

APPLICATION FOR THE TGIF SUSTAINABLE CAMPUS AWARD 2017-2018

DUE DATE: FRIDAY, MARCH 3, 2017

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](#) and [bylaws](#).

Application Instructions – Email your completed application to tgif@hunter.cuny.edu by Friday March 3, 2017.

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](#), [Criteria](#), [Timeline and Budget Examples](#) carefully. If you still have questions, send an email to 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: Friday, March 3, 2017

Project Title: Hunter Green Space

Total Requested Amount: 12,980

By initial the following box, I confirm that I reviewed and agree to the TGIF [criteria](#) _JMB .

APPLICANT INFORMATION

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

Applicant Name: Jaclyn Bernstein

Email Address: jaclynmbmail@gmail.com

Phone Number: 215-779-3256

Year of Study/ Number of Credits: Junior

Major (If undecided, please indicate): Environmental Policy

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

1. Truly Johnson – Hunter College Student
2. Maximilian Loffe – Hunter College Student
3. Emily Fano – National Wildlife Federation Eco-Schools USA
4. Dan Meharg – National Park Service
5. Maureen Regan - Green Earth Urban Gardens Inc.

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

Hunter Sustainability Project, National Park Service, Greenbelt Native Plant Center, The Community Greenways Collaborative, and Green Earth Urban Gardens

PROJECT INFORMATION

Describe your project:

Hunter West building's 8th-floor terrace has a lot of potential. As of now, it is a large, mostly empty space. Some of this space can be dedicated to a plant garden to collect research on roof conditions such as average temperature, moisture, noise levels, sunlight etc., which can be a foundation for a lush, multi-functional green roof atop the currently student-inaccessible, unused, and not aesthetically pleasing white roof near the terrace. By experimenting with various plants, seeing which ones thrive on the terrace and collecting data through various sensors, we can optimize the future green roof ecosystem that we plan to propose as part two of this project.

Through the use of a compost tumbler, compost can also be created to cultivate the soil for the plants. This way, soil can be formed over time. Well designed compost tumblers convert material into compost in the course of two to three weeks, not months. They are designed to be *completely odorless*, particularly if no animal products are included in the waste stream. They are proven to not attract *any* rodents. The plants that thrive as well as the soil cultivated to grow them can be used directly as the greenery for the potential green roof in the future.

Specifically, the EnviroCycle Composter (\$300), which we propose to buy, is the highest rated, most well built, and aesthetically pleasing compost tumbler based on multiple review sites and Amazon. It stands on the ground, not on legs, like other compost tumblers do, such as the less expensive, but lower rated

Yimby Tumbler Composter (\$80.74). Most complaints about the Yimby Composter are to do with its flimsy legs, which cannot handle the weight of the compost. In this way, the EnviroCycle is superior. Another compost tumbler, also less expensive, but rated lower than the EnviroCycle is the Good Ideas Compost Wizard Dueling Tumbler (\$115.63). It mimics the design of the EnviroCycle, in that it stands on the ground, but the material it is made from causes it to fall apart quickly and caused a lot of complaints from Amazon customers, who purchased it. The EnviroCycle, on the other hand, claims to be “solid like a tank”, built from UV and antioxidant protected materials and is backed by a five year warranty unlike the one year warranty on the Good Ideas tumbler. Last, but not least, the EnviroCycle requires no assembly unlike the other two tumblers. Important to note is that the Yimby and Good Ideas tumblers are the two highest rated compost tumblers after the EnviroCycle (Amazon).



Fig 1: two EnviroCycle compost tumblers on a roof

This green space lays the crucial foundation for future development of a successful green roof. We will grow plants, cultivate soil, collect data and educate students through events like Hunter Goes Green week and direct volunteering. Most importantly, we will garner interest and organize the project's participants to the point that when (or if) a green roof is installed, participants are prepared and experienced with the necessary maintenance and, even more essential, a number of engaged students are ready to inherit the project post our graduation. A garden is a small, but necessary first step toward a greener future at Hunter.

How will your project make Hunter College more sustainable?

