# Student Sustainability Council
## Meeting Minutes
### 12/10/19

**Taken by:** Claire Hilbrecht

1. **Beginning of Meeting**

   a. 7:00 - Reading of the Preamble and Introductions

2. **Proposal Presentations**

a. 7:04- TreeCATS Presentation Begins

b. 7:16 – TreeCATS Presentation Ends and Q&A Begins

   a. Who is your leadership

      i. The founders are Dr. Mary Arthur and Dr. Lynne Rieske-Kinney, a forest ecologist and a forest entomologist

   b. Has the outside funding already been secured

      i. Yes

   c. Why are TreeCATS given a stipend

      i. It is an investment- TreeCATS have a measurable impact on the campus and their involvement at UK. It also ensures that they are an engaged audience and allows them to continue

   d. 7:20 Motion to extend- Jake, 2nd- Joel

   e. How are TreeCATS reengaging with the institution

      i. Many UFI interns come out of the TreeCATS program

      ii. Beyond internships, how are other TreeCATS staying involved

         1. AmeriCorps in sustainability; it exposes you to information that is applicable to other places of work

   f. 7:22 Motion to extend- Jake, 2nd- Kelly

g. In the event that the intern does not complete the program, where would the stipend go

   i. Back to the SSC

h. Are trees that were labeled in past years mapped via GIS

   i. Yes, and the map is continuously being updated; UFI uses ArcMap

i. Would the digital map of the invasive species be crowd-sourced

   i. That will be a part of the internship program

c. 7:26 – TreeCATS Q&A Ends

d. 7:26 – Internal Webform Presentation Begins

e. 7:29– Internal Webform Ends and Q&A Begins

   a. There are different versions of the webform…Is that a separate issue?

      i. There are two options for applications, a pdf and a webform, and there are discrepancies among older versions of the pdf

   b. Explain the four hours per work per month

      i. This is the average time spent on maintenance. It is likely that we will not be spending this much time on maintenance every month but it is critical that we have time set aside in case something needs to be fixed

f. 7:33 – Internal Webform Q&A Ends

3. **Proposal Discussions**

**a.** 7:33 - Discussion of TreeCATS begins

   a. They are a good investment

   b. How much money do we have left

      **i.** We have approved $80,000 of projects. We still have $41,000 left to spend between now until July 1 and more to be spent after July 1

   c. The interns will be funded for the summer

 **b.** 7:36- Discussion of TreeCATS ends

 **c.** 7:36 - Motion to vote on TreeCATS (Motion by Claire, 2nd Joel)

  **VOTE RESULTS** - <mark>**PASSED**</mark> Yes [21] No [0] Abstain [0]

**PROPOSAL #1 VOTING RECORD**

| Name | Y/N/A | Name | Y/N/A | Name | Y/N/A |
|------|-------|------|-------|------|-------|
| Josh Ehl | | Cameron Luker | | Isabel Jenkins | Y |
| Sophie Beavin | Y | Kristen Gould | Y | Hattie Nunley | |
| Beth Evers | | Joel Huether | Y | Megan Reinhart | Y |
| Maria Sanchez | Y | Sam Leuthold | | Camille Harn | |
| Bethany Schagane | Y | Alyssa Archer | Y | Edward Lo | Y |
| Jake Simanek | Y | Brittany Lefebvre | Y | | |
| Bri Stanley | Y | Madi Syndor | Y | | |
| Darren Tosh | Y | Olivia Tussey | Y | | |
| Claire Hilbrecht | Y | Sydney King | Y | | |
| Kelly Walker | Y | Ashlee Edmonson | Y | | |
| Skyler Hornback | Y | Danielle Doering | Y | | |

   Amount requested: $14,110.00

   Amount approved: $14,110.00

d.  7:37 - Discussion of Internal Webform begins

    1. This is a good investment to ensure that the application process runs

     smoothly

    2. When will this money be used

      1. January to December

    3. How will the hours spent on webform be the be accounted for

        1. Tracking and sent to the office as an invoice

    4. The backend functionality of having a webform is essential for data

    and management

e.    7:39- Discussion of Internal Webform ends

f.    7:40 - Motion to vote on Internal Webform (Motion by Isabel, 2nd- Claire)

