

**Faculty/Staff Request for Funding: St. Lawrence University
Mellon Environmental Initiative for Active Learning, Research, and Advocacy**

Name: _____ Date: _____

Department: _____

Contact Info: Email _____ Phone _____

Collaborators on Project _____

Academic Disciplines Involved: _____

Amount Requested \$ _____ Project Start Date: _____ End Date: _____

Project Title: _____

In addition to campus-based coursework and activities, please identify the geographic “region” that best describes where any other aspects of the project will take place: **(check only one)**

Campus Only St. Lawrence County/North Country region New York State (outside of North Country) Identify: _____

U.S. (outside of NYS) Identify: _____

International; Identify: _____

Project includes overnight travel with students? No Yes

(If your project involves overnight travel with students, please use the travel registry on the CIIS website to ensure compliance with University travel policies).

Project will occur (check one): One time only (with grant funds) More than once, beyond grant funding (explain): _____

Summary information about your project (check up to three of the following items that are most reflective of your project, and explain each of your selections in your project narrative):

- | | |
|--|---|
| <input type="checkbox"/> Emphasizes Experiential Learning | <input type="checkbox"/> Promotes Sustainable Lifestyles |
| <input type="checkbox"/> Models Environmental Advocacy | <input type="checkbox"/> Includes Environmental Outreach |
| <input type="checkbox"/> Advances Environmental Practices that will be Durable Beyond Grant Funding | |
| <input type="checkbox"/> Promotes Awareness of Global Environmental Needs or “Best Practices” | |
| <input type="checkbox"/> Provides Local Impact/Benefit | <input type="checkbox"/> Includes Environmental Research |

(For research projects, please check, if applicable): This research requires

IRB approval; IACUC approval Approval Received Date: _____

Please include an abstract, a brief narrative proposal and budget with your application.

Submit these materials via e-mail to Nancy Alessi <nalessi@stlawu.edu>

(see next page for guidelines).

Guidelines for Proposal Narrative

As you draft your narrative, please include the following:

- 1. Project Goals:** Provide a clear delineation of your specific project goals and what activities you plan to achieve those goals. Include an explanation of the relationship of your project goals to the broader goals of the SLU Mellon Environmental Initiative (for reference, see the full proposal at <http://www.stlawu.edu/green/mellon-foundation-grant>).
- 2. Expected Outcomes:** Provide a specific description of your planned outcomes for the project and when you expect the outcomes to be realized (e.g., curriculum development will lead to a new interdisciplinary course that will be offered in fall 2011). We are interested in projects that have durability beyond the scope of Mellon grant funding. Please speak to the enduring benefit of your project to the SLU community. Will the project change the community in a positive way? Please elaborate.
- 3. Project Learning Goals:** List specific, measurable learning goals for this project.
- 4. Description of Relevant Project Component(s):** Explain how your project addresses up to three core elements of the initiative as identified on your application form (i.e., experiential, advocacy, etc.).
- 5. Project Timeline:** Provide a brief timeline or expected schedule for your project activities.
- 6. Project Benefit to the Environment:** Briefly describe or list the expected short- and long-term benefit(s) to the environment your project will achieve.
- 7. Environmental Footprint and Rationale:** Provide a rationale for any potential negative impacts your project will have on the environment (i.e., travel outside the region), and identify your plans for how you will seek to counter balance your “environmental footprint.”
- 8. Plan for Dissemination:** Describe how the outcome of your project will be disseminated. At a minimum, grant recipients must submit a final project report, including an expense report, to the Mellon Steering Committee within two weeks of project completion. These reports may be made publically available. We encourage other forms of dissemination in addition (e.g. public seminar about research findings, website, class performance, etc.)

Guidelines for Budget Preparation: Please use a simple spreadsheet format (see below) to provide estimated costs for all aspects of your project, including but not limited to: supplies, transportation, food, lodging, software, books, reference materials, etc. Your spreadsheet should follow the timeline outlined in your proposal. In general, grant funds are not available to pay faculty, staff, or students, nor are they available to purchase equipment items totaling more than \$500 or environmental “offsets.” In some cases, grant funds may be used to provide supplies and/or special items to off-campus communities if the proposers can demonstrate the long-term benefit from such purchases. If software is requested, please address whether a licensing fee will be required beyond the term of the grant and, if so, how that licensing fee will be paid. Please note that any items purchased with grant funds are for the term of the project only and will not be maintained or replaced beyond grant funding with institutional operating or capital budgets.

Sample Spreadsheet:

BUDGET ITEM	DESCRIPTION & DETAIL	ITEMIZED PROJECT COSTS			TOTAL COST
		May	June	July	
Supplies	Vegetable seeds and perennial vegetable plants for gardens at 5 “at-risk” locations in North Country	\$200			\$200
Equipment	Garden tools (will be used by students to plant gardens but donated to garden sites)	\$200			\$200
Transportation	Mileage for carpools to 5 garden sites @ \$.55/mile X 600 miles/week X 8 weeks		\$1,320	\$1,320	\$2,640
Food	Bag lunches for student gardeners @ \$5.00/lunch X 5 students X 3 days/wk X 8 wks		\$300	\$300	\$600
Curricular Materials	Reference texts for students (to be used for reflective Journals and group seminars) 4 @ \$12/book X 15 participants (5 students, 2 faculty, 8 community members)	\$720			\$720
	TOTALS:	\$1,120	\$1,620	\$1,620	\$4,360