**Colorado State University**

**Alternative Transportation Fee Advisory Board**

**2019-2020 Project Proposal Form**

**Project Name/Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Initial Cost: \_\_\_\_\_\_\_\_\_\_\_ Estimated Recurring Cost (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_

Funding Request from ATFAB: \_\_\_\_\_\_\_\_\_\_\_\_ Matching Funds (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Attach the Full Budget:** Include total cost, amount requested from ATFAB, breakdown of all expenses, funding from other sources, etc. Please be thorough and specific.

**Submitting Unit:**

|  |  |
| --- | --- |
| Name: | Telephone: |
| Email Address:College or Division: | Department: |

**Approvals (Signatures):**

Provost/VP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head/Director \*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Whomever oversees the areas affected by the proposed project. For example, if the proposal was to add covered bike parking near the LSC, you need to contact the Director/Department Head in charge of the LSC. Please contact ATFAB with any questions.

**Facilities Management Approval of Estimated Budget/Schedule**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Fill out and return proposal documents via email to ATFAB\_CSU@colostate.edu and***

# Aaron.Fodge@colostate.edu Deadline – Tuesday January 21, 2020

***If project involves infrastructure construction, CSU Facilities must review cost estimates and proposal schedule. Facilities Deadline – Tuesday December 17, 2019 Please email to David Hansen at David.Hansen@colostate.edu***

If accepted, you will be asked to give a 30-minute formal presentation to the ATFAB.

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**As an attached document, please answer the following questions:**

1. **Description of the project (limit to ½ page):**
2. **Approximate timeline for the project (have you contacted Facilities for a bid and proposed schedule, if applicable?):**
3. **Please provide a discussion of how users will be supported (limit to ¼ page):**
4. **Please describe the benefits to students in accordance with ATFAB By-Laws (see Article VII, Funding Rules). Website:** [**https://atfab.colostate.edu/atfab-bylaws/**](https://atfab.colostate.edu/atfab-bylaws/)
5. **Please provide any evidence that there is student support for the following proposal**

**(i.e. petitioning, letters of support, requests for proposal by students, ASCSU Resolutions, College Council approvals, etc.) It is highly recommended that proposals reach out to students; the level of student support for your proposal will likely affect the board’s decision to fund it.**

1. **Is your project mentioned in any of the CSU Campus Master Plan documents? Have any campus advisory committees discussed this project? It is recommended that you consult an applicable planning or advisory committee for letters of support and advice regarding your proposal. Please attach any documents if applicable.**
2. **Please provide any additional information below.**

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