



## Grant Application

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

Each grant team is assigned a project coordinator; this individual will collaborate with the project team and provide feedback and insight on the application. For detailed application instructions, please refer to the *SEJF Grant Application Toolkit* on Canvas or ask a program representative directly.

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

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Application Level: Please determine the amount of funding you will require and check the appropriate box:

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

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  - Medium Grant: Between \$5,001 and \$35,000. Applications of this size will be reviewed by the SEJF Manager and the Director of the Sustainability Engagement Institute 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.

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  - 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 SEJF Manager and the Director of the Sustainability Engagement Institute 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.
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## SECTION 1: Project Concept.

### a. Project Title:

WWU Furniture Fest

### b. Statement of Purpose (This is a synopsis of the project that can serve as a one-minute elevator speech):

The Furniture Fest Project aims to reduce furniture clutter from the roads in Bellingham and Fairhaven, and redistribute quality furniture to students for free. Every year when students move out of their Residence Halls, apartments, and rental homes in Bellingham there is certainly no shortage of waste and disposal of household furniture on the streets. Our project establishes a system in place where students can donate unwanted furniture into a circular system that will redistribute it back to other students. Furthermore, we will educate students through Zero Waste Western on where they can donate and properly dispose of furniture that we cannot accept. This project will improve sustainability, equity, and community relations at Western as well as the greater Bellingham community.

### c. Describe your proposed project in detail:

#### Pick-Ups:

Team members will perform pick-ups by going out to retrieve furniture from students in a three-mile radius of campus. We will be offering a pickup service to off campus students who will be able to contact us via website or project email up to the same day if time allows. When they request a day to pick-up, they will fill out a Google form which includes photos of items to be picked up, students' WWU email, and their address. A team member will either approve or deny the pick-up. A team member will plan a route for the movers to pick up furniture on select days. We also reserve the right to not pick up an item upon seeing the item if it is deemed too poor quality or unsanitary. Hence, all furniture is to be accepted upon team member discretion. Students with furniture that we cannot collect will be given suggestions on how to best dispose of furniture through email ([wwufurniturefest@gmail.com](mailto:wwufurniturefest@gmail.com)).

On the select days that we run the program we will have two team members volunteering to drive a 15 ft U-Haul truck to collect furniture items. The truck will be picked up as early as 9:00 am, according to pick-up demand, and will be returned before 7:00 pm. The pick-ups will take place between 10:00 am and 6:00 pm. The movers will collect furniture along a route until full and then will bring furniture to just outside of High Street Hall. We will have at least one team member along with three or four volunteers who will help unload furniture from the truck, clean/sanitize furniture, number and photograph furniture, and bring it inside High Street Hall (or alternative storage location). If there is additional time, movers can pick up additional furniture from around Bellingham.

#### Drop-Offs:

Students and community members have the opportunity to drop off furniture by driving their own items to High Street Hall (or alternative storage location) and park in the loading/unloading zones. Drop-offs will be open on June 10th and 29th, July 6th and 27th, and August 3rd and 24th from 12:00 pm to 6:00 pm. We do still reserve the right to reject items that do not meet our standards. If anyone is unsure whether or not we will accept their item they can email our project email ([wwufurniturefest@gmail.com](mailto:wwufurniturefest@gmail.com)).

### Take-Aways:

Take-aways are the opportunity for students to drive to High Street Hall's loading/unloading zones and take away furniture for free. Students can see what furniture we have available via our project Instagram (@WWUFurnitureFest), Direct Message (DM) us to place a hold on an item(s), and come by to take-away the item(s) in question. Holds can be placed for a specific pick-up day and if the person does not pick-up the item on that day the item will be given to the next person who requested the item. During this process, we will be updating the Instagram account with info regarding what furniture is available and the market value of furniture items we have posted. Furthermore, when furniture is put on hold, we will clarify the item(s) as "on hold" and the item is officially picked up, it will be changed to "taken". There will be no holds placed for the Furniture Fest Main Event; therefore, any leftover holds will be available at the event on a first-come first-serve basis. Take-aways will be on June 10th and 29th, July 6th and 27th, and August 3rd and 24th from 12:00 pm to 6:00 pm.