A garden has numerous environmental benefits. The grown plants provide oxygen, reduce air pollutants, and create biodiverse wildlife habitats. The garden can synergize with other projects in Hunter, so, for example, students can compost on it and transform thrown out food into sustenance for the plants

growing in the garden. A rainwater collector can irrigate the plants. The compost tumbler and rainwater collector save soil and water from being bought or unnecessarily used. Lastly, maybe even plants that produce a harvest can be planted, such as tomatoes and peppers, and small batches of these can be given to the cafeteria to cook with.

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.)

- Convert an underutilized space into an environmentally beneficial, and aesthetically pleasing one.
- Convert thrown-out green and brown material into compost to support the plants.
- Establish a rainwater collection system to irrigate the garden
- Collect data on garden conditions to optimize plant growth and lay the groundwork for future expansion of
- Visualize and publish effects of the garden on sustainability and environment of Hunter.
- Educate students on the benefits of green roofs, urban gardening, their technology and maintenance.
- Build a strong and confident foundation of materials, experience, data, and participants to maintain green spaces at hunter college.

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.)

- Educating students on urban farming and its environmental benefits.
- Attracting student interest to the project and its future.
- Collecting precise statistics on terrace conditions for the optimization of plant growth.
- Collecting rainwater and watering plants with it.
- Creating compost, thereby giving food waste a purpose and providing plants with sustenance simultaneously.
- Finding and growing plants that thrive on the terrace.
- Growing plants and cultivating soil to use on a potentially future green roof

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.**

Yes, the project, if approved, will build a garden on Hunter West building 8th-floor terrace. A funded student task force will coordinate with members of HSP to maintain the garden. Over the course of the project, a volunteer force will be established into a formal committee for the future maintenance of the garden. Roles for overseeing creation of the garden and establishing a student task force are described in the attached document.

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?)

Optimally, after the first year of work, once initial seeds and tools are bought, the garden will be self-sustaining. Ongoing costs are minimized through the early adoption of renewable systems. Plants will create seeds themselves, which will be used to grow new plants. Rainwater will be collected

to water the plants, and compost will be created to nurture the plants. No maintenance costs will be necessary. Additionally, there are no concerns about storing the equipment, as we have received permission from Lena Suponya, the president of the Sustainability Project, to keep the equipment in the Sustainability Project club room.

Team Role Details

Jaclyn Bernstein - administration, budgeting, and communication with facilities and College Association
 Truly Johnson - coordination with the Sustainability Project on student education events and volunteering
 Maximilian Ioffe - garden maintenance and data collection solutions design

PROJECT TIMELINE [\[link to example here\]](#)

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](#). 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
Week of March 19	Commence project with TGIF grant approval. Formalize Internship Application.
Week of March 26	Attend TGIF Budget/Paperwork Office Hours. Work with facilities and growing wild program on Garden Layout. Formalize Internship Application.
27-Mar-2017	Submit a detailed budget and College Association paperwork to GMC. Advertise an interdepartmental promotional meeting for the program as well as the existence of associated internship positions on the Student Task Force.
3-Apr-2017	Advertise an interdepartmental promotional meeting for the program as well as the existence of associated internship positions on the Student Task Force. Work with facilities on Garden Layout.
10-Apr-2017	Conduct Hunter-wide promotional meeting: elaborate the role of interns with the program, introduce garden and composting, discuss future research possibilities.
18-Apr-2017	Network with facilities and departments for garden education for 2017-2018. Promote and receive taskforce applications.
24-Apr-2017	Internship Deadline. Review Applications.

