Creighton Student Sustainability Action Fund Application Requirements

All CSSAF Final Applications must be submitted as a dossier containing the following documents. A Prospectus Application only needs to include a Proposal. Use 12pt Calibri or Time New Roman font, double spaced, for all documents. Email Final Applications and Prospectus Applications to sustainability@creighton.edu no later than one week before a CSSAF Committee meeting. Applications submitted within a week of a Committee meeting will be reviewed at the following meeting.

Cover Sheet

Use the appropriate Cover Sheet Template found on the CSSAF webpage. If you are a student or group of students applying, use the Student Cover Sheet Template. Organization applicants should use the Organization Cover Sheet Template.

Abstract

A 1-2 paragraph summary of the proposal that includes specific goals of the project.

Proposal

A narrative statement, no longer than four pages. Include at least all of the following in your proposal:

- A detailed description of the project, clarity is always far more important than length.
- Examples of research and/or best practices demonstrating project feasibility. Cite all examples using APA format.
- How will this project improve the overall sustainability (economic, financial, and environmental) of Creighton and/or the surrounding community?
- The measurable sustainability outcomes. How will you measure the outcomes, and how are the outcomes sustainability focused?
- How will this project involve and impact students?
- Do you expect or have you received any outside funding for this project? If so, please explain.
- Do any aspects of your project require approval from an external or internal entity? If yes, please list and explain.
- What is your long-term operations plan? (This is only required for projects involving upkeep lasting longer than the project leader will remain a student at Creighton.)
- Explain all annual operating costs or avoided future costs associated with your project.

Budget

Using the Budget Template on the CSSAF webpage, show all expenses associated with the project. Carefully review the Purchasing and Reimbursement Procedures before completing the budget. Once you complete the Budget Template, copy the budget table from Excel and paste the budget table into a word document as a picture. All unused expenses will be reallocated to the CSSAF after one year. The CSSAF will not pay for the following costs:

- Student, faculty, or staff salaries or stipends.
• Alcohol or tobacco products.
• Food expenses not directly related to the project and described in the original application.
• Field trips.
• The Sustainability Governance Committee (SGC) approves all final budgets. The SGC reserves the right to revise the proposed budget to fit the scope of University and School financial policies.

Schedule
List major tasks and milestones chronologically and estimate how long each task will take to be completed. All project funds must be used within one year of project approval. Funds will be available beginning one month after project approval. At a minimum, the following items should be included on your timeline:
• Target dates for start and completion of the overall project.
• Approximate dates of major purchases.
• Approximate dates of selecting consultants or vendors (if applicable).
• Date by which you expect to have spent all grant funds.

Advisor Letter of Support
The project staff or faculty advisor must complete and sign an Advisor Letter of Support. A template for the letter can be found on the CSSAF webpage. Your faculty or staff advisor must send the letter of support directly to the Office of Sustainability Programs – the letter does not need to be included in your application packet. Letters of support must be received one week before CSSAF Committee Review.

Space Committee Request (Infrastructure Grants Only)
If your project requires any infrastructure change to campus, then you must adhere to the following steps:

1. Submit a completed Space Request Form (SRF) to the CSSAF Committee for approval as a part of your application packet. The SRF can be found on the CSSAF webpage. The CSSAF Committee will review the Space Request Form before submitting it for approval through the Sustainability Governance Committee (SGC).
2. The SGC will review the request to determine how the space request aligns with campus planning.
3. If preliminary approval is given, then the SGC will forward the SRF to Facilities Management for further review and validation.
4. Facilities Management will perform the following upon receipt of an approved SRF:
   a. Contact the project lead and advisor for additional information, as needed.
   b. Evaluate and prioritize the request according to the Creighton University Space Management Policy.
   c. Perform space assessment and estimate project costs.
5. Some requests deemed minor or low to no cost requests may be evaluated by Facilities Management directly. For all others, Facilities Management will submit each request to the Creighton University Space Committee along with a recommendation on the assignment or configuration of space.

6. The Space Committee will evaluate the request and either approve, approve but delay the project until the next fiscal calendar year, deny, or return to Facilities Management for additional information and follow-up.

7. Facilities Management will communicate Space Committee decisions to the initial requestor.