### Furniture Fest Main Event:

We will be distributing the donated furniture items through an event on Saturday, September 3rd. This will give incoming and returning students a chance to acquire donated furniture at no cost. Students will be required to show proof of enrollment prior to taking home any furniture items: this can include a Western ID card, Western ID number, or class schedule. The event will be set up in West C Lot which offers convenience of loading/unloading furniture. We have established connections with Shelby Zimmerman from Parking Services to get these areas reserved for the event. We have additional connections with other students; Zoey Wilson, Grace Yockey, and Maya Shrader, who are interested in volunteering to help set up and run the event. The official time of the event will be 12:00 pm to 5:00 pm. Volunteers will arrive early at 10:00 am and will stay until approximately 6:00 pm to help clean up. The event will incorporate a clothing swap set up by the club Students for Zero Waste along with an inclusive activity set forth with Western art students. For a fun side activity, team members will be choosing three to four items of furniture we think are least likely to get taken from the event and donate these items to art students who can paint, reshape, and redevelop these items for their own use. The art students will be given one hour prior to the event beginning to work on these items. Once the event starts, students will get to vote on their favorite items and the winning group will be given a custom prize made from repurposed materials from our team.



*Reserved spaces in the C-lots on WWU's South Campus*

### Giveaway Day:

Any furniture that students don't take will be donated to local nonprofits on September 5th and 6th, specifically Lydia's Place and Habitat for Humanity, to ensure that any excess furnishings will find a home. In the event that these places do not accept some items, we will donate first to local thrift shops: Humane Society Thrift Shop and Trash to Treasures Thrift Store and further onto for-profit corporations: Value Village and Goodwill.

### Outreach:

Outreach for Furniture Fest volunteers and event promotion includes emails sent out by the SEJF email, flyers, website, Instagram, and speaking to classrooms about our project. We will promote this project through five-minute class presentations in our classrooms, while additionally reaching out to more professors through SEJF asking if we can present to a broader community. We will aim our campaign towards 200-level courses to provide initiative for freshman and sophomore students to obtain an interest in our program and continue on with it for following years. In these presentations, we will provide students with our email, website, Instagram, and more information on the event. We will be promoting the event to students while also asking for any volunteers who would like to get more involved. During the presentation, we will also be reaching out to any art students who might be interested in participating in the main event. We understand that classes are gearing up for finals, so if we are unable to present in classes, we will ask professors to distribute a digital copy of our flyers.

### Furniture Fest Scheduled Days:

## June 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## July 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## Daily Schedule

June 10th

Drop-off Only: 10:00 am - 5:00 pm

June 29th  
July 6th & 27th  
August 3rd & 24th

Pick-ups:

Between 10:00 am & 6:00 pm

Drop-offs & Take-Aways:  
12:00 pm - 6:00 pm

September 3rd  
Furniture Fest Main Event  
Take-away Only: 12:00 pm - 5:00 pm

#### d. Who is the intended audience?

Our intended audience is current off-campus students for pick-up service and incoming/current students, including on-campus students, for distribution of reused furniture. Staff and faculty are also welcome to

participate in the project. We've connected with the ResReuse Program to ensure no overlap with what their program is working on.

**e. How many students will be directly affected?**

According to WWU statistics, Fall Quarter of 2021 had 13,953 undergraduate students with approximately 93% living in off-campus housing. This brings the total to 12,976 +/- students. Every student that can be given the opportunity to take part in this project will have made a significant impact on not only redeveloping the sustainable atmosphere of WWU, but they will be contributing to the commitment Western has made for lower-income students.

**SECTION 2: Project Outcomes.**

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

The goal of this project is to develop an easily accessible service for all students, specifically off-campus students, around moving time, while also improving the University's relationship with the community and local non-profits. Our goal is to establish a service that can continue for years to come, and reduce the amount of furniture waste left out on the streets by WWU students. Additionally, engaging students in being proactive about keeping our communities clean of easily disposed of waste will strengthen Western's bonds with the city as a whole. This project will also educate students about the effects of waste generation, and show that there are safe and eco-friendly alternatives to dumping unwanted items on the street.

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

1. Create economic vitality: Offering a service that is easily accessible to students lessens the financial burden that students may experience while living off-campus. By keeping furniture that would normally end up in a landfill in circulation, we will facilitate access to high quality, free furniture for our campus community.

