



Grant Application 2022-2023

The SEJF grant application is for all fund requests. Please fill out the application completely, utilizing additional space as appropriate. Supplementary documents may be added in the appendix at the end of the document.

*Note: if you are requesting a large grant (over \$35,000) you must first submit a Large Grant Abstract. Abstracts must be reviewed and approved by the Sustainability Engagement Institute Director before a final application can be submitted. Ask a program representative for a copy of the Large Grant Abstract template.

Each grant team is assigned an SEJF project coordinator; this individual will collaborate with the project team and provide feedback and insight on the application. Teams are expected to meet on a regular basis with their SEJF project coordinator.

The research and writing components required for this application take, at minimum, a month to complete. Last-minute requests may not be accepted. For detailed application instructions, please refer to the *SEJF Grant Application Toolkit* or ask your project coordinator.

Submit your completed application by emailing a scanned version (including signatures) to the SEJF Grant Program Coordinator, Zinta Lucans. Applications must be signed by your advisor, all members of the project team, and all stakeholders in order for them to be reviewed. Email: lucansz@wwu.edu.

Application Level: Determine the amount of funding you will require and check or highlight the appropriate category:

| | |
|---|---|
| x | Small Grant: Up to \$5,000. Applications of this size will be reviewed by the Sustainability Institute Director. Small grants may be approved, declined, or sent to the SEJF Committee for consideration. |
| | Medium Grant: Between \$5,001 and \$35,000. Applications of this size will be reviewed by the Sustainability Institute Director for alignment and completeness and then provided to the SEJF Committee. The committee will review the grant, receive your presentation, and approve or decline the funding request. |
| | Large Grant: Over \$35,000. To request funding at the level, you must already have submitted and received approval of your grant abstract. Please attach your approved abstract to the end of this application. Applications of this size will be reviewed by the Sustainability Institute Director for alignment and completeness and then provided to the SEJF Committee. The committee will review the grant, receive your presentation, and approve or decline the funding request. |

SECTION 1: Project Concept.

- a. **Project Title:** QueerCon 2023 – Conference date, April 29, 2023
- b. **Statement of Purpose:** QueerCon is an annual one-day gathering of the local WWU and Bellingham queer community, to come together to connect students, artists, activists, and allies together under the united love for queer culture and sci-fi. Our primary purpose is to provide a safe space for the celebration of the intersection of queer culture and science fiction and fantasy. This year's conference will be held on April 29, 2023.
- c. **Describe your proposed project in detail:** QueerCon is a multi-faceted event which focuses on education and enrichment through unique presentations and events, boosting the local economy by supporting local creators, and connecting the various parts of the queer community with other parts.

For each conference we work to find speakers and presenters who offer a unique perspective on the many intersections of queer culture and society as a whole. Last year we hosted a screening of the independent documentary *Fire & Flood: Queer Resilience in the Era of Climate Change* followed by a Q&A session with the filmmaker, and in previous years we have had presentations from local Bellingham drag icon Betty Desire, presentations about queer people in STEM spaces, horror comics and the queer experience, and a deep dive into the creative process of singer Janelle Monáe.

This year we are honored that our keynote presenter will be Seattle-based YouTube creator Jessie Gender, a fantastic activist, advocate for the queer community, and unapologetic Star Trek fan. We will also have presentations about creating queer characters, and for the first time we are hosting a drag show performed by Western's own Royal Gambit Drag Club, another student club. We have chosen these presenters to highlight a diversity of experiences and to encourage attendees to express themselves in ways they might not have felt comfortable doing so in the past. Further, as a lot of queer people continue to experience prejudice and daily systemic hardships of various forms, we want to create a space that fosters celebration and joy. We believe these presenters and their content will be able to do this.

Another key feature of QueerCon is our creator makerspace, which is an opportunity for student creators, artists, independent creators, and local businesses to come together and sell their products to any attendees who are interested. This has been a particularly rewarding part of QueerCon, as we are able to showcase the many talented creators who might otherwise not be able to reach as large an audience. Further, QueerCon does not charge independent creators a registration fee, so that all profits go directly to the creators.

Further, another important feature of QueerCon is the possibilities of networking and connection. In addition to independent creators, we also host many tables for student clubs, campus resources, and local organizations. This enables attendees to connect with essential resources, local groups to network with each other, and for everyone to build their sense of community and connectedness.