1-May-2017	Meet with final candidates to discuss internship.
8-May-2017	Meet with final internship candidates to discuss responsibilities.
15-May-2017	Network for 2017-18 events and garden layout. Advertise Research Internship Position.
22-May-2017	Network for 2017-18 events and garden layout. Advertise Research Internship Position.
29-May-2017	Network for 2017-18 events and garden layout. Compile a report to be submitted to TGIF - detailing the progress of the project. Advertise Research Internship.
5-Jun-2017	Network for 2017-18 events.. Advertise Research Internship.
12-Jun-2017	Advertise Research Internship.
19-Jun-2017	Network for 2017-18 events and garden layout. Plan Logistic Meeting. Advertise Research Internship Position.
26-Jun-2017	Network for 2017-18 events and garden layout. Plan Logistic Meeting. Advertise Research Internship Position.
3-Jul-2017	Develop outline for and promote. Plan Logistic Meeting. Advertise Research Internship Position.
10-Jul-2017	Network for 2017-18 garden layout. Plan Logistic Meeting. Advertise Research Internship Position.
18-Jul-2017	Plan Logistic Meeting. Advertise Research Internship.
24-Jul-2017	Work on 2018-18 events and garden layout. Advertise Research Internship Position.
31-Jul-2017	Plan garden. Advertise internship. Promote hunter education logistic meeting and develop curriculum. Plan intern seed collection training.
7-Aug-2017	Refine garden plan. Plan 2017-2018 events. Advertise internship. Promote hunter education logistic meeting and refine outline. Plan intern seed collection training.
14-Aug-2017	Finalize garden plan layout. Plan garden purchases and 2017-2018 events. Advertise internship. Promote hunter education logistic meeting and refine curriculum. Organize Field Trips. Plan intern seed collection training.
21-Aug-2017	Finalize garden plan layout. Plan garden purchases. Promote 2017-2018 events. Advertise Internship. Hold Hunter Education Logistic Meeting for Soil and Urban development educators. Advertise Internship. Plan intern seed collection training.
28-Aug-2017	Finalize garden plan. Promote Seed Collection and Pollinator Observation Field Trip. Advertise

	Internship. Intern seed collection training.
4-Sep-2017	Finalize garden plan. Review Internship Applicants. Deadline on Internship Position.
11-Sep-2017	Formal Meeting with appropriate parties regarding garden layout and roles in construction. Re-apply for TGIF grant. Hold Internship interviews.
18-Sep-2017	Move forward with garden spending. Meet with final research candidates and begin networking.
25-Sep-2017	Seed Collection and Pollinator Observation Field Trip and promote December event. Move forward with garden spending. Research: networking and data collection.
2-Oct-2017	Store seeds for cultivation. Promote and work on December event. Research: networking and data collection.
9-Oct-2017	Finalize purchases and contracts. Store seeds for cultivation. Promote and work on December event. Research: networking and data collection.
17-Oct-2017	Begin Garden Construction. Promote and work on December event. Research: Formal Phone Conference regarding pollinator observations.
23-Oct-2017	Garden Construction. Promote and work on December event. Data organization.
30-Oct-2017	Garden Construction. Promote and work on December event. Data organization.
6-Nov-2017	Garden Construction. Promote and work on December event. Data organization.
13-Nov-2017	Assess Construction Progress and Refine Plans. Promote and work on December event. Data Organization and brainstorming.
20-Nov-2017	Garden Construction. Promote Seedling event. Organize volunteers. Data Organization and brainstorming.
27-Nov-2017	Garden Construction. Promote Seedling event. Organize volunteers. Data Organization and comparisons.
4-Dec-2017	Seminar on Seed Care and Future Seedling Planting Dates. Garden construction. Organize volunteers. Data Organization and comparisons.
11-Dec-2017	Garden construction. Promote Composting Seminar. Organize volunteers. Data organization. Compile a report to be submitted to TGIF - detailing the progress of the project.
18-Dec-2017	Garden construction. Promote Composting Seminar. Organize volunteers. Data organization.
25-Dec-2017	Garden construction. Promote Composting Seminar. Organize volunteers. Data organization.

TGIF BUDGET [\[link to example here\]](#)

Provide a detailed budget in the space below or submit your timeline as an Excel file that can be found [here](#).

