CAPSTONE – GRANT PROPOSAL

Overview: All students will write a short grant proposal. The proposal can be to conduct research on an environmental question or to implement an environmental project. For example, if you were interested in the use of vegetative buffer strips to uptake agricultural pollution into Elkhorn Slough, you might write a proposal to: 1) study the effectiveness of different revegetation strategies, 2) survey farmers attitudes towards implementing buffer strips, 3) fund a program to educate farmers about the costs and benefits of buffers strips, or 4) install buffer strips along a particularly impacted location. You may either write the proposal on a topic related to your presentation/paper or a topic that you have researched for another class or job. The objective of this project is to give you experience in grant writing, as almost all jobs in environmental studies (research, non-profit, government) involve some grant writing. You may request up to $10,000, but your proposal can be for considerably less.

Proposal format: You entire proposal should be no more than 1200 words (excluding references). All text should be 1.5 or double spaced. The budget and time schedule can be single spaced. Use the following format. Both research and project proposals use a similar format but vary somewhat in content. Instructions in italics are for research proposals only and those that are underlined are for project proposals only.

1. Background information – At the beginning of the proposal list the following information:
   - Title of project
   - Organization or Individual with a one line description (e.g. Aaron Gabbe - Graduate student in Environmental Studies at the University of California, Santa Cruz, Coastal Watershed Council – non-profit organization that conducts water quality monitoring in Santa Cruz County
   - Your name (if you are representing an organization)
   - Project summary (no more than 100 words)
   - Amount of funding requested

2. Proposal Narrative
   a. Statement of Problem or Need
      - Start with the generalized problem as it occurs in your community and/or the general research question.
      - Move to the conditions that make this a problem and/or an interesting research question.
      - Outline current resources that address this problem and/or past research that has been done on this problem and identify gaps in those resources/research.
      - Identify how your proposal will fill these gaps.
   b. Project Objectives or Research Hypotheses
      - What specific objectives are you trying to achieve or hypotheses are you testing?
   c. Methods and Schedule
      - Describe your methodology for achieving these objectives or testing these hypotheses.
      - Include a timetable for completing the work.
   d. Evaluation Criteria and Process
      - How will you know whether you are achieving your objectives? (for projects)
      - What will you measure to evaluate your progress? (for projects)
      - How will you analyze your data? (for research proposals)
      - How will you disseminate your results (for research proposals)
   e. References – at least 3, preferably peer-reviewed
   f. Budget - include a detailed budget of costs including justification.

Schedule and evaluation: Please bring an outline (handwritten is acceptable), including objectives or hypotheses and a list of budget items to section on Feb. 19 (3 points). You will work in small groups to solicit feedback. A draft proposal is due Feb. 26 at the beginning of section. This draft (15 points) will be evaluated by one of the instructors on the basis of content/strength of funding request (7 pt), organization (3 pt), providing requested information (3 pt), style (2 pt). The final proposal (32 points) is due at the beginning of lecture on March 9; it will be evaluated based on the same criteria as the draft, as well as for addressing comments on the draft. The final grant proposal should include a cover letter and the draft with comments.