- d. **Who is the intended audience?** WWU students and the surrounding Bellingham community, anyone in the queer community who needs a low-stakes, affirming place to be themselves.
- e. **How does this project directly impact the Western student community? How many students will be affected?** QueerCon is accessible to all WWU students, with an emphasis on creating safe space for members of the queer community. In addition, in past years a number of participants in our creator marketplace have been students selling their own creations. Last year's conference was our first conference back in-person after two years of online-only conferences due to COVID, but our numbers were still decent. We had upwards of 300 people attend, including both attendees and participants. We are optimistic that with more to offer and a more proactive marketing campaign this year, we will have more attendees and receive significant feedback which will help us improve for future years.

SECTION 2: Project Outcomes.

- a. **What are the goals and desired outcomes of your project?** A successful convention, where everyone has the opportunity to grow and find connection with parts of the queer community they might now have been connected with before. We want everyone to feel safe and like they had the ability to be themselves. We want to make sure the convention is accessible to everyone.

This is also a chance for QueerCon leadership to really challenge ourselves to put on the best conference we can. Historically, QueerCon has been a small-scale conference which has operated on a shoestring budget. While this has been much easier to organize for what is essentially a student club, this does limit how many people we are able to host and impact by connecting all of the many parts of the LGBTQ+ community in Bellingham and the surrounding areas. With the possibility of SEJF funding, we have been able to broaden our imaginations and try to create the conference we want to see – not just the conference that is possible.

Our hope is that depending on the success of this year's conference, QueerCon can continue to evolve and improve itself for future conferences by continuing to offer a space that is equitable, accessible, and welcoming for all. A large part of this year's push is to make sure that we are fairly compensating speakers and presenters for their time, which is where a decent chunk of our requested funds will be going, as we are aware of the large amount of time and energy, and heart that goes into creating an impactful presentation.

On a more tangible level, we are hoping to boost the number of artists and independent creators from previous years. For QueerCon 2022, we had 33 separate tables for creators, many of whom were current Western students or alumni. We also hosted 22 combined student clubs, campus resources, and local community groups. We are hoping for greater interaction this year as well.

- b. **How will your project positively support the four pillars of sustainability at Western?**

1. Create economic vitality: We regularly have a creator marketplace where vendors from all over are able to sell their merchandise. In past years a decent percentage of vendors have been Western student creators.
2. Promote human health: In past years we have hosted tables from LGBTQ+ Western, the WWU Health Center, and other campus services focused on health and wellness. We believe that community plays a big role in human health, so we strive to give people the opportunity to connect with and grow their circles of community.
3. Protect local and global ecology: We strive to make QueerCon a sustainable event by encouraging recycling and considerate disposal. In addition, this year we are trying to contract with Sage Against the Machine to offer a sustainable food option for guests.
4. Uphold social equity: Everyone is welcome at QueerCon, and we are trying to make sure the space is accessible to everyone by offering quiet spaces for people to get away from the crowd and recharge, making sure each part of the conference is accessible through the use of close captions and recordings on presentations, and ensuring physical accessibility. In addition, this year we are considering instituting a scholarship program to cover the entry fee for anyone who would otherwise be unable to attend.

- c. **How will your project positively align with Western's Sustainable Action Plan (SAP)? Please determine how it advances one or more of the ten SAP chapters. For information on the SAP, please refer to the Sustainability Engagement Institute's website (sustain@wwu.edu) or ask your program coordinator. The ten SAP chapters are:**

1. Built Environment
2. Campus & Community Engagement
3. Curriculum and Research
4. Dining Services
5. Grounds
6. Investments
7. Procurement
8. Student Life
9. Transportation
10. Waste

Primary chapter of alignment: Campus & Community Engagement

Explanation: QueerCon is an event focused on the connection of separate parts of the queer community, including connecting students to on- and off-campus resources, giving an opportunity for queer creators to connect with customers, and giving an opportunity for non-Western groups to connect with students.

- d. **How will your project address the UN Sustainable Development Goals (SDGs)?** *The United Nations has developed seventeen sustainable development goals (SDGs) to transform our world. These goals address the full spectrum of sustainability. When we work locally to transform our community, we are in league with people around the globe striving to create a more just society. The UN's seventeen SDGs are:*

- | | |
|---|--|
| 1. No Poverty | 10. Reduced Inequality |
| 2. Zero Hunger | 11. Sustainable Cities and Communities |
| 3. Good Health and Well-being | 12. Responsible Consumption and Production |
| 4. Quality Education | 13. Climate Action |
| 5. Gender Equality | 14. Life Below Water |
| 6. Clean Water and Sanitation | 15. Life on Land |
| 7. Affordable and Clean Energy | 16. Peace and Justice Strong Institutions |
| 8. Decent Work and Economic Growth | 17. Partnerships to Achieve the Goal |
| 9. Industry, Innovation, and Infrastructure | |

Please list and explain the three United Nations' Sustainable Development Goals that your project primarily addresses.

