



Student-Led Under \$10K Application Questions

NOTE: These questions are intended as a guide to the on-line application form for project applicants and are subject to change. See the on-line application forms for the most updated version.

Prior to starting this application, all project teams must (at the minimum) complete the following:

1. **Plan ahead!** SSC funding frequently takes *****1 MONTH OR LONGER***** to receive after the SSC has voted to approve a project.
2. Confirm the **feasibility** of their project with relevant campus entities. (**STUDENT APPLICANTS:** reach out to SSC-Advisor@illinois.edu if you need assistance with this step.)
3. Present their project at an SSC Working Group meeting and incorporate feedback, as applicable. The current Working Group meeting schedule can be found on our website.
4. Identify a **confirmed** faculty/staff advisor who is willing to sponsor and support the project team.
5. Identify a departmental financial contact who will support the project team in creating the CFOP (the university account to which the SSC funds will be transferred should the project receive SSC funding) as well as who will purchase all items and generate financial reports on behalf of the project team. **NOTE: Due to fiscal checks and balances, the departmental financial contact may not be the same person as the faculty/staff advisor.**
6. Review SSC's funding standards detailed on our website and have your detailed budget information prepared that appropriately reflects these standards.
7. Download the budget spreadsheet from the SSC website.
8. We recommend typing out your responses on a separate document and copying them into the application to avoid the application timing out on you.

ACKNOWLEDGMENT

Please read and acknowledge the following:

- SSC funding can take ****1 MONTH OR LONGER**** to receive after the SSC has voted to approve a project because it includes several steps:
 - the authorization of an award letter by SSC, iSEE, Division of Student Affairs, the project's advisor (*student-led projects only*), and the project lead;
 - the creation of the CFOP by the project team's departmental financial contact in conjunction with the project team;
 - the transfer of funds from SSC to the project's CFOP.
- If you are a project lead for a new project that is approved by the SSC, be sure to check your email regularly for the prompt to sign the award letter to help facilitate the efficiency of the process.
- Project teams for funded SSC projects do NOT receive funds directly. After a project's SSC funds have been transferred to the project's CFOP, the project team must work with the sponsoring department to purchase the approved budgeted items on behalf of the project team.
- This application will be shared publicly on our SSC Illinois Climate Action Plan (iCAP) portal so that others can learn from your project.
- Funded projects have grant reporting requirements. See our website for more information.

I acknowledge that I have read this information.

Prior to starting your application, make sure you have the following information available:



- Project personnel including project lead, confirmed faculty/staff advisor (**student-led projects only**), departmental financial contact, other team members
- Working Group attendance information
- Project title and abstract
- Project description including timelines, deliverables, detailed description about the project, project feasibility information
- Intended student impacts
- Intended sustainability impacts
- Optional supporting documentation (e.g., Working Group presentation, letters of support)
- Detailed project budget information

- Today's Date
- Please tell us how you heard about the availability of SSC's funding for your sustainability project.
- Is the Project Lead a currently enrolled Illinois student? (**NOTE: Only currently enrolled Illinois students are eligible to be a Project Lead.**)
- Project Lead's Full Name
- Project Lead's Department
- Project Lead's University Email Address
- A project presentation at a SSC Working Group meeting is required of each project team. Has someone from the project team presented their proposed project at a SSC Working Group meeting this semester? (**If not, please attend one and present your project to gain feedback. Once your project has been presented (and attendance documented by the SSC), please return here to complete your application. The Working Group meeting schedule can be found on the SSC website.**)
- Select the Working Group meeting at which you presented.
- Enter the date of the Working Group meeting at which you presented.
- What is the name of your project?
- Amount of funding requested from the SSC for this project (**This application is restricted to students requesting \$10,000 or less. The amount entered here must match the amount reflected in your detailed primary budget spreadsheet that you will submit with this application.**)

