

Coastal Fund Grant Application Template

Thank you for considering Coastal Fund! This form was created to allow our potential applicants to see all of the questions listed on our grant application without having to first register on our online application system. It will also allow you space to draft your responses to speed up the actual application submission, if you choose to use it. To get an editable version of this form, just go to File and select Make a Copy, then save it to your own Google Drive. You can also download this template as a Word document by clicking on File, then Download, then Microsoft Word. While we hope this form is helpful, please know you **must** still complete the actual application at asucsb.fluxx.io to apply. **To be able to submit this application your user profile will need to be linked to a recognized UCSB department or organization by a Coastal Fund staff member; please check your profile and ensure you are connected several days before the submission deadline.**

If you have any questions feel free to contact the Coastal Fund Administrative Coordinator (Kathryn) at coastalfund@as.ucsb.edu or the Coastal Fund Advisor (Sarah) at sarabs@as.ucsb.edu.

Please read the Coastal Fund [mission statement and values](#), [funding process](#) and [funding guidelines](#) before applying. If you aren't sure if your project is a good fit for us, just ask!

What we're looking for in an application:

- Coastal Fund is made up of graduate and undergraduate students from a variety of majors, though we tend to slant towards STEM fields. Please write your application for a scientifically literate but non-technical audience.
- Other than the 1 paragraph project summary, we do not set word or character limits on any response to allow maximum flexibility for our applicants, though a few questions are labeled with suggested word counts to help indicate what we are looking for. We expect that responses will range between a few sentences to a few paragraphs per question, but ask that applicants keep responses as concise as possible.
- We love projects initiated and led by UCSB students. If you are a student submitting a proposal, please know that you can submit it under your own name and do not need your faculty advisor to act as the project leader. We still ask for your advisor's name so we know you have the resources and support you need to succeed, but if it's your project, it's your project. Before you submit, however, please check with your department to ensure that you are budgeting all expenses according to university policy.

Application Deadlines for 2025-2026, must submit by 8pm on deadline day:

- Fall major grants (over \$1000): October 3, 2025
- Fall minor grants (\$1000 or less): November 7, 2025
- Winter major grants (over \$1000): January 9, 2026
- Winter minor grants (\$1000 or less): February 13, 2026

- Spring major grants (over \$1000): April 3, 2026
 - Spring minor grants (\$1000 or less): May 8, 2025
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Contact Information

If you are using this form to pre-draft your questions, please also ensure that you and others you plan to list on your application make an account on our platform and connect that account to your department or organization in advance. We have to do a little bit of backend verification with each new applicant, so waiting to create an account can result in a delay of your application's submission.

1. Organization / Department Name:
2. Project Leader Name:
3. Authorized Signer*:
4. Additional Contact 1**:
5. Additional Contact 2**:
6. Additional Contact 3**:
7. Project Leader Status (choice of undergraduate, graduate student, UCSB Faculty / Staff, Non-UCSB Professional / Volunteer, Other):
 - a. If undergraduate or graduate student, project advisor and their email:
 - b. If other, describe:
8. Are you using a fiscal sponsor (rare for Coastal Fund)?

*The authorized signer is an individual who has the authority to sign the grant agreement on behalf of the project or organization. If this person is different from the Project Leader, they must also have a user profile within our application system and be connected to the relevant organization or department. Students may sign the grant agreement for their own projects, though we will also add your advisor as an additional signer.

**Additional contacts will receive all emails and correspondence associated with this project, in addition to the Project Leader. They must also have user profiles within our application system and be connected to the relevant organization or department.

ONLY the Project Leader and Additional Contacts will receive emails scheduling presentations, reminders of follow up reporting, etc. The authorized signer and project advisor (if project leader is a student) will be included on the award email (if funded) and the authorized signer will be listed as the addressee on the grant agreement.