**VOTE RESULTS** - <mark>**PASSED**</mark>  Yes [21]    No [0]    Abstain [0]

**PROPOSAL #2 VOTING RECORD**

| Name | Y/N/A | Name | Y/N/A | Name | Y/N/A |
|---|---|---|---|---|---|
| Josh Ehl | | Cameron Luker | | Isabel Jenkins | Y |
| Sophie Beavin | Y | Kristen Gould | Y | Hattie Nunley | |
| Beth Evers | | Joel Huether | Y | Megan Reinhart | Y |
| Maria Sanchez | Y | Sam Leuthold | | Camille Harn | |
| Bethany Schagane | Y | Alyssa Archer | Y | Edward Lo | Y |
| Jake Simanek | Y | Brittany Lefebvre | Y | | |
| Bri Stanley | Y | Madi Syndor | Y | | |
| Darren Tosh | Y | Olivia Tussey | Y | | |
| Claire Hilbrecht | Y | Sydney King | Y | | |
| Kelly Walker | Y | Ashlee Edmonson | Y | | |
| Skyler Hornback | Y | Danielle Doering | Y | | |

Amount requested: $2,754.00

Amount approved: $2,754.00

**ATTENDANCE**

| Name | P/A | Name | Y/N/A | Name | Y/N/A |
|---|---|---|---|---|---|
| Josh Ehl | A | Cameron Luker | P | Isabel Jenkins | P |

| Sophie Beavin | P | Kristen Gould | P | Hattie Nunley | A |
|---|---|---|---|---|---|
| Beth Evers | A | Joel Huether | P | Megan Reinhart | P |
| Maria Sanchez | P | Sam Leuthold | A | Camille Harn | A |
| Bethany Schagane | P | Alyssa Archer | P | Edward Lo | P |
| Jake Simanek | P | Brittany Lefebvre | P | | |
| Bri Stanley | P | Madi Syndor | P | | |
| Darren Tosh | P | Olivia Tussey | P | | |
| Claire Hilbrecht | P | Sydney King | P | | |
| Kelly Walker | P | Ashlee Edmonson | P | | |
| Skyler Hornback | P | Danielle Doering | P | | |

# Funding Application

**Before beginning the application process, please verify that you understand the terms and conditions for receiving funding from the SSC:**

**• The SSC cannot apply retroactive funding, all budget items must occur after the meeting date where the proposal is reviewed.**

**• Proposals are accepted on a rolling basis and the due date for consideration at each meeting is one week prior to that meeting.**

**• If approved, the project leader has twelve months to spend the funds. If the project requires an extension beyond this timeline, the project leader will need to submit an extension request.**

**• The money disbursed from this fund comes from student fees, so sustainability-related student impact is a necessary component for any proposal.**

**• Presenting the project to the Council is mandatory.**

**• In order to preserve the Council's ability to effectively review and consider proposals we are limited in the amount of proposals we may review per meeting. In the case that more proposals are received than can be reviewed for a given meeting, Council directors will decide which proposals are heard based on project timeline and order of submission.**

**By checking the box below, I verify that I understand and accept these terms and conditions.**

: Yes

**Project title:** TreeCATs: Collegiate Arborist Team and Training Workshop

**Project leader name:** Urban Forest Initiative

**Project leader email:** marthur@uky.edu, lynne.rieske-kinney@uky.edu

**Project leader additional contact information:**

| Contact type | Contact info |
|---|---|
| Phone | 859-257-2852 |

**Total amount requested from the Council (round up to the nearest whole number):** 14,110

**UK affiliation:** Faculty/Staff

**Please fill out the following information about yourself and any other participants involved on the project. Previous involvement with the SSC may include membership, funding requests, or involvement with an organization affiliated with the SSC. Answer to the best of your knowledge.:**

| Name | Department/major | Title of position/year in school | Previous involvement with the SSC |
|------|------------------|----------------------------------|-----------------------------------|
| Mary Arthur | Forestry and Nat. Res. | Professor | Co-lead on SSC funding to UFI for seminar series 2015-2018. Lead on SSC funding to UFI TreeCats program in Spring 2019 |
| Lynne Rieske-Kinney | Entomology | Professor | Co-lead on SSC funding to UFI for seminar series 2015-2018. |
| Chris Sass | Landscape Architecture | Associate Professor | none |
| Nic Williamson | Forestry and Nat. Res. | UFI Coordinator | Indirectly through SSC funding to UFI for seminar series and to UFI intern Amanda Williams for tree-tag project (2016); and for |

