

**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 CoordinatorCollege/Department |
| **Description of Project**Please attach any supporting documentation. Please submit all SIRF proposal documents to 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) |