Proposal Basic Information

1. Proposal Title:

2. Amount Requested:
3. Please provide a 1 paragraph summary of your funding proposal (1000 characters):
4. Are you requesting emergency funding (extremely rare, please contact Coastal Fund before applying)?
 - a. If yes, describe the nature of your emergency request and why you believe it qualifies for mid-cycle review. Why were you unable to apply for funding during the previous Coastal Fund application cycle?
 - b. If yes, why are you unable to wait until the next application cycle?
 - c. If yes and if this request is part of an ongoing program or initiative, how is it currently being funded and can any funds be reallocated towards the emergency need?

Budget Information

1. **List your proposed budget line items and amount requested from Coastal Fund ONLY, consolidating line items if needed.** Please be sure to distinguish what funds will be used to pay student interns and if they will be paid via stipend or hourly wage. If you prefer to supplement this table with more details or a complete program budget you may attach additional documentation in the Application Documents section below. This table should be completed whether or not you include additional documentation. [Click here](#) for a sample budget. (Note: actual table on form has 10 lines and cannot be increased to include more. Total is automatically calculated).

[illegible]

	Total:

2. List any additional sources of funding for this project, either confirmed or under review. You may add additional rows as needed.

Source	Status	Amount

3. If you have requested or secured additional funding from other sources related to this request, please describe how it has been allocated and any relevant restrictions on its use.
4. Coastal Fund frequently receives more requests for funding than we are able to fulfill. If we are unable to award full funding, are you interested in partial funding? If so, how much is required and how would you adjust your scope?
5. Use this box to provide any explanation, information or justification relative to your specific budget or line items that is not captured elsewhere in the application.
6. Do you expect to request additional funding for this project from Coastal Fund in future funding cycles? (select options yes, no, uncertain)

Timeline

1. Please provide an anticipated timeline for your project, including any major milestones or deliverables, in the table below. You may add additional rows as needed. **Note: This is the most commonly missed question when applicants are pasting their responses into our online application. Please ensure that your timeline table is complete.**

Time Period	Actions / Milestones

2. When do you expect to complete your project, or the stages of your project funded through this request? Note that your end date should be no more than 1 year from when funding is awarded, or approximately 15 months from the date of this application. (select date)

Proposal Detail

5. How does your proposal fit within the Coastal Fund mission to "connect people and the environment by allocating funds to programs that celebrate, explore, and protect the coastal ecosystems in and around the University of California, Santa Barbara"? Suggested response length 100-250 words.
6. Has Coastal Fund funded this project or program in the past?
 - a. If yes, when and list grant numbers if available:
 - b. If yes, describe how your project has evolved since your last application.
7. Please provide any necessary background information and your proposal's importance in a broader context. Your response should be written for a scientifically literate but non-technical audience, with a suggested maximum length of 750 words. For many proposals this section will be much shorter. Although not required, any included references may be attached below under "Application Documents".
8. Describe your planned steps, process, or methodology.
9. What outcomes do you hope to achieve?
10. Will your project continue to have an impact or evolve beyond this funding cycle? If so, how?
11. Please either describe the project leader's expertise in the project's topic area or attach a resume or CV as a separate document under Application Documents near the bottom of this form. If you are attaching a resume or CV, please write "see attached" in the text box below.

Student Involvement

1. Coastal Fund's annual budget comes from fees paid by UCSB students. Does your project include any student leadership, internship or volunteer opportunities?
 - a. If yes, please describe the type of work student leaders, interns, or volunteers will do and how many hours they are expected to contribute.
 - b. If yes, how and where will students be recruited, and are any special skills or qualifications needed or desired?
 - c. If yes, how will involved students, including the project leader (if a student) benefit from this proposal? Please include both compensation and experience or skills gained.
2. Are there any other ways your project will benefit or engage UCSB students or the campus as a whole, either directly or indirectly, that are not captured thus far?

Additional Documents

This is a table where you can upload additional documents that you would like to attach to your application. All common file types are supported. These files will be connected to this application only.

Organization Documents

This table includes documents associated with your organization or department, and documents can be attached here or through your organization profile. Once attached, they will be included with ALL applications associated with your organization or department. It's common for nonprofit organizations to include documents here, and uncommon for campus departments.