

SSI Grant Proposal Guidelines 2009-2010

DEADLINE: Friday, November 13, 2009

FORMAT

To conserve paper, please make your proposal **single-spaced, double-sided**, and **do not use a cover page**. Include your **name, email, and phone** at the top of the first page. Please include **all the content requested below** but know that you are not limited to it. You may use the headings/sections below to organize your proposal or create your own format.

Please submit all materials to the SSI Fee Board Chair by Friday, November 13, 2009 by **emailing them to iretonk@onid.orst.edu as one document**.

PROPOSAL CONTENT

Title

Give your proposal a title at the top of the first page.

Summary

Provide a brief summary (not to exceed one paragraph) of your proposal – project goals and outcome(s), value to students and sustainability, total funds requested, etc.

Description

Provide a brief description of your project and how you will carry it out.

Project Value

Explain the benefit your project will have to sustainability, OSU students, and the SSI's mission to "create a sustainable community at OSU through opportunity, education, and action." Keep in mind that the Student Sustainability Initiative is funded by student fee dollars, so we have the responsibility to spend money efficiently, responsibly, and in a way that benefits students.

Personal Value

Briefly describe why you are interested in pursuing this project.

Qualification & Experience

Explain why you believe you're qualified to carry out this project and any relevant experience you might have (volunteer work, employment, courses, etc).

Collaboration

Mention people or groups you will work with to complete your project. Include any mentors you will have.

Timeline

Create a timeline of your project – goals/milestones and when they will be accomplished. All projects must be completed by the end of June 2010. Try to be as specific as possible and narrow dates down to at least the month scale ("February" or "mid-February" versus "January-March"). This is meant to demonstrate to the board your level of organization and commitment as well as to help you prepare for the project.

Budget

Estimate all costs of your project and create a line item budget (see example below). Be prepared to justify all costs based on their value to students, benefit to the environment, and necessity for the project. When creating your budget, consider the potential for borrowing, renting, or receiving donated materials.

Example format for budget

Item	Cost
<i>Printing costs</i>	\$150
<i>Vegetable seeds</i>	\$50
<i>Lab equipment rental</i>	\$100
<i>Lumber</i>	\$400
TOTAL	\$700

ATTACHMENTS

Resume

Please attach a current resume(s).

QUESTIONS & FURTHER INFORMATION

If you have any questions or comments, please address them to the SSI Fee Board Chair Kyle Ireton at iretonk@onid.orst.edu or the Student Sustainability Center at 541-753-4072.

Once the proposals are received, the Student Sustainability Initiative Fee Board will convene to review them and will request interviews to ask applicants further questions. The selection process will take approximately two to three weeks and all applicants will be contacted around the end of November with the board's decision.