CHECKLIST (to be included with application)

1. Signed Application ( )

2. Proposed Narrative ( )

3. Budget ( )

4. Budget Narrative ( )

5. Budget Summary ( )

6. Resume of Project Director and Project Participants ( )

Signature(s)

Faculty/Staff/Administrator Advisor__________________________
Our goal at Fairfield University is to create a university community that is respectful of the wonders of nature and the beauty of our campus and our world. In order to encourage collaborative work among members of the Fairfield University community in environmental and sustainability efforts, teams must include students and may include faculty, staff, or administrators.

1. Project Director (Student): ________________________________
   Campus/Local Address: ______________________________________
   Cell Phone: _____________________________ E-mail_________________
   Project Associate(s): _________________________________
   Campus/Local Address: _________________________________
   Cell Phone: _____________________________ E-mail_________________
   Faculty/Staff/Administrator Advisor ________________________
   Campus/Local Address: _________________________________
   Cell Phone: _____________________________ E-mail_________________

2. Major Field of Applicant(s): (please use continuation sheet if necessary)
   ___________________________________________________________
   ___________________________________________________________

3. While all successful applications will shed greater light on the issue of sustainability/environmental issues, applicants are encouraged to think broadly and creatively about their proposals. For example, awards could be used to expand or modify an existing program, or create an entirely new program or event. Alternatively, applicants could seek funding for an environmental-related research project. A project might be done in conjunction with a faculty member as an Independent Study. Proposals that include cross school/college collaboration are encouraged and will be viewed favorably by the selection committee.
Type of Submission:  
- Research project
- Cost savings to Fairfield University
- Curriculum Development
- Program Development
- Conference
- Community Life
- Respect and Understanding
- Intersections (Intellectual/Social/Faith)
- Other

4. Please note that the Time Period for Expenditure of Funds: 
is January 15, 2016 through April 30, 2016 and  *your Final Report is due May 1, 2016.*  
It is permissible to raise money on your own up to $1,500.

5. Total Project Funding:

Total monies requested:  $__________

Total monies requested from other sources:  $__________

Total project:  $__________

6. Title of project:

____________________________________________________________________________________

____________________________________________________________________________________

7a. Brief Description of Project (200 words):

7b. Short Abstract (50 words):

8. Narrative Description of Project:

On a separate sheet, describe the project in detail.

9. Project timeline:

On a separate sheet, describe the timeline in detail.

10. How will your project change Fairfield University regarding the environment?
11. Related Work by Applicant(s):

12. Resources (not funding) available to applicants contributing to the planning and execution of the project:

13. Description of Evaluation Procedure for Project:

On a separate sheet, describe your Evaluation Procedure in detail.

- Applicants should build into their proposal a way to measure the effectiveness of their project in meeting the goals.

- There should be a statement of goals (hypothesis) and a plan to see how well or poorly they were met—and if it is the latter, how might it have been made more effective? (We want you to try new things, but not to be discouraged if the project does not turn out exactly as you had hoped. We may sometimes learn a great deal from our mistakes.)

For more information please contact:

Professor Kraig Steffen (Bannow Science Center) lsteffen@fairfield.edu
Jim Fitzpatrick (Barone 408) jfitzpatrick@fairfield.edu
Benjamin Bayers ’17 benjamin.bayers@student.fairfield.edu

Or visit the Campus Sustainability Committee website at http://www.fairfield.edu/green/green_campus.html

*Six (paper) copies of final proposals must be submitted to the Environmental Steering Committee, to jfitzpatrick@fairfield.edu by Friday, November 13, 2016.

Finalists’ proposals will be selected on Monday, November 30, 2015 by the Campus Sustainability Committee.

Please be ready to make a short presentation of your project at the Presentation Event at 1:30 p.m. on Wednesday, December 2, 2016 in the John A. Barone Campus Center Jost Room 206 to the Campus Environmental Committee.