TreeCATS funding in 2019

| | | | |
|---|---|---|---|
| Bryan Kist | Forestry and Nat. Res. | UFI Outreach and Tree Inventory Supervisor | Work funded by last year's TreeCATS funding. |
| Cameron Luker | Agricultural Economics/Natural Resource and Environmental Science | Junior | Member of SSC since 2017, current Director of Development |
| Stacy Borden | UK Facilities Management | Arboriculture Superintendent | none |

**Jobs funded by the Council should be priced at a livable wage. As one of the three pillars of sustainability, economic sustainability is an important component of any project. The Council aims to fund all jobs at a livable wage. If you are requesting funds for an internship/stipend/etc, please explain how that budget was determined in the framework of economic sustainability.:** The stipends for students participating in the workshop and the wages for the summer student interns are all set at $10/hr. The decision to pay students to participate in the workshop is based on the idea that this training will be an investment for not only the UK community, but the Lexington community as a whole that UFI aims to serve. By paying students, there is a a higher level of participation and engagement with the program and ensures that the students are motivated to learn.

**Understanding the supply chain for any material purchased is an important component of sustainability. If your project requires materials, please include an explanation of their sourcing.:** N/A

**How did you hear about the SSC?:** The UFI core team is comprised of members with varying relationships to the SSC. Dr. Arthur and Dr. Rieske-Kinney have known about SSC since its inception on the UK campus. Cameron Luker, a student on the UFI core team heard about the SSC through classmates who were members.

**Describe how your project relates to the three pillars of sustainability (environmental stewardship, economic equity, and social inclusion).:** The Urban Forest Initiative (UFI) works to raise awareness of the ecological, social, and economic benefits provided by the urban tree canopy on University of Kentucky campus and the greater Central Kentucky region since 2014. The three pillars of sustainability drive UFI projects and operations; inherent in both the trees and greenspaces, which are the setting for our educational projects, as well as the audiences we strive to engage. Our request for funding is focused on enhancing both the urban forest and the knowledge of students who live within it. This funding request aims to increase the capacity for students to take a larger role in increasing the health of the urban forest on UK campus and in Lexington by incorporating an understanding of the impacts of invasive species and learning ways to manage them. The three pillars of sustainability drive all UFI projects and operations. Specifically, this proposed project engages the social and ecological pillars through public education and campus environmental enhancement, respectively. The economic pillar, while not a primary focus of this project, is addressed through increased knowledge of costly ecological deficits that non-native invasive species create. Social, ecological, and economic benefits are driven by healthy ecosystems, especially urban ecosystems. Thus, the health of urban forests is directly tied to the prevalence of non-native, invasive species within. Our funding request is focused on enhancing both the urban forest and awareness of the students that live within. We aim to increase the capacity for students to take a larger role in promoting healthy urban forests at UK and beyond.

**Please provide an in depth description of your project. You will likely want to copy and paste your response into the text box.:** The TreeCATs (Collegiate Arborist Team) workshops have provided knowledge and training for University of Kentucky students on the benefits of urban forests and the challenges and strategies associated with their stewardship for the past three years. This year, our goal is to incorporate the traditional workshop introduction to urban forestry that provides a holistic understanding of the function and management of urban forests, while directing additional focus on invasive species, which negatively affect urban forest health and function. The proposed TreeCATs program has two components, a 20-hour workshop and a summer internship. The workshop will take place over five Saturdays with each session lasting four hours (20 hours total). The workshop will provide 12 UK students with hands-on knowledge of the importance of maintaining urban forest canopy cover and provide them with skills for doing that, skills that can be used in the growing fields of urban forestry, land management, urban planning, and landscape architecture. These skills can help students in their careers and in their coursework throughout the remainder of their time at UK. By the end of the workshop students should be able to: • Explain the environmental, societal, and economic benefits of a healthy urban forest • Identify the parts of an urban forest and how they relate to invasive species • Identify common native and invasive plants and insects and understand their impacts in both urban and natural settings • Learn strategies to prevent the spread of invasive species and increase native plant populations in the urban environment • Use mapping software to compile and manage an inventory of invasive plants on campus and around Lexington The material will be taught through a combination of lectures led by members of the UFI core team, guest speakers with career experience in urban forestry and invasive plant management, field trips, and hands-on experiences. The curriculum will be a collaboration among experts in urban forestry, forest ecology, entomology, and landscape architecture. The 12 participants in the TreeCATs workshop will be selected via an online application that includes questions regarding the student's appreciation for healthy urban forests and their plans to use the information they will gain in their careers and other endeavors. Each participant who attends all workshop sessions will receive a $200 stipend at the completion of the workshop. The stipend incentivizes participation and promotes the understanding that the knowledge that these students will gain is an investment that will offer benefits to the UK campus, the Lexington community, or wherever the participants may work throughout their careers. The internship component will benefit one student selected from the TreeCATs cohort who will become part of the UFI core team for the summer of 2020. The intern will assist in the ongoing operations of UFI, including education, outreach, event planning, the ongoing tree inventory project, and the creation of a map of invasive plants on the UK campus. Student interns, as part of the UFI team, will use mapping software to create a map of the invasive plants that have been planted on UKs academic and medical campuses. In the spirit of campus as a living laboratory, the interns will work with the UK Facilities Management Horticulture Crew to identify and map invasive plants on campus and will help to design and create a focal space landscaped with native plants. They will also work to incorporate information on invasive plants into future neighborhood tree inventories conducted by the UFI team.

