



SUCCESS GRANTS

SUPPORTING UNIQUE, CREATIVE AND COLLABORATIVE EFFORTS IN STUDENT SUCCESS

I. Introduction

The Office of the Vice President for Student Success has allocated funding to support unique, creative and collaborative efforts by units throughout the Division of Student Success at the University at Albany. The Vice President determines the general purview for which these efforts should be directed from year to year.

Any department, program, office, committee, group, or individual within the Division of Student Success may apply.

The number of grants awarded and the amount for each will depend on the quality of applications received. Applications should not exceed requests for \$4,000. These grants are not intended to fund ongoing activities, but rather to encourage new ideas and new projects. Collaborative proposals should designate a principal contact and be submitted by only one author.

II. Grants Program Guidelines (2009-10): ENVIRONMENTAL STEWARDSHIP & SUSTAINABILITY

Proposals are being sought for unique, creative and collaborative efforts that support and promote environmental stewardship and sustainability at the University at Albany. The general focus should be on encouraging the conservation and efficient use of natural resources on campus; initiating projects that reduce the University's environmental impact; setting an example of sustainable living for the community at large; increasing awareness of the University's responsibility to operate in an environmentally accountable manner; teaching the principles of sustainable living to our students and colleagues; and demonstrating the economic and other benefits of sustainable living.

How can your unit support environmental stewardship and sustainability programs?

- Program implementation - providing volunteers and resources in support of existing initiatives.
- Communication - developing communications and promotions strategies that are sustainable.

How can your unit support the goals of environmental stewardship and sustainability, operationally?

- Energy conservation strategies - office practices, purchasing.
- Waste reduction - elimination of paper, other waste.
- Recycling efforts - how to improve infrastructure and availability of bins at events.

These awards are funded with New York State funds and must be used in compliance with State expenditure guidelines. Expenses such as refreshments, food, scholarships, gifts, or gift-cards can not and will not be paid, except in limited amounts. For further information, see: http://www.albany.edu/accounting/financial_procedures_manual_introduction.html.

Grants will be awarded on a rolling basis throughout the 2009-10 academic year. **Grant proposals should be submitted no later than four weeks before the date of the program or activity.** Funds are to be used before June 30, 2010.

1. Applicants should complete the SUCCESS Grant Application (attached) which addresses the following:
 - a. describe the program concept and goal(s).
 - b. describe the intended audience for the program.
 - c. describe intended activities that will take place during the program.
 - d. indicate all co-sponsoring groups and describe how each group will actively participate in the implementation of the program.
 - e. timeline that will be used for planning and implementation the event.
 - f. evaluation of the project.
 - g. anticipated expenses and funding sources (if other sources are being considered as well).
2. An **itemized budget** noting when funds will be expended and what in-kind services, if any, will be procured. Lump sum budgets will not be considered.
3. All funded projects must submit a **one page final report** within 30 days of the event. The report shall assess the implementation and outcome aspects of the project by reviewing:
 - a. what was done with the grant funding;
 - b. who the principals in the project were;
 - c. how many persons were served by the project;
 - d. what effect or impact the project had on the campus community, and whether those effects will be ongoing; and,
 - e. whether the project or aspects of the project will be supported financially through your unit and continued after the SUCCESS Grant funding has ended. If yes, then please indicate how the project has been configured/re-configured for continuation. If no, please indicate why the project or aspects of the project will not be continued.

III. Grant Proposal Review

The SUCCESS Grants Review Committee will review proposals and make recommendations to the Vice President for Student Success. Please submit your proposals to:

SUCCESS Grants Review Committee
C/O Dr. Michael N. Christakis
Office of the Vice President for Student Success
UNH 206

SUCCESS GRANT

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APPLICATION

Today's Date: _____

Please Print or Type

Title of Event: _____

Date of Event: _____ Event Start/End Time: _____

Event Location: _____

Contact Person/Program Coordinator(s): _____

Contact's Phone No. : _____ Contact's E-mail Address: _____

Amount of Funding Requested: \$ _____ (up to \$4,000)

Co-sponsoring Unit(s): *(All units must list a contact person.)*

1. Unit _____

Contact Person _____ Contact's Phone # _____

Signature of Contact Person _____

2. Unit _____

Contact Person _____ Contact's Phone # _____

Signature of Contact Person _____

Please provide detailed information about your event in the areas below. If preferred, your typewritten responses may be submitted on a separate attachment to this application. The event title should be indicated on each page of the attachment.

- I. **Program Goals.** Describe the program and what the program will attempt to accomplish.
- II. **Target Audience.** Describe the intended audience for the program.
- III. **Program Format/Design.** Describe all intended activities that will take place during the program. Indicate any special features (i.e. performers, food, giveaways, etc.).
- IV. **Involvement.** Indicates all co-sponsoring groups and describe how each group will actively participate in implementing the program.
- V. **Timeline.** Provide the timeline that will be used for planning and implementation of the event, indicating each group's area of responsibility.
- VII. **Evaluation.** How do you plan to evaluate the project upon its completion.

VII. Program Budget. List all anticipated expenses and other funding sources (if others are being considered).

Expenses: \$ _____ For _____
\$ _____ For _____
\$ _____ For _____
\$ _____ For _____
\$ _____ For _____
\$ _____
(Total Expenses)

Funding Sources \$ _____ From _____
\$ _____ From _____
\$ _____ From _____
\$ _____
(Total Funding)

**I hereby certify that the information given on this application is complete and accurate. I understand that any misrepresentation of this information may result in the denial of the application.*

Name of Applicant (print) _____

Signature _____ Date _____

PLEASE SUBMIT THIS APPLICATION TO
The Office of the Vice President for Student Success, UNH 206
ATTN: Dr. Michael N. Christakis

FOR COMMITTEE USE ONLY

Date & Time Received: _____ Date of Response to Applicant: _____

Committee Review Date: _____

Committee Decision: **Fund** _____ **Do Not Fund** _____

Award Amount: \$ _____

Additional Comments:



STUDENT SUCCESS
UNIVERSITY AT ALBANY
State University of New York