

Campus Sustainability Grants Proposal Form

Instructions

- Proposals should include this complete form and attachments:
 - Required:* Faculty/Staff Sponsor Letter of Support (1 page limit)
 - Letter should (a) endorse the project and its significance with respect to campus sustainability and (b) state willingness to actively engage in the project as needed to aid in successful completion.
 - Optional:* Additional Supporting Documents (e.g. maps, charts)
- Proposals (including this form and attachments) should be submitted as one PDF file with a standard file name format [*Proposer's Last Name*-Campus Sustainability Grant.pdf] via email to sustain@uga.edu by the deadline.
- Grant funds are distributed to the appropriate UGA department for implementation. All grant funds must be expended by June 30th and in accordance with UGA policies and procedures for state funds.
- Email sustain@uga.edu with further questions about the application process.

Project Title

Principal Student Investigator (Proposer) Information

Name:			
Email:		Phone:	
Degree Program:		Graduation Date:	

Note: This will be the primary contact on the project. All student collaborators will also be credited.

Student Collaborators (if applicable)

Name:		Degree Program:		Graduation Date:	
Name:		Degree Program:		Graduation Date:	
Name:		Degree Program:		Graduation Date:	
Name:		Degree Program:		Graduation Date:	
Name:		Degree Program:		Graduation Date:	

Faculty / Staff Sponsor Information

Name:			
Email:		Phone:	
Department:		Title:	

Note: Faculty/Staff Sponsor Letter must be attached to this form for proposal submission.

UGA Housing Information (if applicable)

Residence halls or communities included in the project:

University Housing staff member(s) you have contacted about the project:

Budget

Total Amount Requested: \$

Project Overview

Use this space (2 pages maximum) to tell us what you want to do and why. Briefly and clearly describe:

- Your problem statement and/or research question.
- Your SMARTIE (Specific, Measurable, Achievable, Realistic, Time-bound, Inclusive, and Equitable) goals in the context of the [UGA 2025 Strategic Plan](#) and [Drawdown Georgia](#) climate solutions.
- How this project will advance sustainability practices, initiatives, and awareness at UGA and beyond.
- How this project will enhance social justice, equity, diversity, and inclusion at UGA and beyond.
- Partner organizations, departments, or academic courses involved in the project, including specific individuals consulted for this proposal.



Campus Sustainability Grant Proposal – Compliance Form

Will this project require compliance review in any of the following areas?

Compliance Area	Yes	No	If yes, list section and page number(s) of proposal where this is described
Animal Use	☐	☐	
Biohazardous Materials	☐	☐	
Human Subjects	☐	☐	

For more information, contact:

Office of Animal Care and Use	http://research.uga.edu/oacu/	706-542-5933
Office of Biosafety	http://research.uga.edu/biosafety/	706-542-9876
Human Subjects Office	http://research.uga.edu/hso/	706-542-5318

Name	Date

☐ By placing an X in this box, I certify I will fulfill all compliance requirements if this grant is approved.



Campus Sustainability Grant Proposal – Budget Sheet

Complete all sections. If more space is needed, add more rows to the tables below or please attach a separate document to list specific items and their costs.

All grant funds must be expended by June 30th and in accordance with UGA policies and procedures. UGA employees will assist successful proposals with all fiscal matters, and all purchases will be made by UGA staff. Consult appropriate faculty and/or staff members as well as your faculty/staff sponsor to verify project budget, implementation, and feasibility.

I. Personnel

Acceptable personnel funding includes:

- Hiring outside consultants or contractors to perform required project tasks,
- UGA Facilities Management Division staff labor charges for project implementation, or
- UGA student workers managed by participating UGA department to perform required project tasks.

	Number of People	Amount/Person	Subtotal
Contractors			\$
UGA Staff			\$
UGA Student			\$
Other			\$
Personnel Total			\$

II. Equipment

Specific Equipment Items	Length of Use	Subtotal
1.		\$
2.		\$
3.		\$
4.		\$
Equipment Total		\$

III. Supplies/General Expenses

Specific Supply Items	Comment	Subtotal
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
Supplies Total		\$

GRAND TOTAL \$



Campus Sustainability Grant Proposal – Implementation Plan

Use this space (4 pages maximum) to describe how you will carry out and measure the success of the project. List the Specific Aims of the project, and for each Specific Aim, detail:

- Your approach and anticipated outcomes.
- Metrics to be used to measure the success of the project (e.g. kWh of electricity or gallons of water conserved, families or children served, etc.).
- Feasibility of implementing the project with available resources, including grant funds and any other leveraged assets.
- Project schedule and milestones, keeping in mind that projects must be completed and funds spent by June 1, and [final reports](#) submitted by June 30.
- Sources of continued funding and institutional support if the project is expected to be ongoing and will require resources beyond the initial grant period.



Campus Sustainability Grant Proposal – Communications and Engagement Plan

Use this space (2 page maximum) to describe how you will engage the community and promote your project, such as:

- Academic courses that you will engage through your grant project, including course title and faculty.
- Anticipated partnerships formed or enhanced through this project.
- Outreach events, activities, or media outlets. (Grant recipients are encouraged to present at Earth Week activities in April and/or the Office of Sustainability's Semester in Review on Spring Reading Day.)