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 and the SEJF Committee 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 weekly or bi-weekly 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 Proposal 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:

	Small Grant: Up to $5,000. Applications of this size will be reviewed by the Sustainability Engagement Institute Director. Small grants may be approved, declined, or sent to the SEJF Committee for consideration.
X	Medium Grant: Between $5,001 and $35,000. Applications of this size will be reviewed by the Sustainability Engagement 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 Engagement 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:

Washington Oregon Higher Education Sustainability Conference (WOHESC) 2023 Scholarships

    b.   Statement of Purpose:

We propose to bring up to four student staff members from the Sustainability Engagement Institute as well as up to nine additional students (based on available van space) who are actively engaged with sustainability initiatives on Western's campus, to the Washington Oregon Higher Education Sustainability Conference, taking place in-person on Monday, March 6th through Wednesday, March 8th, 2023, at Oregon State University. This conference offers critical opportunities to engage with, and learn from, a diverse set of speakers/participants on a variety of sustainability topics such as student leadership, decarbonization, green spaces, ways to procure funding, sustainable design, program implementation strategies, and much more that could translate to positive change on Western's campus.

    c.   Describe your proposed project in detail:

We aim to bring up to thirteen students to be a part of the 2023 WWU cohort attending the Washington Oregon Higher Education Sustainability Conference, taking place in person on March 6th through 8th, 2023, in Corvallis, Oregon. We will be offering scholarships to four student staff members from the Sustainability Engagement Institute, as well as up to nine additional students who are actively engaged in sustainability work on campus and based on available van space. Given that these stakeholders can connect with a broad range of students on campus through their programs and initiatives, our priority is to provide this conference opportunity to them.

The Washington Oregon Higher Education Sustainability Conference is the premier regional campus sustainability conference. The topics discussed throughout the program focus on regional political, social, economic, and environmental issues with an emphasis on creating strong connections between campuses throughout Washington, Oregon, and British Columbia. The conference provides a terrific opportunity for attendees to hear from keynote speakers that delve into issues surrounding social justice, environmental education, food security, greenhouse gas alternatives, and many other themes under the broad umbrella of sustainability. Western staff and students are also able to connect with each other and students from other colleges and universities in the region to create a strong and united community. It is also an opportunity for students to meet with potential employers and create connections within the broader field of sustainability in the Cascadia region. The conference will emphasize topics such as diversity, equity, and inclusion engagement; mental, social, and planetary health; clean energy; student leadership; and ways to procure funding for sustainable projects. Programming includes sessions such as Partnering Together for a Clean Energy Future, Aligning Communication Methods to Move Audiences to Action, Student and Planet Health: A Journey Through Sustainable Design, Developing Environmental Justice Leaders Through Collaborative Fellowships, Climate Change, Social Justice, Basic Needs Support and Student Leadership, just to name a few.

After students return from the conference, we will invite attendees to share what they learned with the broader Western community through a Sustainability Roundtable event on campus. This provides attendees an opportunity to not only reflect on key takeaways from the event but to also share these lessons with other students engaged with sustainability work; the goal is to ensure that students who were unable to attend the event can still benefit from the conference in some way.

The following link provides the full WOHESC 2023 program: https://wohesc.org/program/.

    d.   Who is the intended audience?

The intended audience for this grant includes students who are actively engaged with sustainability initiatives on Western's campus. The indirect audience will include the students, staff, and faculty who interact with the attendees of this conference through the follow-up Sustainability Roundtable event.

    e.   How does this project directly impact the Western student community? How many students will be affected?

The attendees involved with Western sustainability are students who will not only be influenced by this conference but have the potential of reaching hundreds of other students through their engaged work across campus including their programs, clubs, and other various networks.

SECTION 2: Project Goals and Outcomes.

    a.   What are the goals and desired outcomes of your project?

        1.   Give engaged sustainability students the opportunity to learn about healthy coping strategies to manage their climate anxiety in a positive way as they pursue future projects/work.
        2.   Connect students not only to the myriad of topics within sustainability but allow them a chance to connect with others and begin developing their social and professional network.
        3.   Support the development of well-rounded and effective stewards of sustainability at Western who will translate what they learned into active work on campus.

    b.   How will your project positively support the four pillars of sustainability at Western? *For information on the four pillars of sustainability, please refer to the Sustainability Engagement Institute's website (https://sustain.wwu.edu/our-mission), look through the SEJF Grant Proposal Toolkit, or ask your program coordinator.*

        1.   Create economic vitality:
            a.   WOHESC will offer attendees professional experience and networking opportunities that will aid their future work; this is an opportunity that would be otherwise missed due to inaccessible registration and travel costs.
            b.   Some conference sessions related to this topic include "Practical & Sustainable Purchasing" which goes in-depth about how to reduce your carbon footprint by supporting local businesses and a circular economy.

