

# Aggie Green Fund

## 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 \$1,500. Project applications may be submitted during the fall and spring semesters from September 15 through March 31. 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.

The criteria for evaluating projects can be found [HERE](#). In addition, all projects must meet the following requirements for active consideration:

#### *Submission / Project Requirements:*

1. Projects must directly address environmental improvements on the Texas A&M College Station campus. Furthermore, the Aggie Green Fund is intended for environmental projects that are not already funded by Texas A&M University.
2. Project requests may not exceed \$1,500 in total.
3. Projects may not primarily address research aims.
4. All projects must meet AGFAC reporting requirements, including metrics for success, a final report, and progress updates every three months (if applicable).
5. Where appropriate, projects must have received written confirmation of support by campus officials prior to consideration (see Project Approval form).
6. Projects that propose a change to the physical campus environment must align with the 2017 Campus Master Plan found [here](#) and require approval from the [Council for the Built Environment](#) (CBE). Examples include permanently installing new equipment, constructing a garden, changing the appearance of a building, etc. Projects requiring CBE approval **are not eligible for the micro-grant**. However, these projects may apply through the regular application process.

## **Micro-Grant Proposal Application**

### **Grant Application Preparation**

Project Title:

Budget Request Total:

#### **Contact Information**

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:

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:

Relevant experience or knowledge for this project:

(Enter for each team member)

How did you hear about the Aggie Green Fund Grant?

### **Grant Application**

#### **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 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. Based on your answers to questions five through seven, please develop 2-5 criteria by which your project will be evaluated as successful. (NOTE: You will be expected to report these results.)

### **Proposed Budget Sheet**

Total Amount Requested from Aggie Green Fund:

9. 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.  
Please download [this template](#) to build your Proposed Budget Sheet.
10. 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). Be thoughtful about both the implementation and maintenance phase of your project to ensure you include all relevant departments and/or organizations.

Do any aspects of your project require approval from an entity on or off campus? If so, please get a signed letter of confirmation from that entity on campus and upload it below. For example, a project which affects campus grounds or buildings must be approved by either the appropriate Department Head or Director. If your

project requires multiple approval letters, please consolidate all forms into one master file and upload it below.

You can download the Project Approval Information Template [HERE](#).

### **Project Timeline**

11. 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.
12. 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)

### **Additional Supporting Documents**

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