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 Budget
1.CONTRACTUAL SERVICES including space rental and equipment rental for events, stationery, refreshments for events, website design, printing, postage, copying, advertising & promotion	<ol style="list-style-type: none">1. \$700 for refreshments and meals at meetings, and seminars2. \$350 for advertising, branding and outreach development3. \$50 for research project site maintenance (growingwildnyc.org)	\$1100	\$0	\$1100
2. EQUIPMENT including computers, software, furniture and electronics	<ol style="list-style-type: none">1. \$5,000 for planters and associated installation2. \$1,500 for self-maintaining rain barrel and drip irrigation construction and installation3. \$300 for 2 sets of indoor grow lights4. \$50 for material transportation5. \$50 for refrigerator unit(s) for seed storage6. \$150 for wildlife habitat features (bird bath, nesting box, hummingbird feeder, shrub)7. \$30 for sustainable pest management8. \$50 for snow shovels/ seasonal tools9. \$300 for Compost tumbler10. \$20 Pruning shears11. \$14 3-in-1 soil moisture/sunlight/pH meter12. \$16 Noise decibel meter detector13. NYC Sanitation Dept. will donate in-kind \$600 for initial soil and compost	\$7,480	\$600	\$8080

3. PERSONNEL SERVICES including honoraria for speakers, performers, bands, lectures, workshops and advisors.	1. \$1,000 for professional urban garden design advisor 2. \$2,000 for two interns (\$1000 stipend each) 3. \$450 for educational workshops on garden design, and urban green space education, and composting 4. \$100 for graphic design development contractor 5. \$250 for cumulative anticipated guest and faculty speakers.	\$3,800	\$0	\$3,800
4. SUPPLIES including office supplies, cleaning supplies, utensils, napkins, plants, decorations	1. \$100 for seed collection/storage materials 2. \$500 for biodegradable seedling trays 3. \$150 for utensils and napkins 4. \$50 for cleaning supplies 5. \$200 for saplings and shrubbery 6. Greenbelt Native Plant Nursery will provide \$500 in-kind donation of seeds/plants, and professional expertise.	\$600	\$500	\$1100
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		\$12,980	\$1,100	\$14,080

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 ma

COLLEGE ASSOCIATION BUDGET REQUEST FORM

ORGANIZATION NAME:

Budget Period: March 2017 – May 2018

1. Officers' Names

Print Name, President

Signature, President

Hunter E-mail Address

Address

Telephone #

Print Name, Treasurer

Signature, Treasurer

Jaclyn.Bernstein28@myhunter.cuny.edu

Hunter E-mail Address

338 Park Place #1; Brooklyn, NY 11238

Address

215-779-3256

Telephone #

2. Size of Membership____7____ Years in
Existence____5____ Frequency of Meetings as
needed____
3. Formal Purpose of Organization (Purpose must be listed. "See
Constitution" is not acceptable.)

4. **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.*

- a) Tentative name/type, date of event: ____ Total cost of event: \$____
- b) Tentative name/type, date of event: ____ Total cost of event: \$____
- c) Tentative name/type, date of event: ____ Total cost of event: \$____
- d) Tentative name/type, date of event: ____ Total cost of event: \$____

5. Other funding sources: (Include anticipated sources such as AEB, fundraisers, etc. and amount anticipated from each: _____ \$900 from NWF & NPS, \$600 from NYC Sanitation Department, \$800 from eco-schools, \$600 from Grow NYC/ Can Grow, and \$1000 from Greenbelt native plant center. ____
6. Departmental Connection/Department Advisor ____ Green Initiative Fund _____

7. Location of Organization_1217 HE_____ Phone # of Organization_____ 212-396-6264 _____

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, 2015. The College Association reserves the right to reject any budget that is not submitted to them by April 1, 2017.

SIGN:_____ DATE:_____ TITLE_____

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

**Hunter Growing Wild
Spring 2017 - Spring 2018
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.	
Campus Events <i>Campus Promotional Seminar in Coordination with Green Week (April 2017)</i> <i>Seedling Care Seminar (December 2017)</i> <i>Teacher Workshop (January 2018)</i> <i>Indoor Seed Planting (February 2018)</i> <i>Composting Seminar (February 2018)</i> <i>Indoor Stepping Up (March 2018)</i> <i>Garden Ceremony (May 2018)</i>	\$970
Refreshments for Meetings (list number of meetings and refreshment costs for each meeting.) <i>Four Meetings:</i> <i>Logistic Meeting (April 2017) - Approximately \$20</i> <i>Taskforce Training Meeting (June 2017) – Approximately \$20</i> <i>Garden Layout Meeting (September 2017) - Approximately \$20</i> <i>Garden Construction Meeting (March 2018) - Approximately \$20</i>	\$80
(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. <i>\$300 for Advertising (flyer design, email promotions, radio announcements, signs, banners)</i> <i>\$40 for Promotional Materials (small gift bags, small planters, folders, inexpensive paraphernalia)</i>	\$350
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 (<i>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.</i>)	
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 <i>\$10 for handouts and meetings agendas</i>	\$10
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. <i>\$100 for research project site maintenance (growingwildnyc.org)</i>	\$100
Other	
TOTAL CONTRACTUAL SERVICES	\$1100

