

2018-2019 TGIF Grant Application

The Green Initiative Fund (TGIF) is a grant-making fund for UC Irvine sustainability projects supported by a quarterly student fee. Projects are selected by a Grant-Making Committee composed of students, and non-voting staff and faculty.

Project Requirements

- Only a UC Irvine undergraduate may submit a project application.
- TGIF funding will not support projects already mandated by law or UC Irvine policy directive.
- TGIF By-laws (Article XI) list items will be denied funding. <https://tgif.asuci.uci.edu/documents/>
- Projects must directly address environmental sustainability on the UC Irvine campus. Preference will be given to projects that:
 - Demonstrate the greatest reduction in UC Irvine's environmental impact for the least cost.
 - Include strong student involvement.
 - Are able to repay the funds or obtain matching funds.
 - Are collaborative, done by two or more UCI organizations.
 - Which go above and beyond minimum requirements and that are unable to gain funding from other sources. (Consult the UC Policy Guidelines for Sustainable Practices for more information)
- Budgets must include links to all items being purchased, with details of vendor. (pg 4)
- Projects must have received written confirmation of support by appropriate campus officials prior to consideration. (pg 7)
- Projects must have publicity, education, and outreach considerations. (pg 7-8)
- Projects must 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 implementation. If a project is expected to have ongoing 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. (pg 8)
- Projects must take photos at any funded events and submit a post-event report to the TGIF External Affairs within five days after the event. The post-event report form is located on the TGIF website.
- Refer to EXAMPLE 1: Complete Application vs. EXAMPLE 2: Incomplete Application.

Application Submission

1. Type your responses in a **DIFFERENT COLOR**
2. Save your application as a pdf with the following format: **MMDDYY_PROJECTNAME**
3. Send your application to tgif@asuci.uci.edu with the subject title in the following format: **TGIF Grant Application: PROJECTNAME**

Questions

If you have questions, or would like to schedule a meeting with the board to discuss your application, please email the Sustainability Commissioner, Chloe Zheng, at tgif@asuci.uci.edu.

Contact Information

	Name	Title/Department	Email	Phone
Primary	Anne Anteater	Green Club	anteater@uci.edu	708-930-9789
Secondary (if applicable)				

NOTE: Primary contact must be a UCI Undergraduate student.

General Project Information

Project Title: [Organic Plants!](#)

Total amount requested from TGIF: [\\$700](#)

Partnering organizations, departments, or individuals (if any) on the project: [Green Club Volunteers](#)

Location of the event: [Aldrich Park](#)

NOTE: Projects must have received written confirmation of support by appropriate campus officials prior to consideration (see "Project Approvals" on pg 7)

Timeline

Please describe your project timeline. List the following milestones chronologically. Please provide estimates for how long each task will take to be completed.

Project start date: [September 1st, 2018](#)

Date of the event: [March 23th, 2019](#)

Date by which you will need the first installment of TGIF money: [March 9th, 2019](#)

Date by which you expect to have spent all TGIF funds: [March 20th, 2019](#)

Target date for submitting final project report & photos to TGIF: [April 5th, 2019](#)

Schedule/Task completion goals (Any significant tasks or milestones along the way):

Task	Date
Agree on final items	March 15
Purchase Items	March 18

General Project Information (continued)

Project Team

Please list the project manager(s) as well as the member of the team (liaison) responsible for reporting project status and success in the following space(each project will be expected to report regularly to the



Commissioner with frequency based on the scale of the project). In addition, if your project team is partnering with other organizations, departments, individuals, or other stakeholders, please explain their involvement and include their contact information. You may list additional team members and their titles within this space.

[Just me.](#)

How much of your project will students be involved in? What roles will students play in your project? Does your project target involvement of a certain section of the student body?

[Students will help set everything up and organize the event.](#)

Will your project involve individuals who are not currently part of the project team? (For example, volunteers or interns)? How do plan on recruiting them?

[Yes, we will invite volunteers to join even if they are not in club.](#)

History with TGIF

Have you applied for this project/event before? [no](#)

When? [n/a](#)

How did you hear about TGIF? [From a friend.](#)

Budget Information

Limitations

- PER POLICY BFB-BUS-29: Any item valued at over \$5,000 is considered University property and is owned by the Corporation entitled The Regents of the University of California. The item must be registered with the University on the inventory management system and assigned a life expectancy value. The item must be tracked as it moves within entities of the University. Any item less than \$5,000 will be expensed but not capitalized as a part of extramural awards for inventory. If the item is deemed theft-sensitive, including but not limited to:
 - Computers and communication devices
 - Cameras, projectors, stereo and video components
 - Optical elements and assemblies
 - Audio and video
 - Wheeled stretchers
 - Power hand tools

They will be considered University property and owned by the Corporation entitled The Regents of the University of California. The item must be registered with the University on the inventory management system. The item must be tracked as it moves within entities of the University.

- If your budget is over \$10,000, you must attend a mandatory interview with the Committee.
- The TGIF By-laws, under Article XI. Allocation of Funds, list items TGIF is prohibited from funding.

Budget Requirements

NOTE: Please use the following example on the next page (5) as a guide.