2. Promote human health: Our project promotes human health by reducing waste, which in turn reduces pollution. Improper waste management can lead to detrimental health concerns for people around the world and our project is helping to lead the way towards a more circular-based system for Western Washington University. We are creating a circular system while also promoting ways in which students can dispose of unacceptable properly. Another benefit of our project is that it will improve mental health for students because of the stress alleviated from finding and purchasing new furniture. Our project provides students with accessible furniture at no costs, reducing the move-in stress from furniture purchases.

3. Protect local and global ecology: Waste generation is a problem that plagues our planet. The current linear consumption that dominates the US does not account for the environmental impacts associated with a product's end-of-life disposal. By making quality used furniture readily available, we can not only prevent its disposal, but keep it in a circular system that sees it reused or up-cycled many times. By helping to reduce local waste, we are limiting the environmental consequences that are related to improper waste management and contributing to a global reduction of waste.

4. Uphold social equity: Making resources available to all members of our community is key to sustaining healthy growth and engagement. By offering a readily available service to our campus community, we can ensure that everyone has the opportunity to dispose of their trash in a socially and environmentally responsible way. Participating in sustainability should be accessible to everyone, and this project will give underprivileged students the chance to obtain quality furniture without any financial burden. Additionally, by supporting our local non-profits we can directly affect their ability to provide affordable goods to those in our community who are less privileged.

c. **SEJF projects must 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 Canvas site, the SEJF 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**

Chapter 2 – Campus & Community Engagement: This project will actively engage the community and campus in reducing WWU’s waste stream. Cleaning up the streets of Bellingham benefits all members of the community. We will donate any excess furniture to local nonprofits which will benefit other members of the community that are outside the scope of our project. The Furniture Fest event, September 3rd, 2022, will be a great opportunity for students to connect through on-campus engagement. Through Furniture Fest, we will be incorporating a campus community inclusive event to provide free furniture.

Chapter 8 – Student Life (1.1): By engaging students in this program, we can work towards the SAP goal of connecting students to sustainability in the local region. This will help develop social, economic, and ecological skills for students to take with them once they leave WWU, and help build a future of sustainably-minded professionals. The Furniture Fest Event would also draw in new students because it shows that Western cares about the wellness of the community and especially its off-campus students.

Chapter 10 – Waste (1.4): This project assists with the waste chapter in that it seeks to divert waste from landfills for our on-campus and off-campus students. The Sustainability Action Plan says, “the ultimate goal is to achieve a zero-waste closed loop system where all inputs are either recycled, composted, reused, reprocessed, or remanufactured locally” (p. 74). Although the Waste chapter refers to waste generated on campus, because the improperly disposed of furniture every year is a result of students, it is our belief WWU should play a part in addressing it. Our approach to addressing waste is one that focuses on the reuse of materials which is the best option since it excludes the costs of recycling and reprocessing.

d. **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.**

SDG 11 – Sustainable Cities and Communities: With rapid urbanization we see an inadequate and overburdened infrastructure and services such as waste management. Our goal is to address the overburdened sanitation services within Bellingham by incentivizing recirculation of usable materials that would otherwise end up as waste. These actions specifically align with target 11.6 by reducing the adverse environmental impact on cities through reducing waste build up in various neighborhoods around campus. To measure the effects of our program, indicator 11.6.1 can be used to track reductions in furniture waste due to the Repurpose Program’s facilitation of student reuse.

SDG 12 – Responsible Consumption and Production: Sustainable consumption and production is about doing more and better with less. It is also about decoupling economic growth from environmental degradation, increasing resource efficiency and promoting sustainable lifestyles. Our program will bring awareness to the importance of responsible consumption and act as an example for how easy it can be to achieve. We are specifically targeting goal 12.3 and 12.5 which aligns with reduction of consumer and retail waste and sustainable waste generation through reducing, reusing, and recycling. An indicator of success for this UN sustainable goal is the national recycling rate and tons of material recycled. We will be measuring our success based on the number of items we are able to put back into circulation in comparison to previous years and goals set by the program.