PROJECT DESCRIPTION

- Project Category (**Select the category that best represents your project.**)
- Project Abstract (**In approximately 100 words, describe your project.**)
- Describe your project in detail. Make sure you include sufficient details about your project so that the SSC can comprehensively evaluate the merits and feasibility of your project. (**Be sure to address the following: -What are your project's goals and how do you intend to accomplish them? -What are your project's deliverables?**)
- List your proposed project's timeline and major milestones. (**NOTE: SSC funding agreements remain active for two years. Thus, your timeline should reflect your activities over a two year period or less.**)
- Has the project team spoken with anyone in UIUC's Facilities & Services (F&S) department regarding the feasibility of your project? (**NOTE: While this step is optional for many projects, all projects involving infrastructure (e.g., internal or external physical infrastructure of university buildings, etc.) or grounds (e.g., plantings, installing**



structures on campus grounds, etc.) must have F&S approval prior to receiving SSC funding. If you need assistance evaluating the feasibility of your proposed project, please reach out to SSC-Advisor@illinois.edu PRIOR to submitting your application.)

- With whom in the Facilities & Services department did you speak and when did you speak with them?
- At what location will your project take place? Please be as specific as possible. Include the address, if applicable.

STUDENT IMPACTS

- How many students will be directly impacted by this project?
- How many students will be indirectly impacted by this project?
- What is the intended student impact? **(Be sure to address the following: -How will this project benefit students? - How will students be involved with this project? -What educational components are in your project?)**

SUSTAINABILITY IMPACTS

- Authentic sustainability consists of the overlapping area of 3 spheres: Environment, Society, and Economy. Describe how your project addresses sustainability.
- How does your project promote and increase environmental stewardship at UIUC? **(If applicable, also address what the carbon, water, waste, and/or energy savings is associated with your project.)**
- Does your project aim to advance one or more of the Illinois Climate Action Plan's (iCAP) objectives? If so, indicate which and describe how. If not, enter N/A. **(A full list can be found here <https://icap.sustainability.illinois.edu/objectives>)**

FACULTY/STAFF ADVISOR

- Faculty/Staff Advisor's Full Name **(All student-led projects require a Faculty/Staff Advisor. NOTE: Project teams must obtain approval from faculty/staff PRIOR to listing them as an advisor.)**
- Faculty/Staff Advisor's Department
- Faculty/Staff Advisor's University Email Address

PROJECT'S FINANCIAL CONTACT

- Financial Contact's Full Name **(NOTE: The project's Financial Contact must be a full-time Illinois employee who has the authority to make university purchases, manage the project's financials, and generate financial reports on behalf of the project. Due to fiscal check and balances, this individual may not be the same person as the project advisor.)**
- Financial Contact's Department
- Financial Contact's University Email Address

ADDITIONAL TEAM MEMBER(S)

- Are there additional members of your project team?
- Team Member's Full Name:
- Team Member's Department/Campus Affiliation:
- Team Member's University Email Address:

SUPPORTING DOCUMENTATION



- OPTIONAL: Attach any letters of commitment or support here along with any supplemental media that will support your application (presentations, photos, etc.).

PROJECT FINANCES

- Describe in detail how SSC funds will be used in your project. **(NOTE: Only address the use of SSC funds, specifically, even if the project will be funded by multiple sources.)**
- If additional funding is required to achieve your project's goals, do you have a plan in place to obtain additional funding from other sources? **(NOTE: SSC cannot guarantee financial support beyond that provided in an approved funding agreement.)**
- Has your project team or department previously been awarded funding from the SSC for the same or a similar project?
- What is the total amount of SSC funding received to date for the same or a similar project by the project team/department submitting this application?
- Download, complete, and submit the **SSC-Budget-Timeline_NEW APPLICATION_template** file linked on the website. **(Please be very detailed so that the SSC can fully evaluate the merit of your funding request. Your proposed budget should total the amount you are requesting and should correlate well with the description of how you will spend SSC funds on your project on this application. The budget template allows you to also submit alternative budgets in addition to your main budget. We STRONGLY recommend providing alternate budgets in addition to your main budget in case SSC cannot fully fund your project. There are alternate budget tabs in the template.)**