

ERC Lounge  
11-12pm  
April 29, 2011

AIRC Green Team Meeting

Next meeting May 6<sup>th</sup> cancelled due to Amah Mutsun Event

May 13, 2011 11-12pm Location TBA

Attendees: Madana C. Carolyn R., Michelle N., Rebeca F., Blanca F., Lucio R., Sophie (CSC)

Tasks to get done today: **All minutes submitted.**

Proposal feedback from Sophie of the CSC:

The outline is okay and fits with the format. Make sure it is single spaced.

Budget should show how the event is sustainable and student-run. Proposal can be brief and just answer the questions the CSC has.

Travel and lodging can be listed on budget. The budget should detail amount requested and have a column for the leverage amount. If there is outside funding, specify the amount of money on proposal that you are not asking for. You can include who you are getting funding and donations from. No need to contact those others that are funding unless they are environmental funding.

It is okay to add in a conclusion if you want. It is not required.

**Tonight** the final draft of the proposal will be sent out to the Green Team to be approved.

Budget should be a google document so that it can be shared and up-to-date. Email the CSC if any changes are made. Michelle will work on the google.doc. The workplan and timeline could be included all in one document unless it is easier to keep them separate. If all are combined on the budget, it is easier to read everything brought, who, when. It would be a total representation and better.

Copy of constitution, agenda, along with proposal package. Will see full list of documents to be included in the proposal package in an email from Sophie.

Questions:

Grant Application- Would like money in summer, so specify on application.

Staff Sponsor is the Fiscal Liason

Co-sponsor: Carolyn R will talk to Carolyn D. Carolyn will write a paragraph on who we plan on asking to help with travel and lodging. A paragraph about donations has been written by Rebeca.

Constitution:

Feedback- "aims" Mission Statement and establishment need clarification.

**Later** : Sign and scan Deadline: May 3<sup>rd</sup>

Feedback of Sophie: The proposal looks good. The budget needs some work such as what was suggested earlier in meeting.

Proposal and Deadlines:

Work Plan & Budget: Tuesday May 3<sup>rd</sup>

Final Revision: May 5<sup>th</sup>

Application (online/hard-copy) due May 5<sup>th</sup>

Email application: guidelines, application, budget(googledocs) Michelle will do this.  
[csc@ucsc.edu](mailto:csc@ucsc.edu)

Hardcopy:

Drop off at the Red room at College 8.(By the dining hall go down stairs and into “Media Center” Look for a room that is red) Between 3 – 6pm

Announcement of award will be around end of quarter, definitely before. Check for emails and feel free to email if you want Sophie said. Money will not be available before July.

**Add in** budget when certain funds are needed.

Interview times: Can reserve now by email or sign up on the spreadsheet when turning in Proposal Package. At least one person can go to the interview especially someone who worked on the Grant. The President, Vice President, and Secretary will go. (Carolyn R., Michelle N., and Madana C.)