**Who will this project primarily impact?:**
**Please select the groups that your project is intended to impact.**:
Graduate Students
Lexington Community
Undergraduate Students
UK Community as a Whole

**The Environmental Stewardship Fee is a $4 per semester student tuition fee. Given that the SSC is in charge of distributing these funds, please describe your project's plan to maximize student impact.**:  The TreeCATs workshop will directly benefit twelve students by enhancing their knowledge of the benefits and challenges of urban forests, while building skills such as plant identification and the use of mapping software that will help these students in their remaining coursework and prepare them for careers in their field. Former graduates of the TreeCATs have established themselves as leaders in sustainability on campus, but the training has also drawn students from a variety of majors, such as the Colleges of Nursing and Education. Former TreeCATs can be found working within the UFI staff, the Student Sustainability Council, the UK Arboriculture team, the Tracy Farmer Institute for Sustainability and the Environment, and the Sustainability Internship Program. The creation of a map of the invasive plants on campus will provide location data for the strategic replacement of invasive plants with native plants by the UK Facilities Management Horticulture Team, highlighting the biodiversity of Kentucky and contributing to the use of UK's campus as a living laboratory. The replacement of non-native plants on the UK campus will provide opportunities for student and community engagement and serve as a model for other institutions in Kentucky and around the US to embrace their native plants.

**What type of project is this?:**
Campus Infrastructure
Career Development
Education

**Please select up to three disciplinary categories that best describe your project.:**
Campus Sustainability
Entomology
Forestry/Gardening/Landscaping

**The SSC is always seeking further outreach opportunities. Please consider doing one or all of the following with your project to help us reach more people. :**
Green Talks Radio segment (recommended)
Feature SSC logo on promotional material
Social Media Promotion
Encourage TreeCats to apply for positions on the SSC

**Does this project require the approval of any outside or UK entity? If so, please check the box and include documentation of support at the end of this document.:** No

**Have this, or any related project, been funded by the SSC in this or previous years?:** Yes

**You indicated this, or a related project has been funded by the SSC in this or previous years. Please answer the following questions about that project. If the SSC has funded multiple projects in the last three years, please provide information for each one.:**

| Project | Year funded | Amount (round up to the nearest whole number) |
|---|---|---|
| TreeCats-2019 | 2019 | 11,360 |

**Please fill out an itemized budget for your project as it stands. Indicate line items that could be reduced with a check mark. Round up to the nearest whole number for numerical entries.:**
**Please download the funding pdf from the top right corner of this page and reupload the completed form.:**

**Please describe who will be in charge of dispensing the funds. If it is not a UK department, how will the funds be dispensed?:** UK Department of Forestry and Natural Resources

**Does this project have any additional funding partners? If so please list them and briefly describe their contribution and involvement.:** Tracy Farmer Institute for Sustainability and the Environment: $3,550 UK Physical Plant Division: $3,360

**Estimated project completion date:** 8/10/20


**Please provide a list of the major milestones of your project.:** 1/17/20: Application will be made available 2/01/20: Applications will close and UFI team will begin to review applications 3/21/20: Workshop begins. First of 4 Saturdays 3/27/20: Application to be a TreeCats summer intern will be opened 4/10/20: application to be a TreeCats summer intern will be closed and review will begin. Interviews will begin after this time period. The selected applicants will be notified by April 22. 4/18/20: final day of workshop 5/11/20: Approximate beginning of summer internship for summer intern but can be flexible. 8/10/20: Approximate ending of 14-week internship program, but can be flexible