1. Gender Equality – As an event focused on the queer community, including individuals with diverse genders, this event serves to offer a safe space for people to present their gender however they want.
2. Decent Work and Economic Growth – For years, QueerCon has hosted a creator marketplace, where students and community members are able to sell their crafts and creations and establish a consumer base.
3. Reduced Inequality – QueerCon aims to make the convention accessible to people of all ability levels. This is partly due to the accessibility of the building itself, as well as having close captioning on presentations and quiet spaces for people to get away from the crowd.

e. **How will the success of the project be measured? Describe the quantitative and/or qualitative sustainability metrics you will use to measure the success of your project.** A data collection plan is required for all projects, and all data must be provided to the SEJF Program upon completion of the project.

| Metric | Description | How and when will you collect it? |
|-----------------------------|--|---|
| Convention attendance | Number of day of/pre-registration attendees | Presale tickets, day of tickets – all recorded |
| Artisan/activist attendance | Number of registered people/organizations with booths at the convention | Collected throughout registration period |
| Attendee satisfaction | How satisfied people attendees are with the quality/execution of the event/speakers/vendors/etc. | Day-of feedback and post-event survey through social media channels |

SECTION 3: Project Participants.

Team Information: A team should consist of two to five individuals, including the team advisor.

Project Advisor (Faculty or Staff) Student proposals must include a staff or faculty advisor. The role of the advisor is to assist and guide the team during the development, implementation, and post-implementation stages of the proposal process.

Project Lead: There must be at least one team lead designated for the project. This individual is expected to serve as the communication liaison for the project.

Financial Agent: The project must have someone with budget authority to manage funds for all purchases. Should funds require transfer, this individual will have to provide a FAST Index and Activity Code to the SEJF Manager.

Program Coordinator: A member of the SEJF team will serve as the primary contact for the program and committee.

| Name | Department/School: <i>Students provide major/minor</i> | Position: Faculty/staff/student; <i>Students provide expected graduation quarter/year</i> | Western email address | Signature to verify agreement |
|---|---|---|-----------------------|-------------------------------|
| <i>Team Advisor:</i> G McGrew | Chemistry & AMSEC | Faculty Advisor, Chemistry department | mcgrewg2@wwu.edu | x |
| <i>Team Lead:</i> Matthew Phillips | College of Humanities & Social Sciences; Psychology Major, Journalism News-Ed Minor | Student – Fall 23/Winter 24 | philli55@wwu.edu | X |
| <i>Team Member:</i> Luke Takayoshi | College of Science & Engineering; Statistics Major | Student – Winter 24 | takayol@wwu.edu | X |
| <i>Team Member:</i> Adelaide Ebrahimi | College of Science & Engineering; Ecology Major; College of Fine & Performing Arts, Theatre Minor | Student – Spring 25 | ebrahia@wwu.edu | X |
| <i>Financial Agent:</i> JoeHahn | LGBTQ+ Western | Director of LGBTQ+ Western | hahnj7@wwu.edu | X |
| For fund transfers <i>FAST Index:</i> <i>Activity Code:</i> | <i>JoeHahn fill provide this information upon approval of grant.</i> | | | |
| Program Coordinator: | Zinta Lucans | | | |

SECTION 4: Project Timeline.

- a. Describe how your project will progress, both before and after the approval of your proposal. Outline all tasks that are required to complete the project, including all the means in which you will promote the project on campus, in the table below. Insert additional rows, as necessary.

| Action | Purpose | Initiation | Completion |
|---|--|------------|------------|
| Elect QueerCon leadership | Determine leadership and responsibilities for QC23 | 5/1/22 | 6/10/22 |
| Student Club showcase Fall 22 | Promote event and gain supporters | 9/19/22 | 9/20/22 |
| Social Media awareness campaign | Consistent social media presence for all events to promote event and relationships with similar interest organizations | 5/1/22 | 4/29/23 |
| Two-day VU fundraiser | Promote event/Raise funding through sale items and raffle tickets | 11/1/22 | 11/2/22 |
| Prepare SEJF grant application | Secure funding for speakers/vendors/other expenses | 12/1/22 | 1/20/23 |
| Student Club showcase Winter 23 | Promote event, communicate with possible student artisans | 1/17/23 | 1/19/23 |
| Secure all outside parties | Secure speakers/vendors/additional enrichment activities for event | 12/22 | 3/31/23 |
| Finalize contracts with all outside speakers/organizations | Secure details for payment and services for all outside parties | 1/1/23 | 4/1/23 |
| Finalize event pre-registration | Finalize pre-sale tickets, finalize vendor list | 1/1/23 | 3/31/23 |
| Priority registration deadline | Deadline for vendors/artisans/speakers for first choice time slots/location | 2/28/23 | 2/28/23 |
| Regular registration deadline | Second deadline for vendors/artisans/speakers | 2/29/23 | 3/18/23 |
| Last-minute deadline | Final deadline for vendors/artisans/speakers | 3/19/23 | 4/9/23 |

- b. **When is the planned project completion date?** April 29, 2023

- c. **When will final metrics and a final report be submitted to the SEJF Program?** *(This should be completed no later than one month after the project completion date.)* May 19, 2023

SECTION 5: Project Stakeholders.

