

## Small-Scale Grant Application

(Please submit as a PDF with other information requested on the Graham Institute website.)

### **BASIC INFORMATION**

**Today's Date:**

**Project Director:**

**Title:**

**Email:**

**Department/Unit:**

**Campus Address:**

**Campus Phone:**

**Collaborators (Name/Department):**

1)

2)

3)

**Project Title:**

**Amount Requested:**

**Project Period:** From \_\_\_\_\_ To \_\_\_\_\_

### **APPLICATION REVIEW**

Student applications will be reviewed by board members of the Student Sustainability Initiative (SSI). Faculty/staff applications will be reviewed by the Graham Institute's Leadership Team. (NOTE: Faculty, staff and students employed by the Graham Institute are not eligible to apply for Graham Institute funding.) Please allow 2-4 weeks for a decision announcement.

### **REQUIRED APPLICATION MATERIALS**

- I. **Proposal Narrative:** (Not to exceed FOUR pages). Text must:
  - a. Clearly describe the nature, goals, and impact of the proposed research, educational, operation, or outreach initiative
  - b. Include detailed plans/schedule for accomplishing proposed goals
  - c. Convey the significance of the proposed activity, particularly how it enhances research, education, or practice in environmental sustainability
  - d. Designate if student support is requested and, if so, describe what tasks they will be completing
  - e. State the estimated number of people you intend to reach
  - f. State your means of acquiring publicity for the event and the steps you have already taken for advertising
  - g. How does your event address the four SSI themes: Healthy Communities, Waste Prevention and Reduction, Climate Action, and Community Awareness?

2. **Completed Budget Form:** Please fill out and upload a [budget form](#), which must include a list of itemized expenditures – e.g. student pay, supplies and materials, travel costs for seminar speakers, etc. (NOTE: This program can NOT support expenditures for computers, equipment, and/or faculty salaries.). Must also indicate any non-Graham support that may be either pending (P) or confirmed (C).
3. **Budget Justification:** (Not to exceed ONE page) Must include:
  - a. Detailed description of cost estimates (and how they were derived)
  - b. Explanation of why expenditures are necessary
  - c. Reasoning for soliciting support from the Graham Institute (how related)
  - d. Student details (if applicable), e.g. name, nature of work, percentage of appointment, amount requested, proposed time period of support, etc.
4. **Information About Initiative Leadership and Team:** (ONE page, plus one resume)
  - a. One paragraph describing the capabilities and commitment of the person leading the initiative plus their resume
  - b. One paragraph describing the capabilities and commitment of other key player

**SIGNATURE OF ALL TEAM MEMBERS:** (By signing this statement, you agree that this application is accurate and complete. You also agree to honor the terms/conditions of the Small Scale Grant as outlined in the above document. \*For electronic communications, an initial will be accepted in lieu of a hard-copy signature. Your initial indicates a SIGNED agreement.)

Full Legal Name	*Signature/Initials
Full Legal Name	*Signature/Initials
Full Legal Name	*Signature/Initials
Full Legal Name	*Signature/Initials

Please e-mail any questions to [graham-institute@umich.edu](mailto:graham-institute@umich.edu) or call (734) 615-8230.