

**Arizona State University Sustainability Initiatives Revolving Fund (SIRF)**

**Tier 1 Funding Proposal Request Form (total project costs up to $5,000)**

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| Project Name | |
| Submission Date | Request Amount $ |
| Project Leader | |
| Project Coordinator  College/Department | |
| **Description of Project**  Please attach any supporting documentation. Please submit all SIRF proposal documents to [SIRF@asu.edu](mailto:SIRF@asu.edu).  Here is an example:   * Faculty organized the event, Ugly Food Fest and Film, to educate attendees on the prevention of food waste * Students, faculty, and staff worked together to remodel the Sustainability House at the Barrett Rooftop Garden   Need more examples? Go to <https://cfo.asu.edu/sirf> to view annual reports. | |
| **Project Benefits / Justification**   * How does it fit with ASU’s sustainability goals of ASU? What are the benefits? Go to the websites listed to explore our goals. * [Cfo.asu.edu](http://cfo.asu.edu/) * Describe the student/community interest or engagement required for the proposal to be impactful.   What will be the project’s outcome(s)? For example, how many people will participate/be reached? How will you measure this? | |
| **Project Timing**  Please describe:   * Any time-sensitive constraints, e.g. academic term, weather, etc. * Any support you may need from the ASU Staff to ensure your event’s success * Will you need help getting tables? Or promoting the event? * Estimated time of completion or in-service date and your project’s asset useful life. * How will you use the funds?   You are required to complete the Seeds of Sustainability Certification using the link below.  <https://cfo.asu.edu/sustainability-certification-program>  If you are hosting an event, your event must be Green Event Certified through the Sustainability Certification Program below and must comply with all the requirements.  <https://cfo.asu.edu/personal-action> | |
| **Project Budget**   * Describe in words how you will use the funds. * Provide a list of estimated expenses by category. For example:   Speaker honorarium $  Materials / Parts / Supplies $  Equipment rental $  Engagement / Marketing $  **Total $**  (Note – 8.5% will be added to the approved total funding to cover any applicable ASC.) | |
| **Project Deliverables**  To ensure future grant approvals, the following must be submitted a month after the project or event has taken place:   * Brief description of the event/project * Photos of event/project * Itemized list of expenditures * Sign-In Sheet, if an event took place * Flyers, in which it describes/announces event * Testimonials (highly suggested) * Certifications for Seeds of Sustainability and, if applicable, ASU Sustainability Certification * Green Event Certification, if applicable | |

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| Approvals | Signature |
| Department Chair or Director of submitting department |  |
| Director, University Sustainability Practices |  |
| Other |  |

Checklist

Below is a list of items that are a reminder on what to attach to your required final report.

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|  | Brief description of the event/project |
|  | Photographs of event/project |
|  | Itemized list of expenditures |
|  | Sign-In Sheet, if an event |
|  | Flyers (if applicable) |
|  | Testimonials from participants |
|  | Seeds of Sustainability Certification |
|  | Green Event Certification (if applicable) |