- Provide a link to a spreadsheet, paste a table, or add rows to the example table (Pg 5)
- List all items separately. Do not group items them together if items can be separated
 - Will not be accepted: “Giveaways”, “Flyers and Posters”
 - Will be reviewed: “3 Posters”, “3 Hydroflasks”, “50 Flyers”
- Organize your budget with the following categories (you do not have to fill each category):
 - Equipment and Implementation Costs
 - Publicity and Communication
 - General Supplies/Other
- Include cost and total amount for each item requested. Please be as detailed as possible.
- Include price quotes, links, and/or receipts for all vendors/items if available
- If this is a project that was previously funded or ongoing, include additional historical budget information if available.
- Include shipping/tax/installation/miscellaneous charges in your total calculation. If these costs are not accounted for, you will be responsible to pay as TGIF will not fund additional after the application has been approved
- Please include images and designs of custom items if available (Ex. posters, T-shirt designs, etc.)

Budget Example

Equipment and Implementation Costs	Link	Quantity	Cost	Totals
Plants				\$50.00
Watering cans		2	\$15	\$30
Shovels		4	\$18	\$72
Publicity and Communication				
T-shirts		50	\$10	\$500
Poster		1	\$7	\$7
General Supplies/Other				
(add rows and columns if necessary)				
			TOTAL	\$659

Budget Management

1. If your project is implemented, does it require any on-going funding after its completion? What is your strategy for supporting the project after this initial period to cover replacement, operational, and renewal costs? **NOTE: TGIF is unlikely to provide funding beyond the initial year for ongoing projects.**
We will ask UCI if they would be willing to continue upkeeping the garden

2. Describe any non-TGIF sources you are pursuing for funding, volunteer time, in-kind donations, etc.

Source	Date request was submitted	Status/Amount Received
EXAMPLE: Scholarships		
EXAMPLE: ASUCI Student Programming Funding Board	none	
(Insert rows if necessary)		

3. If your project will generate costs savings to the University, please estimate them here. Will the project be able to repay the funds received?
No
4. Demonstrate how you have tried, to the best of your ability, to find the lowest or most efficient cost savings products of comparable high quality.
These are the lowest cost plants I could find.

Project Objective

5. Identify your project:

Infrastructure-Based

Research

Event/Program

Project

Other (please describe)

3. Describe the overall purpose of your project?

We want to put in a garden and teach people how to do it on their own.

4. Explain why the items in your budget are essential for your program/project to succeed?

Without them we won't have anything to garden.

5. What will be the process for implementing your project?

We will hold a workshop to teach people how to garden.

6. Which aspects of campus sustainability will your project address, and why is addressing these sustainability components important?

Food Sustainability

7. How will your project benefit the UC Irvine campus community?

It will teach students how to be sustainable.

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

Project Approvals

Do any aspects of your project require approval from an entity on or off campus? Projects must have received written confirmation of support by appropriate campus officials prior to consideration. For each listed entity, please submit a completed "Institutional Authorization Form" form with the grant application, found on the TGIF website. <https://tgif.asuci.uci.edu/documents/>

Ex. A project which affects maintenance of campus grounds must be approved by Facilities Management

9. Have you successfully received approval? If so, please explain.

We do not need approvals

General Goals for TGIF Funded Projects

In an effort to build a comprehensive understanding of student learning through various projects and applications throughout UC Irvine, please provide information to show how you will market your project to your targeted audience, how you will foster a learning outcome, and how you will measure the success of your goals. If you are unable to complete this section, please notate below what area would not apply for further assistance.

Outreach and Publicity Plans

This section is about who you will be reaching with your project, and how you will gather an audience.

10. Please describe your targeted audience. **NOTE: At least 51% of your event's audience must include UCI undergraduate students to be eligible for a TGIF grant**

UCI undergraduates - our club are all undergraduates.

11. What is your plan for publicizing your project/event on campus?

Facebook group

12. Do you have any specific outreach goals (how many students will your event involve, how many has your event involved in the past if it is a recurring event, what are your attendance goals, etc)? If so, how will these factors be measured?

We have 5 students right now who are teaching, hoping for a workshop of 30 students.

Project Education Plans

This section is about what you plan to educate students about and how you plan to achieve these goals.

13. What do you want the students to learn, do or accomplish as a result of the project, i.e. understand components of sustainability with regards to your project/service, demonstrate water conservation, etc

Food sustainability, organic living, gardening.

14. Describe what you will have the students do to demonstrate the achievement of your preferred learning outcome, i.e. quiz for understanding, building an item, presenting at a future event, etc

Students will garden and that will show that they are learning something about how to garden from the workshop.

Metrics and Measurability

This section is about letting the campus know what your project accomplished after you've met your goals.

15. How will you measure sustainability and outreach impact after your project is implemented in order to see if you have met your goals? In addition to TGIF, who will you report your information to? Please explain your data collection and computation methods before, during, and after the project is implemented.

We will find out through how many people like our facebook page and come to the event.

16. How does your project go above and beyond the sustainability requirements already mandated by UC Irvine and/or state law?

They allow students to see how they can also contribute and be sustainable in everyday life.

Additional Comments?

Application Submission Checklist

- Typed your responses in a different color.
- Included a comprehensive itemized budget, including item costs, miscellaneous charges, and an accurate total budget cost.
- Included links and images for items in your budget
- Provided necessary project approval forms
- Saved your application as a pdf with the following format: **MMDDYY_PROJECTNAME**.
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