**Include the date (mm/dd/yy) and a brief description of the event. This should include all relevant events to your proposals, such as dates for completion of key project milestones, presentations, or final project completion.:**

| Date | Event title | Brief description |
|------|-------------|-------------------|
| 01/17/2020 | Workshop application goes live | Application will be made available |
| 02/01/2020 | Application due date | Applications will close and UFI team will begin to review applications |
| 03/21/2020 | Workshop begins | First of five Saturdays |
| 03/27/2020 | Summer internship application opens | Application to be a TreeCats summer intern will be opened |
| 04/18/2020 | Workshop ends | Final day of workshop |
| 05/11/2020 | Start of summer internship | Approximate beginning of summer internship for summer intern but can be flexible. |
| 08/10/2020 | End of summer internship | Approximate ending of 14-week internship program, but can be flexible |

**If your project timeline is greater than a month, please provide a date around the middle of the project when sufficient progress will have been made to update the SSC.:**
05/15/2020

**Please attach supporting documents such as promotional material, letters of collaborative funding, or a budget spreadsheet, in addition to the budget provided previously. If you are working in partnership with a UK entity such as the Physical Plant Division, an academic department, etc., their letter of support should be uploaded here as well. Please only attach documents necessary to your proposal, so documents such as individual resumes or cover letters should not be included. All supporting documents should be in PDF format.:**

| Category | Item Name | Amount Requested From SSC | Amount Requested outside SSC | Name Other Funding Source | Total Cost |
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| Totals | | | | | |

| Category | Item Name | Amount Requested From SSC | Amount Requested outside SSC |
|---|---|---|---|
| Personnel | UFI staff to develop and deliver workshop | $ 2,400.00 | $ 3,200.00 |
| UFI intern: Cameron Luker | supporting workshop delivery | $ 0.00 | $ 350.00 |
| Workshop stipends | Stipends for student workshop participants: $200 x 1 | $ 2,400.00 | $ 0.00 |
| Summer interns | TreeCATs interns: Cameron Luker, lead intern,$12 | $ 8,860.00 | $ 3,360.00 |
| Supplies | Miscellaneous workshop supplies | $ 200.00 | $ 200.00 |
| Food | Breakfasts and snacks for workshop participants | $ 250.00 | $ 0.00 |
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| Totals | | $ 14,110.00 | $ 7,110.00 |

udent Sustainability Council
Funding Proposal

| Name Other Funding Source | Total Cost |
|---|---|
| TFISE funding to UFI | $ 5,600.00 |
| 25% of funding for TFISE Sustainability internship | $ 350.00 |
| | $ 2,400.00 |
| UK PPD | $ 12,220.00 |
| Additional supplies provided from prior Sustainability | $ 400.00 |
| | $ 250.00 |
| | $ 0.00 |
| | $ 0.00 |
| | $ 0.00 |
| | $ 0.00 |
| | $ 0.00 |
| | $ 0.00 |
| | $ 0.00 |
| | $ 0.00 |
| | $ 21,220.00 |

# Funding Application

**Before beginning the application process, please verify that you understand the terms and conditions for receiving funding from the SSC:**
**• The SSC cannot apply retroactive funding, all budget items must occur after the meeting date where the proposal is reviewed.**
**• Proposals are accepted on a rolling basis and the due date for consideration at each meeting is one week prior to that meeting.**
**• If approved, the project leader has twelve months to spend the funds. If the project requires an extension beyond this timeline, the project leader will need to submit an extension request.**
**• The money disbursed from this fund comes from student fees, so sustainability-related student impact is a necessary component for any proposal.**
**• Presenting the project to the Council is mandatory.**
**• In order to preserve the Council's ability to effectively review and consider proposals we are limited in the amount of proposals we may review per meeting. In the case that more proposals are received than can be reviewed for a given meeting, Council directors will decide which proposals are heard based on project timeline and order of submission.**


**By checking the box below, I verify that I understand and accept these terms and conditions.**
:  Yes


**Project title:** Webform Maintenance Fee


**Project leader name:** Jennifer Sutton


**Project leader email:** jenniferdai14@uky.edu


**Project leader additional contact information:**

| Contact type | Contact info |
| --- | --- |
| Phone | 8594012338 |

**Total amount requested from the Council (round up to the nearest whole number):** 2,760

**UK affiliation:** Student

**Please fill out the following information about yourself and any other students involved on the project. Previous involvement with the SSC may include membership, funding requests, or involvement with an organization affiliated with the SSC. Answer to the best of your knowledge.:**

| Name | Major(s)/department | Academic year based on projected graduation date | Previous involvement with the SSC |
|------|---------------------|--------------------------------------------------|-----------------------------------|
| Jennifer Sutton | MPA | Graduate Student | Since 2014 |
| Cameron Luker | NRES | Junior | Director of Development |

