Project Number (for Coastal Fund use):



Minor Funding Application

Last updated Summer 2018

Please complete Sections 1-7 below. Submit completed application and any additional documentation (listed in Section 6) to coastalfund@as.ucsb.edu by midnight on the stated deadline. Please contact the Coastal Fund Administrative Coordinator or Advisor with questions by emailing coastalfund@as.ucsb.edu or by calling (805) 893 – 5166.

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:

Requested Project End Date (maximum 15 months from application date, approximately 12 months from date at which funding is received):

Has Coastal Fund funded this project before? If so, when?

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

Where did you hear about Coastal Fund?

Section 2: Project Information

Describe your project in detail, including your goals and objectives and any background information. Please limit this description to 1 page, 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 repeat funding for a continuing program or project, 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?

Please provide EITHER 1) the project leader's bio 2) a description of the project leader's expertise in the project's topic area, or 3) attach a resume or CV as a separate document. If you are attaching a resume or CV, please write "see attached" below.

Section 3: 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 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 4: Budget & Funding

Before developing your budget, please review the Coastal Fund 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 FundBudget Worksheet, found on the Coastal Fund website, and submitting it along with your application.

Describe how your line items are essential to your project’s overall success, and explain any quantities chosen (for example, if you are requesting 10 of an item, why 10 and not 5?)

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.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 5: Timeline

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

|  |  |
| --- | --- |
| Time Period | Actions / Goals |
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Section 6: Additional Documentation

Please include the following documentation along with your application.

[ ]  Budget worksheet

[ ]  If a non-profit organization, an audited financial statement (preferred), most recent Form 990 filed with the IRS or letter from the IRS stating that the organization is not required to submit a 990

[ ]  Any missing final reports from previous projects.

[ ]  Any additional optional documentation. Describe:

Section 7: Verifications

Please initial below to acknowledge that you have read and agree to 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 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 and receipts of all expenditures.

      I understand that Coastal Fund makes all funding decisions at the end of the quarter in which the grant was submitted, and that funding will not be available until the start of the following quarter.