        2.   Promote well-being:
            a.   This year's conference program focuses on ensuring that attendees have the skills to manage their climate anxiety in healthy ways that they can use in work and personal settings, to help mitigate the climate crisis.
            b.   The conference will also offer the opportunity for attendees to connect with others engaged in sustainability work, providing them the comfort in knowing other people have chosen to pursue a common path fighting for a cause that can sometimes feel hopeless.

        3.   Protect the environment:
            a.   For engaged sustainability students to help aid the fight against the climate crisis, they need to know and stay updated on the issues facing our planet. This conference does exactly that by inviting professionals to discuss and collaborate on current issues facing humanity on all scales from local to global.

4. Uphold social justice:
   a. This conference brings together a diverse range of presenters and educators, speaking on topics such as environmental racism, Indigenous knowledge, and many other perspectives from marginalized groups. This ensures attendees will be exposed to a wide range of knowledge and perspectives that are aimed to help dismantle the colonizer mindset that has been instilled in all of us in different ways.

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 (https://sustain.wwu.edu/sustainability-action-plan), look through the Grant Proposal Toolkit, 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: Curriculum and Research / Student Life

Explanation: WOHESC is the perfect alignment opportunity for the SAP as objective 2.1 under "Curriculum and Research" explicitly states that the university wants to "commit resources to promote Washington Higher Education Sustainability Conference (WAHESC) by 2020." While we continue to support this chapter of the SAP through this grant application, we also accomplished this through the given strategy 2.1.1 which included how the university wanted to "offer funding (scholarships) for students to attend annual regional conferences provided by WAHESC or Oregon Higher Education Sustainability Conference (OHESC)." The conference will overall expose attendees to a diverse range of resources and speakers emphasizing topics such as diversity, equity, and inclusion training, student engagement, academics, and facilities/systems which they can then bring back to enrich and educate their own communities. This type of engagement helps create better and more informed leaders at Western, furthering the claim also within the SAP which states: "engagement through student leadership and action for sustainability has been a hallmark of the Western experience" (Student Life). From the built environment to handling waste in a more sustainable way, WOHESC is the best opportunity for people to become connected with both the regional sustainability community and the Western community by bringing new ideas that will help implement each chapter of the SAP.

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. Visit the UN's website for more detailed information: https://sdgs.un.org/goals. The UN's seventeen SDGs are:*

1. No Poverty
2. Zero Hunger
3. Good Health and Well-being
4. **Quality Education**
5. Gender Equality
6. Clean Water and Sanitation
7. Affordable and Clean Energy
8. Decent Work and Economic Growth
9. Industry, Innovation and Infrastructure
10. Reduced Inequality

11. Sustainable Cities and Communities	15. Life on Land	
12. Responsible Consumption and Production	16. Peace and Justice Strong Institutions	
13. Climate Action	**17. Partnerships to Achieve the Goal**	
14. Life Below Water		

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

1. <u>Quality Education</u>: The WOHESC conference prides itself on exposing attendees to a wide variety of subjects through a myriad of teaching styles from a diverse group of critically acclaimed educators. It provides students and staff the opportunity to attend multiple unique events aligned with their interests, allowing them to focus on what's most important to them while also being exposed to new perspectives in areas they may not have previously explored.

2. <u>Climate Action</u>: WOHESC claims to be a platform for inspiring change, facilitating action, and promoting collaboration around sustainability. It teaches attendees the impacts of climate injustice and the current steps being taken to help curb this human rights issue. It goes in depth about how everyone can take action in their own communities, become leaders, and move towards a more sustainable future.

3. <u>Partnerships to Achieve the Goal</u>: The UN acknowledges how "the SDGs can only be realized with strong global partnerships and cooperation," a goal the work of WOHESC facilitates. In fact, the conference ensures attendees have ample opportunities to forge new connections by giving each person opportunities to reach out to speakers and peers from institutions across Cascadia once the event has ended. This ensures Western students and staff have resources available to continue their education and form lasting partnerships.

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?
Learning	We will ask recipients to define terms such as sustainability as well as identify some action items before and after the conference.	We will collect this metric from the initial application as well as a follow-up survey.
Importance to Attendees	We will ask the attendees how this conference helped them with their engaged sustainability work on campus.	We will collect this data through the scholarship application by asking what they want to gain from attending this conference, as well as through responses to the survey we'll send after the conference. These metrics will be presented in the grant's final report.
End of Conference Check-in	We will be inviting scholarship recipients to discuss their experiences following the conference at the next Sustainability Roundtable after the event.	This is an informal measure of success and will be discussed in the final report done through a check-in at the post-conference roundtable meeting as well as a google survey. We will also include how many people attended the roundtable event that heard of their experiences.

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.