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 #) <i>Two sets of grow lights – approximately \$150 each (compare to LED Light Bar Grow-Max Spectrum)</i> <i>\$14 3-in-1 soil moisture/sunlight/pH meter</i> <i>\$16 Noise decibel meter detector</i>	\$330
Furniture (type)	
Software (quantity and type)	
Garden Equipment <i>\$5,000 for planters and associated installation</i> <i>\$1,500 for self-maintaining rain barrel and drip irrigation construction and installation</i> <i>\$50 for material transportation</i> <i>\$50 for refrigerator unit(s) for seed storage</i> <i>\$150 for wildlife habitat features (bird bath, nesting box, hummingbird feeder, shrub)</i> <i>\$30 for sustainable pest management</i> <i>\$50 for snow shovels/ seasonal tools</i> <i>\$300 for Compost tumbler</i> <i>\$20 Pruning shears</i>	\$7,150
Other	
TOTAL EQUIPMENT	\$7,480

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) Student task force interns – Garden Manager and Green Roof Researcher (\$1000 stipend each) \$100 for graphic design development	\$2200
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) <i>\$100 (approx.) for fall and summer training in urban garden design</i> <i>\$100 (approx.) for August Taskforce Training on Seed Collection, storage, and maintenance</i> <i>\$50 (approx.) for August Training on Urban Planning</i> <i>\$50 (approx.) for Urban planning training at September garden meeting</i> <i>\$100 (approx.) for December Training on Seedling Care and Planting</i> <i>\$50 (approx.) for urban waste management speaker at February Composting Seminar</i>	\$250
Speakers for events <i>\$50 (approx.) for gardening guest speaker at April Hunter-wide promotional meeting</i> <i>\$50 (approx.) for gardening speakers at September garden meeting</i> <i>\$50 (approx.) for plant care speaker at December Seedling Care Seminar</i> <i>\$100 (approx.) for eco-school, gardening, and urban design speakers at May Garden Ceremony</i>	\$450
Advisors (20% of total budget) <i>\$1000 for a professional urban garden advisor</i>	\$1000
Employees	
FICA 7.65%	
MTA Payroll Tax .34%	
Other	
TOTAL PERSONNEL COSTS	\$3,800

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.

<i>Ex: pens, pencils, paper clip, staples, stapler, tape, paper, costumes, decorations for end-of-semester party.</i>	AMOUNT
Event Supplies <i>\$100 for seed collection/storage materials</i> <i>\$100 for biodegradable seedling trays</i> <i>\$150 for utensils and napkins</i> <i>\$50 for cleaning supplies</i> <i>\$200 for saplings and shrubbery</i> <i>\$50 for cleaning supplies in classrooms, after seminars, in garden, and at meetings (broom, dustpan, paper towels, Clorox spray)</i>	\$350
Gardening Supplies <i>\$250 for biodegradable seedling trays</i> <i>\$600 for gardening maintenance supplies in future years</i>	\$750
TOTAL SUPPLIES	\$1,200

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.) <i>\$100 (approx.) for seed collection permits for school wide field trip from Hunter to Central Park Conservancy and Floyd Bennett Field in May 2017 (location subject to change) Attendees selected on a first-come first-serve basis</i> <i>\$100 for buddy school field trip permits in October 2017</i>	\$200
Meal Allowance for Travel (list purpose of trip, number of students, and how were they selected.) How much per trip?	
Other	
TOTAL TRAVEL EXPENSES:	\$200

GRAND TOTAL OF ALL LINES \$ 12,980

*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.