



## Micro-Grant Proposal Application

### Guidelines

The Aggie Green Fund is a grant-making fund for sustainability projects at Texas A&M University supported by the University Advancement fee. Any Texas A&M University student, staff member, or faculty may submit a project application. A grant-making committee, known as the Aggie Green Fund Advisory Committee (AGFAC), reviews applications and determines which projects to fund. This committee is composed of a student majority along with staff and faculty members.

The micro-grant is an expedited grant disbursement process for projects up to \$3,500. Project applications may be submitted during the fall and spring semesters from September 15 through February 28. Project approvals are generally granted within 30 days of grant application unless they are submitted in December or February, in which case they are generally granted within 45 days. Upon receipt of funds, projects must be completed within 6 months.

Please review the AGFAC [criteria for evaluating projects](#). In addition, all projects must meet the following requirements for active consideration:

#### *Submission / Project Requirements:*

- Projects must directly address sustainability improvements on the Texas A&M College Station campus, Texas A&M Higher Education Center at McAllen, and Texas A&M University School of Law. Off-campus projects are ineligible. Furthermore, the Aggie Green Fund is intended for environmental projects that are not already funded by Texas A&M University.
- Project requests may not exceed \$3,500 in total.
- Projects may not primarily address research aims.
- Projects must be completed within 6 months of fund disbursement.
- All projects must meet AGFAC reporting requirements, including metrics for success, a 3-month progress update (for projects longer than 3 months), and a final report submitted within 30 days of project completion.
- Where appropriate, projects must have received written confirmation of support by campus officials prior to consideration (see Project Approval Template).
- Projects that propose a change to the physical campus environment must align with the [2017 Campus Master Plan](#) and require approval from the Campus Planning, Design & Construction / University Architect. Examples include permanently installing new equipment, constructing a garden, changing the appearance of a building, etc. **Projects requiring Campus Planning, Design & Construction / University Architect approval are not eligible for the micro-grant.** However, these projects may apply for a Major Grant.

## Micro-Grant Proposal Application

Project Title:

Budget Request Total:

I confirm I have reviewed the above project requirements and that, to the best of my knowledge, my proposed project meets all the requirements: Yes/No

### **Project Team**

NOTE: Each project should identify a project manager(s) responsible for project reporting. Each project will be expected to report regularly to the Aggie Green Fund Advisory Committee.

#### **Primary Contact Information**

Name:

Classification:

Expected Graduation Date (if applicable):

Title and Department (if applicable):

Project Role(s):

Phone:

Email:

T-Shirt Size:

Relevant experience or knowledge for this project:

#### **Project Team Contact Information (if applicable)**

Name:

Classification:

Expected Graduation Date (if applicable):

Title and Department (if applicable):

Project Role(s):

Phone:

Email:

T-Shirt Size:

Relevant experience or knowledge for this project:

(Enter for each team member)

How did you hear about the Aggie Green Fund Grant?

### **Project Description**

1. Explain your project and its goals.
2. If applicable, please provide a description of the proposed project location.

3. Is your project associated with any recognized student organization(s)?
4. Which environmental, social, or economic improvements will your project address on campus, and why is addressing these sustainability components important?

### **Metrics and Measurability**

5. Describe the impacts your project will have on other students and/or the campus community.
6. Describe the qualitative and/or quantitative benefits of your project, including financial, environmental, and/or social impacts. How will these benefits be measured?
7. What are your specific outreach and/or marketing goals and how will you achieve them? (Examples include the amount of people who view content, the amount of people who attend an event, the amount of people who receive a flyer, etc.)
8. Should your project receive funding, you are required to report progress updates to the AGFAC at 3 months (if applicable) and at 6 months (final report). Metrics updates are reported through the Scorecard template. You are required to submit an initial Scorecard outlining the metrics you intend to monitor throughout the life of your project.

Download the [Scorecard template](#), fill in your proposed targets by which your project will be deemed successful, and upload the completed form below.

### **Proposed Budget Sheet**

9. Total Amount Requested from Aggie Green Fund:
10. Please download [this template](#) to build your Proposed Budget Sheet. List all budget items for which funding is being requested under the appropriate category. Include cost and total amount for each item requested. Please be as detailed as possible. If you have price quotes from vendors or additional historical budget information for projects that have occurred previously or are on-going, please submit those with this application.
11. Please provide supporting documentation to verify the pricing of items in your proposed budget sheet. This could take the form of price quotes from vendors, recent budget information from similar projects, or data gathered from online research. Consolidate all supporting documents into one master file and upload it below.
11. If your grant is awarded, will your project need ongoing funding? If so, describe your strategy for supporting ongoing expenses such as replacement, maintenance, or renewal costs.  
NOTE: The Aggie Green Fund is unlikely to provide funding beyond the initial grant.

### **Project Approval Information**

Should your project require the participation of a campus department or impact campus operations, you will be required to seek approval from the appropriate department or organization leader(s). Frequent approval entities include but are not limited to:

- Athletics – Oversees athletic events and programming
- Building Proctors – Oversee operations within [their assigned buildings](#)
- Chartwells – Oversees campus dining
- Dean (or delegate) and Department Head – Oversee academic learning and research opportunities for their school/department
- Environmental Health & Safety – Oversees hazardous waste and lab safety
- Recreation Sports – Oversees the Rec Center and associated programs
- Residence Life – Oversees campus residence halls
- SSC Services – Oversees grounds, custodial, and maintenance services
- Transportation Services – Oversees transit and parking
- University Architect – Oversees the Campus Master Plan and campus signage
- Utilities & Energy Services – Oversees energy, water, and recycling services

**12. Do any aspects of your project require approval from an entity on or off campus?** Be thoughtful about both the implementation and maintenance phase of your project to ensure you include all relevant departments and/or organizations. If your project requires approval(s), download one copy of the [Project Approval Template](#) per signature required. If your project requires multiple approvals, please consolidate all forms into one master file.

Please upload your completed Project Approval form(s) below.

### **Project Timeline**

13. Please be specific about the ways in which you can ensure that you and any others working on the grant will have time available to complete the project.
14. Please describe your project timeline. List milestones chronologically. For the “Timeframe” column, please estimate how long each task will take to be completed.

Each one of the following items must be included on your timeline:

- Project start date
- Significant tasks for project implementation (For example: identify vendor, install equipment, etc.)
- Date for submitting progress report (should be 3 months after project start date). NOTE: If projects are completed within 3 months, the final report replaces the progress report requirement.
- Target date for project completion. NOTE: Projects must be completed within 6 months of receiving funds.
- Target date for submitting final project report to the Aggie Green Fund Advisory Committee. NOTE: Final project reports must be submitted within 30 days of project completion.

### **Project Timeline**

Task:

Timeframe: (Amount of time to complete task.)

Estimated Completion Date:

(Continue entering for each task)

15. Should your project receive funding, you are required to report progress updates to the AGFAC at 3 and 6 months if applicable. Metrics updates are reported through the Scorecard template. You are required to submit an initial Scorecard outlining the metrics you intend to monitor throughout the life of your project. Download the [Scorecard Template](#), fill in your proposed targets by which your project will be deemed successful, and upload the completed form below.

16. In what timeframe will your project be completed? (Within 3 months/Within 6 months)

**Additional Supporting Documents**

If you have additional supporting documents you would like to share, please upload here.