**Budget Amendment Form**

REQUIRED: Please complete the following form for your UW Campus Sustainability Fund (CSF) award.

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| --- |
| Budget Amendment Approved:\_\_Y / N\_\_ Date:\_\_\_\_\_\_\_  |

**Project Name:** 3D Bin Displays

**Project Leader:** Julie Tolmie

**UW email:** jhtolmie@uw.edu

**Budget Number:** 16-4519

**Initial Project Award:** $2,412

**Current Project Balance:** $780.45

**Additional Funding Being Requested:** $1,303.89

**If applicable, specify the existing amount and purpose of currently unspent funds that have already been approved (‘tab’ to separate):**

|  |  |
| --- | --- |
| $272.96 | Purpose: These funds will be used to purchase colored paper for the 3D bin display backdrops and informational posters (a total of $106.59). The remaining money will go toward having UW Facilities Construction mount the bin displays on the HUB walls, although this money will not be enough to cover the entire cost of installation. |

(e)Signatures

|  |  |
| --- | --- |
| Project Lead: Julie Tolmie | Date: 02/03/2020 |
| Budget Administrator: Liz Gignilliat | Date: 2/4/2020 |

**Name and Title of Person Completing Form (if not project lead):** Project Lead completed form

**Budget Amendment Guidelines**

**1) What is(are) the next / new step(s) in completing the project?**

a) Request and ideally secure funding for UW Facilities Construction to mount bin displays in HUB

b) While waiting for committee approval, receive feedback on informational poster designs from CSF and UW Recycling. Use feedback to revise information poster designs if necessary. Potentially run poster designs by UW Sustainability graphic design intern as well.

c) Finalize poster designs and receive approval from HUB to put up once bin displays are ready.

d) Finish collecting remaining few example materials to be placed in bin displays as examples.

e) Purchase (or collect for free if possible) colored paper for the bin display backdrop.

e) Upon securing funding, have UW Facilities Construction install bin displays in HUB.

f) Once bin displays have been mounted, arrange example materials inside.

g) Print informational posters and put up in HUB.

**2) How much will the(se) additional step(s) cost?**

$1,303.89

**3) What strategies/options have you explored for completing these new steps?**

Finalizing informational poster design, putting them up in the HUB to accompany the bin displays, and collecting materials for the inside of the bin displays will happen regardless of whether or not we receive additional CSF funding.

The steps that will vary depending on CSF Committee approval of the additional funding request are those regarding display installation. We have explored three primary options for installing the bin displays:

1) Adhering the displays to the HUB’s counters using heavy duty Velcro.

2) Adhering the displays to the HUB’s counters using heavy duty double-sided tape.

3) Having Facilities Construction mount the displays to the HUB’s walls. (Recommended option)

**4) What did the alternative options you explored cost, and how were the options different?**

1) Adhering the displays to the HUB’s counters using heavy duty Velcro.

($32.91 - 3 rolls for $10.97 each)

 We discarded this option due to concerns that the Velcro would become less effective over time due to contamination from food scraps and ordinary wear and tear. This method of securing the bins, like double sided tape, would also mean that anyone determined to take the displays could. All they would need to do was pull the displays off the counters.

2) Adhering the displays to the HUB’s counters using heavy duty double-sided tape.

($9.16 - 1 roll)

We originally planned to use this method of securing the displays because it would have been relatively inexpensive and clear double-sided tape would be a more attractive adhesive than black Velcro. This method has similar drawbacks to Velcro’s, though.

3) Having Facilities Construction mount the displays to the HUB’s walls.

($1,437.00)

This option would involve UW Facilities Construction creating a wall mount for the bin displays and screwing them into the HUB’s walls slightly above the counter using a special screw head. While more expensive than the first two options, this method of securing the displays eliminates the problem of the security mechanism becoming less and less effective over time. The screw mounts will not lose stickiness as tape would, or collect countertop food as Velcro would. The mounted bin displays will also only be removable by HUB staff with a specific type of screwdriver. This is especially important in light of the disappearance of eight HUB bin display stations last winter. In addition, elevating the displays will make cleaning the counter space around and under the bin displays easier.

**5) Why is your chosen path to project completion the best route to completing your project relative to the available options and their respective costs? (combining answer's 1+2+3+4)**

Please see the above response.

**6) Is this additional project expenditure likely to be a reoccurring necessity? If so, please detail how you plan to attain financial sustainability for your project going forward.**

No, this is a one-time project expenditure.

**7) Have you explored alternative funding sources? If so, please detail below.**

Aside from the $500 in matching funds originally pledged by UW Recycling, we have not sought additional funding from other sources. We have, however, looked for ways to cut down costs in other parts of our budget, for example by doing research to identify a less expensive bin display vendor and by collecting the materials we will put in the displays from HFS and our own trash/recycling rather than purchasing new example materials.

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**Please save this form as “ProjectName\_BA( $ amount )\_Month\_Year” and email it to** **csfproj@uw.edu**

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An e-mail originating directly from the Project Administrator (cc’ing relevant parties including budget admin) will be considered a signature.