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**APPLICATION FOR THE TGIF SUSTAINABLE CAMPUS AWARD 2023**

**DUE DATE: FEBUARY 21, 2023**

**TGIF Mission**

The Green Initiative Fund (TGIF) aims to empower undergraduate students, and all members of the Hunter community, to actively participate in the effort to advance sustainability on campus. Through a Grant Making Committee with a student majority, TGIF aims to fund innovative projects that empower the Hunter College community to create a campus that provides solutions to environmental issues while promoting a sustainable lifestyle. Through these projects, TGIF aims to catalyze a shift in the culture at Hunter College, and foster a new and heightened sense of environmental and social awareness, responsibility, and capacity for action. Read the TGIF project [criteria](http://cunysustainablecities.org/tgif/criteria/) and [bylaws.](http://cunysustainablecities.org/tgif/about-tgif/)

**Application Instructions – Email your completed application to** [**tgif@hunter.cuny.edu**](mailto:tgif@hunter.cuny.edu) **by Tuesday Febuary 21, 2023**

Fill out the TGIF Grant Application completely. Be sure to complete a detailed budget and project timeline, included in the application. Applications should be formatted with 1 inch margins and use no less than 11 point font. You can include additional documentation (e.g., letters of support, maps, drawings, etc.) to support your application. Any additions to the application should be clearly labeled to aid committee review - mention them in your application, and make sure the attachments are clearly named. Please review the application materials, the [FAQ](http://cunysustainablecities.org/tgif/faq/), [Criteria](http://cunysustainablecities.org/tgif/criteria/), [Timeline and Budget Examples](http://cunysustainablecities.org/tgif/timeline-and-budget-examples) carefully. If you still have questions, send an email to [tgif@hunter.cuny.edu](mailto:tgif@hunter.cuny.edu).

**Review and Award Decisions**

The Grant Making Committee will review all submissions and allocate funds to projects by a majority vote of the full Committee membership. You should expect to receive a decision on your application by the middle of November. If approved, you will be able to begin your project in January, after filling out all the appropriate College Association paperwork. The projects should be completed by the end of the semester.

Application Date:

Project Title:

Total Requested Amount:

**By initial the following box, I confirm that I reviewed and agree to the TGIF** [**criteria**](http://cunysustainablecities.org/tgif/criteria/) **\_\_\_\_ .**

**APPLICANT INFORMATION**

*Applicant must be an undergraduate student***;** *for student groups, please designate one primary contact.*

Applicant Name :

Email Address:

Phone Number:

Year of Study/ Number of Credits:

Major (If undecided, please indicate):

Additional Project Participants (Indicate if participants are Hunter students, non-Hunter students, faculty, or etc)

1.

2.

3.

Group Affiliation (Are you working with a student group on campus, a department, or an outside non-profit? If not, write NA)

**PROJECT INFORMATION**

Describe your project.

How will your project make Hunter College more sustainable?

What is the goal of your project? (Clearly define the goals of your project here. You can also discuss environmental benefits, impact on the student experience, and the education and outreach potential here.)

How you will measure the success of the project? (Measures of success can range from hard figures, i.e. reaching out to 100 Hunter students about e-waste, to softer measurements, i.e. increasing overall awareness on campus about sustainable agriculture practices by hosting an event with a local farmer.)

Will your project result in any changes to the physical buildings of Hunter College? (Who will be responsible for maintaining the new additions once you are no longer involved**?) \*Please note projects that require changes to the buildings of Hunter College are subject to approval by the Assistant VP of Facilities after being considered by the TGIF Grant Making Committee.**

Will your project result in any ongoing maintenance costs to Hunter College? (Who will be responsible for maintenance and funding once you are no longer involved?)

**PROJECT TIMELINE** [[link to example here]](http://cunysustainablecities.org/tgif/timeline-and-budget-examples)

Describe the steps you will take to complete your project (Provide a detailed timeline in the space below or submit your timeline as an Excel file that can be found [here.](http://cunysustainablecities.org/tgif/2011-2012-tgif-application/) Feel free to add/remove lines from the chart. Include any dates relevant to your timeline. For example, if your project includes an event, include the approximate date of the event.)

| **DATE** | **ACTIVITIES** |
| --- | --- |
|  |  |
|  |  |
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|  |  |

**TGIF BUDGET** [[link to example here]](http://cunysustainablecities.org/tgif/timeline-and-budget-examples)

Provide a detailed budget in the space below or submit your timeline as an Excel file that can be found [here.](http://cunysustainablecities.org/tgif/2011-2012-tgif-application/)

Total Project Cost:

Identify any additional funding sources (if applicable):

|  | **Item Description (be as specific as you can)** | **TGIF Request** | **Other Funding/Resources/**  **Donations** | **Total Project Cost** |
| --- | --- | --- | --- | --- |
| **1. CONTRACTUAL SERVICES**  **including** Space rental and equipment rental for events, stationary, refreshments for events, website design, printing, postage, copying, advertising & promotion |  |  |  |  |
|  |
| **2. EQUIPMENT**  **including** computers, |  |  |  |  |
| software, furniture and  electronics |
| **3. PERSONNEL SERVICES**  **including** honoraria for speakers, performers, bands, lectures, workshops and advisors |  |  |  |  |
| **4. SUPPLIES**  **including** office supplies, cleaning supplies, utensils, napkins, plants, decorations |  |  |  |  |
| **5. TRAVEL EXPENSES**  **including** car/bus rental, conference fees, transportation costs, entry fees to events, meal allowance for travel |  |  |  |  |
| **6. MISCELLANEOUS**  **anything else!** |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |

**IMPORTANT BUDGET NOTES**

**Equipment:** To qualify as Equipment, items must be at least $100. Laptops and PDA's cannot be purchased.

No more than 50% of the entire project budget can be spent on equipment.

**Personnel Services:** Maximum amount for honoraria is $500. You cannot use TGIF funds to pay full time faculty members or project members salaries. No more than 20% of the total budget may be spent on advisors

**Supplies:** No more than 20% of this entire budget can be spent on supplies.

**Travel Expenses:** The College Association will not approve any funds for social overnight events or trips.

**COLLEGE ASSOCIATION**

**Note: Please complete the College Association Budget at the end of the application see notes comments in margins**

**COLLEGE ASSOCIATION BUDGET REQUEST FORM**

**ORGANIZATION NAME: Budget Period:** July 30, 2022-June 30, 2023

1. Officers’ Names

| Print Name, President |
| --- |
| Signature, President |
| Hunter E-mail Address |
| Address |
| Telephone # |

| Print Name, Treasurer |
| --- |
| Signature, Treasurer |
| Hunter E-mail Address |
| Address |
| Telephone # |

1. Size of Membership\_\_\_\_\_\_ Years in Existence\_\_\_\_\_\_ Frequency of Meetings\_\_\_\_\_
2. Formal Purpose of Organization (Purpose must be listed. “See Constitution” is not acceptable.)
3. **Student Organizations Only:** Indicate what activities will be held related to the organizations purpose (All student organizations are required to have at least four (4) activities per year including one (1) per semester related to the student organization’s purpose). *Budgets will not be approved unless these activities are listed. Any requests for exception must be submitted in writing to and approved by the College Association Office and attached to this form. A minimum of 25% of the total budget must be spent on these four (4) student organization events.*
4. Tentative name/type, date of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total cost of event: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Tentative name/type, date of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total cost of event: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Tentative name/type, date of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total cost of event: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Tentative name/type, date of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total cost of event: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Other funding sources: (Include anticipated sources such as AEB, fundraisers, etc. and amount anticipated from each.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Departmental Connection/Department Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Location of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am familiar with the applicable City University By laws, policies, and regulations, and will be held responsible for all bills submitted for payment. I understand that students are not permitted to order any items or services for personal use of for which their organization has insufficient funds or did not receive prior College Association approval. I further understand that any student or former student who assumes such a financial obligation will be held PERSONALLY RESPONSIBLE for these expenses. I also understand that all bills must be accrued and submitted by June 1, 2023. The College Association reserves the right to reject any budget that is not submitted to them by April 1, 2023.

SIGN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funds cannot be used unless and until the College Association has approved the budget.**

**NAME OF ORGANIZATION**

**Fall 2023 - Spring 2023**

**BUDGET PERIOD**

LIST BELOW, UNDER EACH CATEGORY, AN ITEMIZATION OF EXPENDITURES AS TO EVENT, DATE, CONTRACTOR, ETC. WHEREVER APPLICABLE. All budget modifications and line transfers must be approved by the College Association with two exceptions:

A) A maximum of 25% of total budget can be spent on all costs associated with social events unrelated to club

purpose.)

B) Clubs are permitted to do a maximum of a 10% change of an original line item. Clubs which request to go

over 10%, either at one time or cumulatively during the semester, must receive prior College Association

approval.

C) Budget modifications or line transfers up to 25% for programs, activities, purchases or services already

approved can be authorized by a three person College Association subcommittee.

1. **CONTRACTUAL SERVICES \***: **(Please note: At the end of some categories is the suggested maximum percentage of the budget that can be expended on that entry. Web design maximum is $250 per year and web maintenance is $100 per year. The College Association will not approve any funds for social overnight events or trips, unless funded by the profit from a fundraiser.**

***Items such as food for an event and corresponding needs should be listed only by its category and should not contained itemized costs. Please list general items with costs See attached sheet for itemized budget.***

| **DESCRIPTION** | **AMOUNT** |
| --- | --- |
| List combined contractual cost for all events:(indicate type of event and anticipated month of event. Do not itemize here please list overall costs. |  |
| *Ex. Open house for new members (Oct 2016)*  *Fashion Show (Feb 2017)*  *Poetry Night (March 2017)* | *$2000* |
|  |  |
| Refreshments for Meetings (list number of meetings and refreshment costs for each meeting.) |  |
| **(20% of total budget)** |  |
| Rental of Water Cooler and Service (itemize rental costs and cost of water) |  |
| **(10% of total budget)** |  |
| Advertising and Promotion (campus media, outside media, giveaways, etc. Promotional giveaways must indicate number and price per unit.) **(15% of total budget) $50 maximum for gifts and prizes. Verification required for gifts and prizes valued over $10.** |  |
| Bus or Car Rental (list destination, number of students going and indicate how they were selected.  Proof of insurance must be provided to the College Association Office before trip. See College  Association Office for specific policies regarding bus or car rentals.) |  |
| Membership Fees (*Organization fees only and list the organization(s)*. *Individual membership fees will not be paid from student activity fees, but could be paid by the individual or through a fundraiser.*) |  |
| Film/Video Rental (purpose and name of film or topic) **Please note:** The owners of the distribution rights of a film must give permission for public film screenings, regardless of whether or not admission is charged. |  |
| Printing (indicate number of issues and copies per issue) |  |
| Postage (items, quantity and purpose) |  |
| Repairs and Maintenance (type of repair and model # of item to be repaired) |  |
| Duplicating - purpose |  |
| Telephone (only local service permitted and any exceptions would require appeal to the College  Association.) |  |
| Stationery/Letterhead |  |
| Website Design Expenses. (list purpose of website. A disclaimer must indicate that the site is for a student organization, if applicable, and does not represent Hunter College. |  |
| Other |  |
| **TOTAL CONTRACTUAL SERVICES** |  |

2. **EQUIPMENT \*** (Note: Laptops and PDA=s cannot be purchased. Indicate location equipment will be stored and the name of the individual responsible for it**. Attach letter with approval from department stating where equipment will be stored. *Large materials that can be reused indefinitely i.e. easels, stands, shelves are considered equipment.* No more than 50% of this entire budget can be spent on equipment**.)

| **DESCRIPTION** | **AMOUNT** |
| --- | --- |
| Computer (name and model number). Standard approved PC model is available. See College  Association office for details. |  |
| Other electronic devices ( make and model #) |  |
| Furniture (type) |  |
| Software (quantity and type) |  |
| Other |  |
| **TOTAL EQUIPMENT** |  |

3. **PERSONNEL SERVICES (All groups hiring “employees” must spend at least 75% of their employee payroll, exclusive of stipends, on students. The maximum hourly rate for employees is $12 and the maximum number of hours per week is 30.) Speakers, performers, etc.. are not taxed.**

**Note:**

1. College Association Director and Business Office employees, as well as positions which require

certification, licensing, coaching experience or advanced degrees are exempt from the above-mentioned

requirements. Other exemptions must be approved by the College Association.

2. All individuals listed in “Personnel Services” must be named and their student/non-student status indicated

on this budget form.

3. Undergraduate student “employees” must be registered for and maintain at least six credits (graduate

students 3 credits) per semester to remain eligible for the position indicated.

4. Social security numbers must be provided to the Business Office for those listed under “Personnel”. (Do

not include social security numbers on this form.)

