Before submitting your application to the CSF committee, use this checklist to ensure your proposal is complete. This will help minimize delays in the review process.

Acronyms

AARF: Acceptance of Administrative Responsibility Form
PASF: Project Acceptance and Support Form
DRB: Design Review Board
RSO: Registered Student Organization
SAO: Student Activities Office
FAQ: Frequently Asked Questions

For All Applicants

- ☐ Check that you are eligible to apply
- ☐ Develop a project team
- ☐ Tailor your application to CSF criteria and grant requirements
- ☐ Identify a staff budget/fiscal administrator and have them fill out the AARF portion
    - ☐ RSOs: Contact SAO advisor if you need a fiscal admin
    - ☐ Share project summary, draft budget, and Fiscal Admin FAQ with potential admins
    - ☐ Review your budget with your fiscal admin
- ☐ Identify and engage with project stakeholders *during the development stage*
- ☐ Learn the design review board process if altering campus infrastructure or landscape *(if applicable)*

For Large Grants

- ☐ Prepare and submit LOI
    - ☐ Project summary
    - ☐ Basic budget
        - ☐ Invite fiscal admin as collaborator on application portal
        - ☐ Have fiscal admin complete the AARF
    - ☐ Basic implementation timeline
- ☐ Prepare and submit Full Proposal
    - ☐ Integrate feedback from committee *(if applicable)*
    - ☐ In-depth budget
    - ☐ Fiscal admin approval of final budget

- ☐ Implementation plan/timeline with key deliverables and milestones
- ☐ Complete PASF(s)
- ☐ DRB approval *(if applicable)*
- ☐ UWF Departmental/College liaison approval *(if applicable)*
- ☐ Prepare for presentation

For Mini-Grants
- ☐ Prepare and submit proposal
  - ☐ Budget
    - ☐ Invite fiscal admin as collaborator on application portal
    - ☐ Have fiscal admin complete the AARF
  - ☐ Implementation plan/timeline with key deliverables and milestones
  - ☐ DRB approval *(if applicable)*
  - ☐ UWF Departmental/College liaison approval *(if applicable)*

For Resilience & Compassion Seed Grant
- ☐ Check grant specific eligibility
- ☐ Get clear on application timeline
- ☐ Prepare and submit proposal
  - ☐ Background
  - ☐ Description
  - ☐ Evaluation
  - ☐ Detailed budget
    - ☐ Understand UWRL & CSF spending/funding restrictions
    - ☐ Invite fiscal admin as collaborator on application portal
    - ☐ Have fiscal admin complete the AARF
  - ☐ Implementation plan/timeline with key deliverables and milestones
  - ☐ Letter of support *(optional)*