If yes, please list your volunteer hours and locations. If no, please briefly explain why.

Project Advisor and Fund Manager Confirmation
Please have your Project Advisor and Fund Manager complete the following page and send it to us via email (tgifucsd@gmail.com)

Project Name:_____

Project Advisor:
As the appointed Project Advisor of a TGIF project, please confirm that you can meet the following requirements:

☐ You are an employee of UC San Diego
☐ You work within the same department/discipline as the TGIF project
☐ You are able to oversee the TGIF project and advise the TGIF Project Team
☐ You are able to adhere to University policies and procedures in all aspects of the project

Name: Signature:
Email Address:

Fund Manager:
As the appointed Fund Manager of a TGIF project, please confirm that you can meet the following requirements:

☐ You are an employee of UC San Diego
☐ You work within the same department/discipline as the TGIF Project Advisor
☐ You are able to handle all the financial aspects of the project
☐ You are able to set up a new index number within the 20250A fund, to be used solely for this project
☐ You know how to distribute funds through purchases, recharge, and reimbursements
☐ You are able to make purchases in accordance with University policy and under the approval of the TGIF Project Advisor

Name: Signature:
Email Address: