## ABOUT THE SESF APPLICATION

Complete this application form to make a proposal to the Student Environmental Sustainability Committee. If you are thinking through your project idea and you would like feedback, please email sustainability@bellevuecollege.edu to discuss or set an appointment.

# STEP 1: PROJECT MANAGER INFO

1. What is your project title:
2. Who is the lead/manager for the project?
	1. Name:
	2. Email:
	3. Phone number:
3. Who is the primary contact for the project (if different from lead/manager):
	1. Name:
	2. Email:
	3. Phone number:
4. Campus departmental or program affiliation:
5. How did you hear about the SESF?

[ ]  Friend or colleague

[ ]  Class/Academic Department

[ ]  Email/Website:

[ ]  I am from the Office of Sustainability

[ ]  Other, please explain here:

# STEP 2: PROJECT IDEA

1. Please explain your project idea in 1-5 sentences:
2. Explain in 1-5 sentences how this project addresses issues of sustainability, social, and/or climate justice for Bellevue College, it’s students, or community? Please be specific.
3. How will the success of the project be measured?
4. Does this project impact any Bellevue College physical space or procedure? If no, write N/A. If yes, explain how:
5. If you answered yes to question 4, who have you contacted in the impacted department for support? Leave blank if not applicable.
	1. Name:
	2. Title
	3. Department:
	4. Email:
	5. Phone number:
6. Do you have an ***SESF Letter of Support***from the impacted person or department?

[ ]  Yes

[ ]  No

1. Who will be responsible for maintaining the project in the long term, after the program has been established and initial leaders have left?
	1. Name:
	2. Title:
	3. Department:
	4. Email:
	5. Phone number:

# STEP 3: FUNDING PROPOSAL

1. Provide your total funding request and include any taxes, shipping, advertisement, and other expenses. Attach the ***SESF Budget Form*** to detail itemized expenses.
	1. My total funding request in $ USD, including all expenses, is:
2. This funding request is a:

[ ]  Grant

[ ]  Loan

1. If this is a loan, please explain the estimated payback period. Leave blank if n/a:

# STEP 4: OUTREACH & ADVERTISEMENT

1. Will your project require outreach to students, staff, or faculty? If no, write N/A. If yes, please explain how you plan to connect with these groups:
2. Will your project require advertisement? If no, leave blank. Remember to include advertisements in your budget! Check what types of advertisements you will need:

[ ]  Social Media Post

[ ]  Flyers

[ ]  Posters

[ ]  Other, please explain here:

1. If you answered yes to question 2, how will your ads be made?

[ ]  I will make my own, following Bellevue College Guidelines

[ ]  I will require assistance making advertisements

[ ]  Other, please explain:

# STEP 5: TIMELINE

Please include the major tasks, their estimated start date, and estimated completion date in the matrix below.

|  |  |  |
| --- | --- | --- |
| **Task** | **Timeframe** | **Estimated Completion Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| \*In the timeframe column, please indicate how long each task will take, for instance 1 week, 1 month, etc. Add rows as needed.  |

# Step 6: Additional information

Please include any additional information you would like the SESF Committee to know about your project:

# Step 7: HOW TO SUBMIT

1. Still thinking your idea through and want feedback? Email sustainability@bellevuecollege.edu (Optional)
2. Save this document as follows: SESF APPLICATION\_YOUR NAME\_DATE
3. Complete the SESF Budget Form (Required)
4. Complete the SESF Letter of Support (If needed)
5. Submit all documentation to:
	1. Asgsocial@bellevuecollege.edu AND sustainability@bellevuecollege.edu
6. You will receive a response acknowledging your submission and next steps!