- a. Does your project involve labor/participation or require permission from organizations, departments, or individuals on campus? Who will be impacted if this proposal is implemented? All stakeholders must provide a signature of approval for this project.

| Stakeholder Name | University Department and Position | Involvement in Project | Stakeholder signature of approval |
|------------------|------------------------------------|--------------------------------|-----------------------------------|
| JoeHahn | LGBTQ+ Western, Director | Guidance, departmental support | x |

- b. Who will be the project owner upon completion of the project? Which individual/office/department will take over the project? This owner should also be listed as a stakeholder.

LGBTQ+ Western, QueerCon student club

- c. Does your project propose a temporary or permanent facility or property modification?

n/a

If so, is a Project Owner Form attached to the appendix of this application? Please ask your project coordinator for this form.

n/a

SECTION 6: Project Budget.

Provide an itemized list of the budget items required for this project. Include equipment, construction costs, publicity, labor, and any other costs. Include funding amounts from other sources that will impact project cost. The SEJF Program encourages the identification of additional funding sources to augment SEJF funds, and failure to secure such support may prevent approval of an application. List pending, approved, and denied applications for funding from other sources, along with amounts requested from those sources.

| Budget item | Cost per Item | Quantity | Cost |
|--|---------------|----------|--------|
| Speaker fee/hotel costs – Jessie Gender | \$850 | 1 | \$850 |
| Honorarium – speaker Betty Desire | \$150 | 1 | \$150 |
| Food & Drink for convention staff | \$100 | Total | \$100 |
| Banner print cost | \$50 | 1 | \$50 |
| Poster printing | \$50 | Total | \$50 |
| Program printing | \$50 | Total | \$50 |
| Advertising: Seattle Gay News | \$400 | 1 | \$400 |
| Advertising: Betty Pages | \$150 | 1 | \$150 |
| Staff stipends for Sage Against the Machine | \$200 | 1 | \$200 |
| Honorarium for Royal Gambit Drag Club performance | \$900 | 1 | \$900 |
| Honorarium –speaker Drag King Jack Kingoff | \$150 | 1 | \$150 |
| Day-of VIP parking whole lot reservation – lot 19G | \$450 | 1 | \$450 |
| Parking lot sandwich boards | \$25 | 6 | \$150 |
| Total project budget | | | \$3700 |

| Additional funding source(s), if applicable | Status | Amount |
|---|---------|--|
| QueerCon club funding | ongoing | Whatever unanticipated costs may arise |
| Total of all other funding sources | | |
| Total requested funds from SEJF | | \$3700 |

If the project is implemented, will there be any ongoing replacement, operational, maintenance or renewal costs? If yes, has a source of funds been identified to cover those costs? This must be communicated to the appropriate stakeholder.

| Ongoing cost | Amount/year | Responsible Stakeholder | Signature |
|--------------|-------------|-------------------------|-----------|
| n/a | | | |
| | | | |
| | | | |

SECTION 6: Appendices.

Provide any additional documents, references, or information here. For large grants, attach the approved abstract in its entirety at the end of this document. When possible, provide documents rather than URLs.



**GRANT APPLICATION
PROPOSAL REVIEW PROCESS**

Please arrange a meeting with Zinta Lucans, SEJF Program Coordinator for the Sustainability Engagement Institute, to review your drafted proposal. Once your project proposal is complete, sign and deliver it via email to: lucansz@wwu.edu.

Completed medium and large grants applications are presented to the SEJF Committee for consideration. The SEJF Program Coordinator will provide you with dates and information for your presentation once your application is complete and submitted.

Zinta Lucans
SEJF Program Coordinator, Sustainability Engagement Institute, Western Washington University

Signature: _____ **Zinta Lucans** _____ Date: ___2/23/2023

This signature confirms that the application has been accepted for SEJF committee review; it does not indicate funding approval.

Grace Wang
Director, Sustainability Engagement Institute, Western Washington University

Signature: _____ Date: _____

This signature confirms that the application has been accepted for SEJF committee review; it does not indicate funding approval.