Successful grants applicants will be notified no later than Friday, December 11, 2015.
BUDGET NARRATIVE

1. PERSONNEL (Honoraria):

2. TRAVEL:

3. SUPPLIES:

4. PURCHASE/RENTAL:

5. OTHER:
# BUDGET SUMMARY

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>AMOUNT REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PERSONNEL: (Honoraria)</td>
<td>$_______</td>
</tr>
<tr>
<td>2. TRAVEL:</td>
<td>$_______</td>
</tr>
<tr>
<td>3. SUPPLIES:</td>
<td>$_______</td>
</tr>
<tr>
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<td>$_______</td>
</tr>
<tr>
<td>5. OTHER:</td>
<td>$_______</td>
</tr>
</tbody>
</table>

TOTAL PROJECT FUNDS REQUESTED: $_______

Project Title: __________________________________________________________

Signature(s): ___________________________________________ Date: ________
<table>
<thead>
<tr>
<th>Proposal elements</th>
<th>High rating</th>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposal elements</strong></td>
<td>Proposal demonstrates superior creativity and problem-solving along with a superior understanding of environmental issues relevant to the Fairfield University campus&lt;br&gt;Proposal has strong promise of reducing Fairfield University’s negative impact on the environment&lt;br&gt;Proposal shows strong promise of increasing respect and understanding of both short term and long term issues relating to environmental issues both on and off the Fairfield University campus&lt;br&gt;Proposal strongly fulfills the University’s mission and is totally consistent with the goals of the campus sustainability plan&lt;br&gt;Proposal powerfully connects intellectual, social, and spiritual aspects of student and community life in regards to the environment</td>
<td>Proposal demonstrates some creativity and problem-solving along with some understanding of the environmental issues relevant to the Fairfield University campus&lt;br&gt;Proposal has some promise of reducing Fairfield University’s negative impact on the environment&lt;br&gt;Proposal shows some promise of increasing respect and understanding of both short term and long term issues relating to environmental issues both on and off the Fairfield University campus&lt;br&gt;Proposal fulfills the University’s mission and in many ways is consistent with the goals of the campus sustainability plan&lt;br&gt;Proposal has the potential to connect intellectual, social, and spiritual aspects of student and community life, but may need development.</td>
<td>Proposal does not demonstrate superior creativity or problem-solving and shows no understanding of the environmental issues relevant to the Fairfield University campus&lt;br&gt;Proposal has poor promise of reducing Fairfield University’s negative impact on the environment&lt;br&gt;Proposal shows poor promise of increasing respect and understanding of both short term and long term issues relating to environmental issues both on and off the Fairfield University campus&lt;br&gt;Proposal does not fulfill the University’s mission and is not consistent with the goals of the campus sustainability plan&lt;br&gt;Proposal does not connect intellectual, social, and spiritual aspects of student and community life.</td>
</tr>
</tbody>
</table>

| **Detailed action plan including planned assessment and evaluation** | The proposal:<br>is innovative and/or highly original, trend setting in addressing major issues dealing with environmental issues<br>describes most key and some minor participants and a general description of their roles;<br>includes and differentiates among significant general and specific outcomes;<br>lists and cogently explains key activities including any necessary sequencing;<br>provides a detailed timeline (immediate, short term & long term)<br>identifies resources that are necessary and highly appropriate;<br>includes budget categories; and<br>includes a rudimentary explanation of how the success of the project will be assessed. | The proposal:<br>describes some participants,<br>includes some general outcomes,<br>lists some appropriate activities,<br>has a general timeline, and<br>lists some resources that are appropriate. | The proposal:<br>is not included, or<br>does not include an annotated list of some suggested participants, basic outcomes, some of the most important activities, a general project timeline, and a few obvious resources. |

| **Scoring** | All criteria are in high category  Or  Preponderance of criteria are in high category, with no criteria unacceptable. | All criteria fall in acceptable category  Or  Most criteria fall in acceptable range, with minor/few criteria unacceptable and/or in high category. | All or preponderance of criteria fall in unacceptable category. |