

# 2023-2024 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, along non-voting staff and faculty.

**\*\*Please ensure to review the TGIF By-Laws for items that are allowed to be funded and those that are not\*\***

If your event requires any software or virtual platform that is currently not in use at UCI, **please submit your application at least a month in advance if this is being considered.** Any software/virtual platform not in use will need to go through a university review before it can be approved for purchase.

## **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. This list could change at any time. ([tgif.asuci.uci.edu/documents](http://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 collaborative, done by two or more UCI organizations.
  - 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 ([tgifexternalaffairs@asuci.uci.edu](mailto:tgifexternalaffairs@asuci.uci.edu)) within five days after the event (CC TGIF Accounting [tgifaccounting@asuci.uci.edu](mailto:tgifaccounting@asuci.uci.edu))**. The post-event report form is located on the TGIF website.
- Refer to Complete vs. Incomplete application examples at [tgif.asuci.uci.edu/](http://tgif.asuci.uci.edu/).

**Application Submission**

1. Please 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](mailto: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 at [tgif@asuci.uci.edu](mailto:tgif@asuci.uci.edu).

**Contact Information**

	Name	Title/Department	Email	Phone
Primary				
Secondary (if applicable)				

**NOTE: Primary contact must be a UCI Undergraduate student.**

**Project Objective**

1. Identify your project:
  - Infrastructure-Based
  - Research
  - Event/Program
  - Project
  - Other, please describe: \_\_\_\_\_
2. Describe the overall purpose of your project.
   
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3. Explain why the items in your budget are essential for your program/project to succeed.
   
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4. What will be the process for implementing your project?

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

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

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

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### **General Project Information**

Project Title: \_\_\_\_\_

Total amount requested from TGIF: \_\_\_\_\_

Partnering organizations, departments, or individuals (if any) on the project:  
\_\_\_\_\_  
\_\_\_\_\_

Location of the event:  
\_\_\_\_\_

**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: \_\_\_\_\_

Date of the event: \_\_\_\_\_

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 & photos to TGIF: \_\_\_\_\_

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

Task	Date
EXAMPLE: identifying an equipment vendor	
EXAMPLE: begin installing equipment	
EXAMPLE: finish installing equipment	
(You may add/remove rows)	

## General Project Information (continued)

### Project Team

8. Please list the project manager(s) as well as any member(s) 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.

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9. 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?

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

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## History with TGIF

11. Have you applied for this project/event before? \_\_\_\_\_

When? \_\_\_\_\_

12. How did you hear about TGIF?

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## 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. However, the Committee may call in applicants at any amount of requested funding.
- The TGIF By-laws, under Article XI. Allocation of Funds, list items TGIF is prohibited from funding. This list could change at any time.

### 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 together if they can be distinguished
  - 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	Tax & Shipping	Totals
Compostable plates	*link*	1	\$20		\$20.00
<b>Publicity and Communication</b>					
32 oz Hydroflasks	*link*	3	\$40		\$120.00
Poster	*link and design*	1	\$7.99		\$7.40
<b>General Supplies/Other</b>					
(add rows and columns if necessary)					
			<b>TOTAL</b>		<b>\$147.47</b>

### Budget Management

13. 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.**

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14. 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		
(Insert rows if necessary)		

15. If your project will generate costs savings to the University, please estimate them here. Will the project be able to repay the funds received?

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16. 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.

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### 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. (tgif.asuci.uci.edu/documents)

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

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

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### General Goals for TGIF Funded Projects and Learning Outcomes

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 reach with your project, and how you will gather an audience.

18. 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**

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

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20. Do you have any specific outreach goals? How many has your event involved in the past if it is a recurring event, what are your attendance goals, etc? How will these factors be measured?

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### Project Education Plans

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

21. 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.

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22. 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.

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### Metrics and Measurability

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

23. How will you **measure sustainability and outreach impact** after your project is implemented in order to see if you have met your goals? What items will you use to collect your data to show a learning component, i.e. survey, demonstration, etc. If applicable, please explain your data collection and computation methods before, during, and after the project is implemented.

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24. In addition to TGIF, who will you report your information to? (If not applicable, write “not applicable”)

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

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### **Additional Comments?**

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### **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 (including tax and shipping).
- 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**.
- Sent your application to [tgif@asuci.uci.edu](mailto:tgif@asuci.uci.edu) with the subject title in the following format: **TGIF Grant Application: PROJECTNAME**