

**FSAS FUND APPLICATION | COVER SHEET**

APPLICANT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

The applicant is (please check one):    \_\_\_ student            \_\_\_ faculty            \_\_\_ staff

PROJECT TITLE: \_\_\_\_\_

\_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_ TOTAL PROJECT BUDGET: \_\_\_\_\_

PROJECT DATE(S): \_\_\_\_\_

PROJECT LEADER(S) AND PARTNER(S)

Who is primarily responsible for the project? \_\_\_\_\_

Others involved: \_\_\_\_\_

\_\_\_\_\_

Others' roles and contributions to the project: \_\_\_\_\_

\_\_\_\_\_

**SIGN-OFF**

The staff or faculty member overseeing the project approves this application.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature/Date

## APPLICATION INSTRUCTIONS

### SUBMISSION

During fall term applications for large-activities (those projects exceeding \$500) must be submitted by 5:00 p.m. on **Friday, September 29<sup>th</sup>, 2017**. During spring term applications for large-activities must be submitted by 5:00pm on **Friday, April 20<sup>th</sup>, 2018**. Applications for small-activities (those requiring \$500 or less) will be accepted on a rolling basis.

Please submit your proposal via email to Kourtney Collum (kcollum@coa.edu) and write "FSAS Fund Application" in the subject line of the email. You must upload your application as a pdf that includes a coversheet, proposal narrative, and budget (including a budget narrative).

### PROPOSAL NARRATIVE

Your proposal narrative must address each section listed below. Include headings. The narrative can be up to four pages, double-spaced.

#### I. Project Description

Describe the project. Please be specific. Include: background, need for the project, and a description of project activities.

#### II. Impact / Outcomes

What will be different and/or improved because of the project?

#### III. Evaluation

How will you evaluate the success of your project?

#### IV. Sustainability

Will the project continue beyond the funding period? If so, who will oversee the ongoing project? What will be done to continue the project? Has funding been secured for continuation?

#### V. Sharing

How will project results be shared with the COA community? *This is a very important part of the application.*

### BUDGET & BUDGET NARRATIVE

Please include a full project budget, including all income sources and amounts, and expense amounts, type, and description. Show the full cost of the project, not just what you are requesting from FSAS. See the example below.

**EXAMPLE PROJECT:** Designing On-Campus Pollinator Gardens

### **INCOME**

<b>Source</b>	<b>Amount</b>
FSAS Fund	\$525
Gardens of America Grant	\$200
<b>Total</b>	<b>\$1,025</b>

## EXPENSES

Expense Type	Expense Description	Cost
Materials	Seeds	\$100
	Trees/Shrubs	\$200
	Compost and soil amendments (lime, fertilizer)	\$250
	Landscape fabric	\$100
Personnel	Consulting fee	\$200
Services	Soil samples (5 @ 15/each)	\$75
Travel	Gas to travel between farms and campus and to other gardens	\$100
<b>Total project cost</b>		<b>\$1,025</b>
<b>Total amount requested from FSAS</b>		<b>\$825</b>

## BUDGET JUSTIFICATION

Materials: I will order \$100 worth of seed from Wild Seed Project, an organization based out of Portland that specializes in cultivating and distributing native plant seeds. During spring I will order \$200 worth of propagated native plants including shrubs and trees to supplement residential gardens. The soil amendment materials can be broken down as following; \$20 for a bag of lime, \$30 for a bag of NPK plant fertilizer, and \$200 worth of Coast of Maine premium soil mixes (black earth, compost, and peat) to be used depending on the garden site. A 3' by 250' roll of landscape fabric costs \$100 and will frame the extension of the north lawn garden.

### Personnel and Services:

To plan the garden design, I will request a Cooperative Extension consultant to come and do a consultation prior to spring planting. To cover the cost of travel as well as their time and expertise, I will pay \$200 for this service. A standard soil test through the University of Maine costs \$15, and I plan to sample 5 different sites – 2 for the north lawn garden and an additional 3 for residential garden sites.

### Travel:

I will make several trips between the farms and campus to transport materials to prep the gardens. I will also visit two pollinator gardens in the state to view examples and gain inspiration for the gardens at COA. I calculated the cost of gas at \$0.44/ gallon and estimate that I will travel approximately 230 miles over the course of the project.