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

Name	Department/School; *Students provide major/minor*	Position: Faculty/staff/student; *Students provide expected graduation quarter/year*	Western email address	Signature to verify agreement
Team Advisor:	Grace Wang	Faculty / Director of the Sustainability Engagement Institute (SEI)	Grace.Wang@wwu.edu	
Team Lead:	Cole Burk	Student; Spring 2024	Burkc2@wwu.edu	CB
Financial Agent:	Linda Sterling	Sustainability Engagement Institute Coordinator	Linda.Sterling@wwu.edu	LS
For fund transfers *FAST Index:* *Activity Code:*	FBSSTN Will be provided upon approval of the grant project.			
SEJF Project Coordinator (SEJF staff member):	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
Scholarship Application Open / Begin Outreach	Inform students of scholarship opportunity (See section 6 for outreach methods).	Jan. 24th	Jan. 30th
Submit Grant Proposal	This is our deadline for submitting the grant application.	Jan. 25th	Jan 25th
Present Proposal to Committee	Scheduled presentation for the SEJF Committee.	Jan. 27th	Jan. 27th
Scholarship Application Closes	Closure date of the scholarship application.	Jan. 30th	Jan. 30th
Application Review + Inform Recipients	The review team will be made up of a small panel of professional and student staff within the SEI.	Jan. 30th	Feb. 10th
Required Acceptance Deadline	Students must accept scholarship by this time so we may know if we need to consider others for their reserved spot.	Feb. 15th	Feb. 15th
Cohort Meeting	Individuals within the scholarship cohort will meet to build community and hear a presentation about the logistical details surrounding conference attendance.	TBD	Mar. 3rd
Conference Dates (Travel days included)	Scholarship recipients will attend the conference to network and learn about a variety of sustainability topics.	Mar. 6th	Mar. 8th
Cohort Meeting	Discuss takeaways from WOHESC at a Sustainability Roundtable event to share experiences with other sustainability focused students.	Mar. 29th	Mar. 29th

    b. When is the planned project completion date?

March 29th, 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.*

The final report will be submitted by the first week of April (3rd to the 7th).

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. *Please refer to the SEJF Grant Proposal Toolkit for more detailed information.*

Stakeholder Name	University Department and Position	Involvement in Project	Stakeholder signature of approval
Grace Wang	Faculty/ Director of the SEI	Advisor	
Linda Sterling	Admin Coordinator/SEI	Fiscal Agent	LS
Lindsey MacDonald	Assoc. Director/SEI	Supervisor of Admin Coord.	

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.

Sustainability Engagement Institute

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 SEJF 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
WOHESC student registration fee (4 SEI student staff & 9 WWU students)	$99 per student	13	1,287
Per Diem (Meals not provided at the conference)	$133 per person	13	1,729
Travel (estimated van rentals, mileage, fuel)	$1,300	1	1,300
Hotel (per-night estimate w/two students per room)	$194 per night	7*2 days	2,716
Additional Ground Transportation	$15 per person	13*2 days	390
Incidental Expenses (if needed)	$10 per person	13*2 days	260
Total project budget			$7,682

Additional funding source(s)	Status	Amount
N/A	-	-
Total of all other funding sources		-
Total requested funds from SEJF		***$7,682***

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	$0	-	-

SECTION 7: Appendices.

WOHESC Website: https://wohesc.org/

Scholarship Application:

Application Introduction Paragraph:

The Washington-Oregon Higher Education Sustainability Conference is a premier regional campus sustainability conference. The topics discussed throughout the program focus on social, economic, and environmental topics with an emphasis on creating strong connections between campuses throughout Washington, Oregon, and British Columbia.

This year's WOHESC itinerary has already been released, with inspiring keynote speakers and timely breakout session topics included. The conference will take place **in person** from March 6th - 8th, 2023. We will accept up to 9 Western students to be a part of the 2023 WWU cohort. Participation includes one pre-conference meeting, conference attendance, and one post-conference meeting. Applications will be accepted up to January 31st, 2023, and review will conclude by February 10th.

Check out this year's program at https://wohesc.org/program/.

Applications will be vetted for demonstration of sustainability engagement, clarity of answer, and effort. The Sustainability Engagement Institute values and encourages diverse backgrounds and abilities.

NOTE: Funding for attendance at the conference has not yet been secured. You will be notified if the requested funds are approved. If you have any questions regarding the application or general WOHESC information, please contact Cole Burk at Sustain.Student.Ambassador@wwu.edu.

Application Questions (metrics): Google Form

1) Name

2) Pronouns

3) Western Email

4) Major or Intended Major

5) Year in school

6) Please define what sustainability currently means to you.

7) How are you currently actively engaged in sustainability work at Western?

8) What aspects of sustainability are you passionate about or want to learn more about?

9) What is one event topic you're looking forward to attending and why? Program: https://wohesc.org/program/.

10) How do you see this conference supporting your sustainability work on campus?

11) The conference takes place between March 6-8th which starts on Monday. As you will be missing classes, do you see any potential issues with this?

12) How did you head about the conference and this opportunity?

13) Please feel free to use the space below if you have anything else you would like to add to your scholarship application.

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: _____ Date: _____

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.