**Jobs funded by the Council should be priced at a livable wage. As one of the three pillars of sustainability, economic sustainability is an important component of any project. The Council aims to fund all jobs at a livable wage. If you are requesting funds for an internship/stipend/etc, please explain how that budget was determined in the framework of economic sustainability.:** NA

**Understanding the supply chain for any material purchased is an important component of sustainability. If your project requires materials, please include an explanation of their sourcing.:** NA

**How did you hear about the SSC?:** PEWG

**Describe how your project relates to the three pillars of sustainability (environmental stewardship, economic equity, and social inclusion).:** Improving the webform will help improve the overall function of the SSC which will allow for a more efficient impact on the three pillars of sustainability.

**Please provide an in depth description of your project. You will likely want to copy and paste your response into the text box.:** This project will help improve the function of the SSC application process. Currently, there are issues with the webform that need to be addressed in order to make the process smoother for those applying for funding. Additionally, the webform needs regular maintenance, especially has the online application process is refined overtime.

**Who will this project primarily impact?:**
**Please select the groups that your project is intended to impact.:**
Faculty/Staff
Graduate Students
**The Environmental Stewardship Fee is a $4 per semester student tuition fee. Given that the SSC is in charge of distributing these funds, please describe your project's plan to maximize student impact.:** It will improve the SSC application process for students and any individual working on a project. This also includes the SSC itself and its directors. This will help to eliminate errors in the budget process and make the process more intuitive.

**What type of project is this?:** SSC Internal

**Please select up to three disciplinary categories that best describe your project.:**
SSC - External
SSC - Internal

**The SSC is always seeking further outreach opportunities. Please consider doing one or all of the following with your project to help us reach more people. :**
Green Talks Radio segment (recommended)
Feature SSC logo on promotional material
Social Media Promotion

**Does this project require the approval of any outside or UK entity? If so, please check the box and include documentation of support at the end of this document.:** No

**Have this, or any related project, been funded by the SSC in this or previous years?:** Yes

**You indicated this, or a related project has been funded by the SSC in this or previous years. Please answer the following questions about that project. If the SSC has funded multiple projects in the last three years, please provide information for each one.:**

| Project | Year funded | Amount (round up to the nearest whole number) |
|---|---|---|
| SSC Webform Updates | 2018 | 373 |

**Please fill out an itemized budget for your project as it stands. Indicate line items that could be reduced with a check mark. Round up to the nearest whole number for numerical entries.:**
**Please download the funding pdf from the top right corner of this page and reupload the completed form.:**

**Please describe who will be in charge of dispensing the funds. If it is not a UK department, how will the funds be dispensed?:** Office of Sustainability

**Does this project have any additional funding partners? If so please list them and briefly describe their contribution and involvement.:** No

**Estimated project completion date:** 12/09/2020

**Please provide a list of the major milestones of your project.:** Not applicable. Fee is used on an as needed basis.

**Include the date (mm/dd/yy) and a brief description of the event. This should include all relevant events to your proposals, such as dates for completion of key project milestones, presentations, or final project completion.:**

| Date | Event title | Brief description |
|------|-------------|-------------------|
| 04/29/2020 | Midpoint | Midpoint of distribution |

**If your project timeline is greater than a month, please provide a date around the middle of the project when sufficient progress will have been made to update the SSC.:**
04/29/2020

**Please attach supporting documents such as promotional material, letters of collaborative funding, or a budget spreadsheet, in addition to the budget provided previously. If you are working in partnership with a UK entity such as the Physical Plant Division, an academic department, etc., their letter of support should be uploaded here as well. Please only attach documents necessary to your proposal, so documents such as individual resumes or cover letters should not be included. All supporting documents should be in PDF format.:**

| Category | Item Name | Amount Requested From SSC | Amount Requested outside SSC | Name Other Funding Source | Total Cost |
|---|---|---|---|---|---|
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| Totals |  |  |  |  |  |

| Category | Item Name | Budget Requested from SsC | Budget Requested from Outside SSC |
|---|---|---|---|
| Maintenance | Hourly fee ($68.85/hour x 4 hours/month x 10 months) | $2754 | $0 |
| | | | |
| | | | |