**Brandeis Sustainability Fund Application**

***Important dates***

*Submit materials/questions to* [*mfischer@brandeis.edu*](mailto:mfischer@brandeis.edu)

**Directions**: Enter your answers/information in the white areas of each section. Add additional lines or expand boxes where necessary.

Date: \_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Name(s) of student(s) proposing project | Email |
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| I. INTRODUCTION |
| **Project Name** |
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| **Purpose** Describe the overall goals of your project in one paragraph. |
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| II. IMPACTS |
| **Environmental Sustainability Impact**: How does your project save resources or promote sustainable practices that will provide a return on investment for the University? For example, how does your project reduce the University’s CO2 footprint, energy usage, or improve community health? Please indicate impacts in both short and long term. |
| **Short term:**  **Long term:** |
| **Community Impact**: Impact on the larger Brandeis community-- students, faculty, staff--and the greater Waltham community. Note if you have spoken with relevant outside organizations and whether your project incorporates the greater community. |
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| **Facilities &** **Operations Impact**: What will be the effect on day-to-day operations of the University? Will there be cost savings? Will there need to be additional university staffing? Will your project require continual maintenance over time, past your graduation? If yes, how do you propose to sustain your project over time? What resources, including personnel, will be necessary in order to preserve the impact of your project into the future? Is your project self-sustainable? |
| **Cost savings? Yes or No (explain):**  **Staff time required to maintain this project in the future? Yes or No (including custodians, grounds, dining, sustainability, etc.) (explain):**  **Student time required to maintain this project in the future? Yes or No (explain)**  **Operational impacts to any academic departments in the future? Yes or No (explain)** |

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| III. PROJECT PROCESS & MANAGEMENT | | |
| **Process and timeline:** What are the steps required for your project, and who will be required to carry out those steps? | | |
| **Date (or date range)** | **Description** | **Person(s) responsible (including those who need to authorize)** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
|  | [please add lines if necessary] |  |
| **Communications Plan:** Please include how you will spread awareness of your project. How will you communicate the presence of your project on campus? If your project involves direct student/community involvement to succeed, what is your advertising and marketing plan? | | |
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| **Measurement:** How will you measure the success of your project?*Be as specific as possible by including metrics, units, or other quantitative goals.* | | |
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| IV. BUDGET | | | | | | |
| List all budget items to which funding would be allocated. This includes cost of materials, labor, installation fees, etc. *It is Brandeis’ procurement policy that budget items estimated at more than $5,000 require at least two vendor quotes.* *You may attach these quotes in the Additional Required Documents section below.* | | | | | | |
| **Item Name** | **Description** | **Vendor Name (and Contact if Relevant)** | | **Price** | **Quantity** | **Total** |
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|  |  |  | |  |  |  |
|  |  | [please add lines if necessary] | |  |  |  |
| **Total Amount Requested:** | | | | | |  |
| **Additional Funding**:List all non-BSF sources you are pursuing for funding, volunteer time, in-kind donations, etc. | | | | | | |
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| **Scalability:** If your project can be financially scaled up or down, please describe and provide the lower/higher amounts. | | | | | | |
| **High $ amount:** | | | **Please explain:** | | | |
| **Low $ amount:** | | | **Please explain:** | | | |
| **Ongoing Funding:** If your project is implemented, does it require any ongoing funding to be maintained? What is your strategy for supporting the project after this initial period to cover replacement, operational, and renewal costs? Is it self-sustainable? (Note: BSF is unable to provide funding beyond the initial year for ongoing projects). | | | | | | |
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| V. STAFF/FACULTY SUPPORT | | |
| List staff or faculty members who will mentor your project. List departments that have endorsed your project or will need to in order to implement and sustain it over time. Keep in mind the staff, faculty, and departments that will be impacted by your project or are crucial to its success. Describe anyone with whom you have already been in contact or the steps you plan to take to contact these individuals. | | |
| **Name** | **Title & Department** | **Have you consulted them on this project idea? (Y/N)** |
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|  | [please add lines if necessary] |  |

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| VI. ADDITIONAL REQUIRED DOCUMENTS | | |
| **Vendor Quotes:** If your project includes items that need to be purchased, please provide at least two different vendor quotes estimating costs for each item you listed in your budget. | | |
| **Vendor name** | **Item** | **Quote** |
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|  | [please add lines if necessary] |  |
| **Images -** Paste or attach any relevant pictures or graphics, complete with labels. | | |
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| **OPTIONAL: Examples/Models** – Provide some relevant examples of a similar project implemented by other schools, companies or organizations. Briefly describe the project and how it benefitted the school, company or organization. Note if your project differs in some way. | | |
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