



# HENDRIX COLLEGE Campus Sustainability Fund Committee

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## Project Application

The Hendrix College Campus Sustainability Fund Committee is charged with allocating funding to sustainable and environmental projects proposed by members of the Hendrix community that benefit the campus. Applications are required to abide by CSFC policies and procedures found on Hendrix.edu/CSFC. There is no minimum or maximum funding amount for projects nor an expected duration or scope. The applicant and his or her project team commit to working with the CSFC in order to ensure that the project is completed as well as providing at least one status update about ongoing projects each semester.

All projects are reviewed on a rolling basis during the academic year and are due two weeks before a given CSFC meeting. Project Applications associated with Odyssey Funding Requests are due on Odyssey deadlines. This document (in .doc format) must be submitted in a single e-mail along with any attachments with “CSFC Project Application” and your name as the subject and document file to CSFC@Hendrix.edu.

### **Part 1: Executive Summary**

Project Title:

Application Date:

Total Funding Requested:

Please provide a 150 to 200 word abstract describing the entirety of your project:

Primary Applicant Name:

Complete All That Apply:

Student-Class and Major(s):

Faculty-Department and Position:

Staff-Department and Position:

Alumni-Class and Major(s):

Community Member-Relationship to the College:

Hendrix ID:

Campus Mailbox (or address):

E-Mail: Phone:

Electronic Signature:

Project Advisor (faculty or staff member, required for student applicants):

**Part 2: Project Plan**

**1. Project Description**

Provide a detailed summary of your entire project including the **goals** for the project, how you will **implement** it, and your **rationale** for proposing such a project. Specifically, address how this project benefits the Hendrix community long term (i.e. sustainability). The description length will vary by project size, but it should be at least a page.

**2. Partners**

Describe how many students will be involved with the project and how they will be involved. List and describe the involvement of other project team members, departments, or organizations sponsoring the project.

Have you applied for	Yes	No
Odyssey Credit		
Odyssey Funding		
Internship/Course Credit		
Other Funding (list sources)		

**3. Outcomes**

Describe how this project will improve sustainability at Hendrix and how you will educate students about the project. Directly discuss the relationship and benefit the project has to as many different facets of sustainability and the environment as possible. Could this project be expanded in the future? If so, how? How many students will benefit from this project?

**4. Project Benchmarking and Innovation**

Why should this project be done at Hendrix? How have other schools or organizations addressed this issue? Please specify how your project includes or adjusts previous work to make it successful at Hendrix.

**5. Assessment and Metrics**

What are measures of success for this project? How will you measure the benefits of the project? How will you track and report the progress of the project to the CSFC? Please list key indicators you plan to use in your assessment.

Then, complete the included table below.

Total Funding Requested (\$)	
Students Affected (#)	
List expenses needed to maintain the	

project (e.g. labor costs):	
Estimate the number of years before the project will have to be replaced (lifespan):	
List and give best estimates on the expenditures or savings of environmental resources from completing the project (e.g. electricity, water, gasoline, waste):	

**6. Budget**

Provide a detailed, itemized budget for the entirety of the project listing all costs you are requesting the CSFC to cover for the lifespan of the project and where these items will be purchased. Include initial costs and operation and maintenance costs.

**7. Timeline and Milestones**

Create a timeline including the major events and milestones occurring during the project. Include events others working on the project are responsible for. A Gantt chart or a calendar is acceptable.

**8. Project Lifespan**

What is the expected lifespan of the project? Who will be overseeing the project during that time? How will you ensure that the project is maintained?

**9. Attachments**

List the file names of any supporting or pertinent information attached to this application.