

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

Name: _____ Date: _____

Major: _____

Contact Info: Email _____ Phone _____ CMR _____

Faculty or Staff Mentor(s): _____

Other Collaborators/Partners on Project: _____

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? No Yes

(If your project involves overnight travel, please discuss University travel regulations with your faculty or staff sponsor to ensure compliance with University travel policies. *If your project involves travel outside the U.S., you will be expected to follow the safety protocols developed by the Center for International and Intercultural Studies.*)

Please attach an advising transcript with this application.

Please request a letter of recommendation from a faculty member who can comment on your ability to carry out the proposed work. This can be e-mailed to Nancy Alessi <nalessi@stlawu.edu>

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

**Please send (as e-mail attachments to Nancy Alessi <nalessi@stlawu.edu>):
your advising transcript, a brief (1 – 3 page) narrative proposal and a budget.**

Guidelines for Proposal Narrative: As you draft your narrative, please include the following:

1. **Abstract:** Describe your project in 100 words or less for a general audience (this abstract may be published).
2. **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>).
3. **Expected Outcomes:** Provide a specific description of your planned outcomes for the project and when you expect the outcomes to be realized. We are interested in projects that have affect that lasts 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.
4. **Project Learning Goals:** List specific, measurable learning goals for this project. In addition, share the ways in which conducting this project fits into your larger personal and academic goals as a student at SLU.
5. **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.).
6. **Project Timeline:** Provide a brief timeline or expected schedule for your project activities.
7. **Project Benefit to the Environment:** Briefly describe or list the expected short- and long-term benefit(s) to the environment your project will achieve.
8. **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.”
9. **Qualifications/Preparation:** Please indicate any qualifications or preparation that have made you ready to do this project. Your answer might include information about coursework, your major, summer employment, etc.
10. **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, video podcast, 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 “credits.” 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

Please see next Page

Student Application Certification Page

In order to reduce the impact of applying for a Mellon proposal on the environment, the application process is almost entirely electronic. This is the only part of the application you need to print. To complete your application, please print this page, sign it, obtain the other required signatures, and then submit this printed form with signatures to Nancy Alessi (Environmental Studies Department, X5814, Memorial 204) within 48 hours of submitting your Proposal Narrative and Budget by e-mail.

Signatures: Each student submitting a proposal should fully discuss the project beforehand with a faculty or staff mentor and, if appropriate, with a representative from any community organization that will be involved with the project. Collection of those signatures below indicates that the student has had those conversations before applying for the grant. By signing below, the student agrees to abide by all of the requirements stipulated for the Mellon Student Grant program, available on the web at [http://www.stlawu.edu/green/mellon-foundation-application-process - student-requirements](http://www.stlawu.edu/green/mellon-foundation-application-process-student-requirements) and printed below:

Students who receive a Mellon grant agree to the following conditions:

1. Students will submit a final report on the project, including an expense report, to the Mellon Committee within 2 weeks of project completion. If appropriate, students should also submit a collection of findings, dataset, work of art or etc. Students submit work with the understanding that the works may be archived by the University Library and that the products of the grant may be made publically available.
2. Students will present the results of the project as a poster, talk, performance or other completed work during the annual Festival of Scholarship.
3. Students agree to acknowledge the Mellon Environmental Education Initiative for Active Learning, Research and Advocacy as a funding source in all products that result from the work completed as part of the grant.

Project Title: _____

Print Student Name: _____

Student Signature: _____ Date: _____

Faculty/Staff Mentor Signature: _____ Date: _____

Community Organization Representative Signature: _____ Date: _____