Project Number (for Coastal Fund use):



Emergency Funding Application

Last updated Summer 2018

Please complete Sections 1-9 below. Submit completed application and all additional documentation (listed in Section 8) at [www.coastalfund.org](http://www.coastalfund.org). Please contact the Coastal Fund Administrative Coordinator or Advisor with any questions by emailing [coastalfund@as.ucsb.edu](mailto:coastalfund@as.ucsb.edu).

About the Emergency Grant:

The AS Coastal Fund Board understands that natural environments, especially those under constant influence from human activities, can be unpredictable. The Emergency Grant is intended for applicants with funding requests that do not fit within our regular funding cycle in which applicants submit requests at the beginning of the quarter and funds are awarded approximately 10 weeks later. The AS Coastal Fund has a specific application for projects that meet the Emergency Grant guidelines:

Eligibility Requirements:

1. Project must advance the Coastal Fund Mission and take place within the Santa Barbara watershed.
2. Project must be overseen or sponsored by UCSB, a registered non-profit or a government agency.
3. Funding need could not have been foreseen in time for previous application deadline.
4. Funding is absolutely required before next application cycle.

Examples of acceptable emergency grant projects include those relating to a sudden disaster such as an oil spill, a need for quick action or advocacy when a topic such as coastal development is scheduled to be reviewed by a local governing or permitting body, or when a critical piece of equipment breaks and threatens data collection partway through field season. Missed deadlines, approaching graduations, and limited but reasonably predictable field seasons are NOT acceptable reasons for emergency grant funding.

Restrictions on Emergency Grant Funding:

Coastal Fund greatly prefers that applicants apply through its standard funding cycles and intends for Emergency Grants to be used rarely and only as a last resort. The following additional restrictions are therefore placed on Emergency Grants:

1. As with all Coastal Fund grants, funding may not be awarded retroactively.
2. All funds must be spent by the end of the academic quarter following the one in which the application was submitted or returned to Coastal Fund. After this point, the applicant will have had an opportunity to apply and receive funding through the standard grant cycle.
3. No extension request will be granted for an Emergency Grant except in extremely rare cases, generally only when emergency or unpredictable conditions end up lasting into the grant period.
4. No requests will be reviewed between late May and the beginning of October, when UCSB and thus Coastal Fund is on summer break, regardless of circumstances.
5. Applications received during finals week or over spring or winter break will not be reviewed until Coastal Fund resumes in the following quarter.

Section 1: General Information

Project Title:

Sponsoring Organization:

Check Issued To (must be organization, department, or UC Regents, not an individual):

Mailing Address:

Primary Contact Name:

Title/Position:

Phone:

Email:      

Organization’s Billing/Financial Contact Name:

Billing/Financial Contact Email:

Project Advisor and Title (if primary contact is a UCSB student):

Total Amount Requested:

Do you plan to request additional funding for this project in future normal funding cycles?

Where did you hear about Coastal Fund?

Section 2: Emergency Information

Describe your emergency request and explain why it qualifies for mid-cycle review. Why were you unable to apply for funding during the previous funding cycle?

Why are you unable to wait for funding until the next application cycle?

If this request is part of an ongoing project or initiative, how is it currently being funded and are you able to reallocate any of that funding towards the current need?

Section 3: Project Information

Please provide a summary description of your funding request (limited to 1000 characters):

Describe your project and funding request in detail. Include your goals and objectives, relevant background information, and future plans beyond this funding cycle. Please limit this description to 2 pages, and submit any additional information as supplemental documentation with the understanding that the Board will skim additional or supplemental material.

If this is a request for funding related to a program or project previously funded by Coastal Fund, describe how your program has progressed or evolved since your last application.

How does your project fit within the Coastal Fund mission statement to preserve, protect and enhance the terrestrial and marine habitats associated with the shoreline of Santa Barbara?

How will you determine if your project is successful?

Section 4: Student Impact and Involvement

Coastal Fund’s annual budget comes from fees paid by UCSB students. Does your project include any student internships or volunteer opportunities? If so, how many students and how many hours per week will they work on the project?

Please describe the type of work student interns or volunteers will do, how they will be recruited, and if any special skills or criteria are needed (certified diver, graduate student, etc). What will they gain from the experience?

Are there any other ways your project will benefit UCSB students or the campus as a whole, either directly or indirectly?

Section 5: Budget & Funding

Before developing your budget, please review the Coastal Fund [**Funding Guidelines**](https://coastalfund.as.ucsb.edu/funding-guidelines/). If you are a UCSB department and requesting funding for student hourly or stipend internships, you may wish to speak with your department’s HR manager to determine the proper funding allotment and category.

Please itemize your funding request by filling out the Coastal Fund[**Budget Worksheet**](https://coastalfund.as.ucsb.edu/files/2017/06/CF_Budget_2017.xlsx), found on the Coastal Fund website, and submitting it along with your application.

Itemize any additional funding sources that apply to this project, past or present. If this is an ongoing program, please include only sources for the current fiscal year.

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| --- | --- | --- | --- |
| Funding Entity | Date Requested | Status (secured, Pending, Denied) | Amount Allocated |
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If you listed any additional funding sources for this project, please describe how those funds have been allocated to various costs in your overall budget and/or any restrictions on use.

Coastal Fund consistently receives more requests for funding than it is able to grant. Would your project be viable if it only received partial funding? What line items in your budget are particularly essential to project success?

Section 6: Timeline

Provide a general timeline that outlines the stages of your project from funding approval to completion.

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| --- | --- |
| Time Period | Actions / Goals |
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Section 7: Publicity

How and where will your project be publicized?

How will Coastal Fund be identified as a funder of this project?

Section 8: Additional Documentation

Please include the following documentation along with your application. Attach all files to email individually, do not merge into a single document.

Budget worksheet

Most recent Form 990 filed with the IRS (if not a UCSB or government entity)

Additional optional supporting materials. Describe:

Section 9: Verifications

Please initial below to acknowledge that you have read and agree with each of the following statements.

      I understand that the information in this proposal may be made available to the public if needed.

      I have read the Coastal Fund Funding Guidelines listed at [www.coastalfund.org](http://www.coastalfund.org) and agree to abide by all rules and requirements.

      I understand that if I am granted funding I will be expected to provide follow up documentation including a final report, receipts of all expenditures, and (if interns are funded) intern contact information and evaluations.

      I understand that while Coastal Fund reviews Emergency Grant applications as quickly as possible, approval can only be granted while Coastal Fund is in session (UCSB’s Fall, Winter and Spring quarters, excluding finals week) and that checks may still take a few weeks to process.

      I understand that Emergency Grants are designed to bridge the gap between funding periods and are therefore short term grants. If I need additional funding beyond the approved period, I will apply during the normal grant cycle or seek funds elsewhere.