5. No club or full time faculty member can be paid for a club activity.

6. A detailed job description, rate of pay, number of hours and period of employment must be indicated for

each employee and advisor.

| **DESCRIPTION** | **AMOUNT** |
| --- | --- |
| Stipends (list purpose) |  |
| Honoraria (list purpose and /or event) |  |
| Performers, instructors, artists, DJ's etc. for parties & events. (indicate what, where, month of the  event and the name and amount for each individual or group.) |  |
| Bands and Performers ( indicate what, where and month of the event) |  |
| Training/Trainers (what, where and when is the event) |  |
| Speakers for events |  |
| Advisors@ **(20% of total budget)** |  |
| Employees |  |
| FICA 7.65% |  |
| MTA Payroll Tax .34% |  |
| Other |  |
| **TOTAL PERSONNEL COSTS** |  |

4. **SUPPLIES \*** (**Please note: No more than 20% of this entire budget can be spent on supplies.) List Office/Cleaning Supplies or Decorations and indicate total cost.**

| *Ex: pens, pencils, paper clip, staples, stapler, tape, paper, costumes, decorations for end-of-semester party.* | |
| --- | --- |
|  | |
| **TOTAL SUPPLIES** |  |

5. **TRAVEL EXPENSE** (**Please note:** At the end of *the registration/conference fees* category is the ***maximum percentage*** of the entire budget that can be expended on that entry. To exceed that maximum, an appeal must be made to the College Association Office and attached to this form. The College Association will not approve any funds for social overnight events or trips, unless funded by the profit from a fundraiser.)

| **DESCRIPTION** | **AMOUNT** |
| --- | --- |
| Registration/Conference Fees (list conferences and indicate where, when, number of students, and how selected)  ***(50% of total budget)*** |  |
| Transportation Costs (indicate where, month, how many students, and how were they selected). |  |
| Entry Fees/Tickets (for parks, movies, etc.) (where, when, number of students and how were they  selected.) |  |
| Meal Allowance for Travel (list purpose of trip, number of students, and how were they selected.)  How much per trip? |  |
| Other |  |
| **TOTAL TRAVEL EXPENSES:** |  |

**GRAND TOTAL OF ALL LINES $**

\*Bidding is required for any purchases over $500. Student organizations must contact the College Association Office prior to making such a purchase.

\*Note: For all items that need to be stored please provide a designation letter stating where the equipment/supplies are to be store and the individual that approves storage in that area.

**CONSOLIDATED FUNDS**

**FALL AND SPRING**

TO: COLLEGE ASSOCIATION DATE:



NAME OF ACCOUNT: ACCOUNTNUMBER:



AUTHORIZED SIGNATURES:



| DESCRIPTION | SUMMER  Allocation | FALL/SPRING Allocation | PRIOR  YEAR  SURPLUS | TRANSFER FROM LINE | TRANSFER  TO LINE | TRANSFER  FROM  ACCOUNT | TRANSFER  INTO  ACCOUNT | OTHER  INCOME | TOTAL  FUNDS |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. CONTRACTUAL SERVICE  Advertising & Promotion, Film Rental, Insurance, Repairs & Maintenance, Rent, Printing, Postage, Stationer, Typesetting, Books, Telephone, Refreshments |  |  |  |  |  |  |  |  |  |
| 2. EQUIPMENT  To qualify as Equipment, item must be at least $100.00 |  |  |  |  |  |  |  |  |  |
| 3. PERSONAL SERVICES  (SALARIES)  Honorariums, Performer, Bands, Lectures, Stipends, etc. |  |  |  |  |  |  |  |  |  |
| 4. SUPPLIES |  |  |  |  |  |  |  |  |  |
| 5. TRAVEL EXPENSES  Trips, Hotels, Local Travel, Auto-Millage, etc. |  |  |  |  |  |  |  |  |  |
| 6.MISCELLANEOUS  This category cannot be used by non-allocation bodies |  |  |  |  |  |  |  |  |  |
| GRAND TOTAL |  |  |  |  |  |  |  |  |  |

**NOTE: BIDDING IS REQUIRED FOR ANY PURCHASES OVER $500.00. STUDENT ORGANIZATIONS MUST CONTACT THE COLLEGE ASSOCIATION OFFICE PRIOR TO MAKING SUCH A PURCHASE.**

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