SDG 17 – Partnerships to Achieve the Goal: A successful development agenda requires inclusive partnerships — at the global, regional, national and local levels — built upon principles and values, and upon a shared vision and shared goals placing people and the planet at the center. We have partnered with local businesses such as Lydia's place, Habitat for Humanity, and RE Store who share our vision of improving the local community and environment one piece of furniture at a time. Sustainability is increasingly making its way into innovative organizations. This project contributes to the United Nations’ goal of revitalizing partnerships for the means of sustainable development. In particular our project achieves target goal 17.14, that is enhancing policy coherence to achieve more sustainable development. Our project contributes to this goal by providing students with a program that will enforce more sustainable solutions towards buying and getting rid of furniture. Target goal 17.17 is another specific goal

of ours as we have been working with several local partnerships to build better strategies in the development of our project. By helping Western Washington University be a driving force towards a more circular economy, we are not only being more socially responsible, but are creating a more innovative infrastructure for the university.

- 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?
Cost of program vs. cost to city of clean up	After talking with Brandon Brubaker, we found that the City Public Works Dept. spends about \$36,000 on labor for clean-up and maintenance of roads over a six-month period. Assuming that student waste pick-up runs around 30-40% of that cost, we could be saving the city \$10,800-\$14,400 in labor costs by using \$2,284.80 of the SEJF grant funding. As long as the cost of our program is less than the estimated cost incurred on the city, this project can be considered a success.	By the end of the day on September 3rd, 2022, we will know how much our project cost and will be able to compare that number to the estimated cost the city spends to clean up student furniture waste.
Number of students who received furniture	We will measure how many students benefited from our project by keeping track of the number of students who receive furniture items from our event.	During the Moving Event, September 3rd, we will keep track of students that were able to receive furniture due to our program. In order to take the furniture home, students will have to provide their student ID or proof of enrollment. When they do this, we will keep count of the number of students that take items from the event.
Number of items donated	Knowing how many items were donated will show how successful we were at marketing our project and the impact of our project. If we have a high number of items, we can say our project was successful since many of those items were diverted from the landfill. We hope to have acquired at least 50 items of furniture to consider this program a success.	As items are collected and dropped off, we will count the number of items donated. Whenever an item enters our High Street Hall (or alternative) storage location, we will make sure it is accounted for in a spreadsheet.
Survey opinions	The survey would contain questions to gauge the support of our project. Questions would ask about opinions on our project and have an option for people to leave suggestions for how to improve the project.	We will ask each person who donates or receives furniture through our program to fill out a survey if they are able to do so.
Overall cost savings for WWU students	This metric will compare estimated market values of each item given to students for free. This will additionally help to quantify how much money we are saving students.	During the course of the project, we will keep track of the number of specific furniture items we collect (i.e., chairs, sofas, desks, etc.) and assign a case-by-case value



		to each item based on information we find. By the end of the project, we will have the total amount of money saved for students to quantify the direct impact of our project.
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**SECTION 3: Project Participants.**

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

**Project Advisor Information (Faculty or Staff)** Student proposals must include a staff or faculty advisor. The role of the advisor is to provide assistance and guidance to 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 a 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 Students provide major/minor	Position: Faculty/staff/student <i>Students provide expected graduation quarter/year</i>	Western email address	Signature to verify agreement
<i>Team Advisor:</i>	Julia Burns	Faculty - Off-Campus Living	burnsj21@wwu.edu	JSB
<i>Team Lead:</i>	Nikita Presler	Business and Sustainability Major / Spring 2023	preslen@wwu.edu	NP
<i>Team Member:</i>	Nikita Presler	Business and Sustainability Major / Spring 2023	preslen@wwu.edu	NP
<i>Team Member:</i>	Amber Olsen	Business and Sustainability Major / Spring 2023	olsena22@wwu.edu	AO
<i>Team Member:</i>	Jared Dirks	Business and Sustainability Major / Spring 2023	jdirks@wwu.edu	JD
<i>Team Member:</i>	Thane Davis	Business and Sustainability Major / Spring 2023	davist29@wwu.edu	TD
<i>Financial Agent:</i>	Julia Burns	Faculty - Off-Campus Living	burnsj21@wwu.edu	JSB

For fund transfers  <i>FAST Index:</i>  <i>Activity Code:</i>	<i>Julia Burns will supply this information.</i>
<b>Program Coordinator:</b>	Zinta Lucans

**SECTION 4: Project Timeline.**

- a. **Describe your project’s progress and promotional activity. Outline all tasks that are required to complete the projects, and all means in which you will promote the project to the campus, in the table below. Include all activities that will occur both before and after funding approval, Insert additional rows as necessary.**

<b>Action</b>	<b>Purpose</b>	<b>Initiation</b>	<b>Completion</b>
Create Relationships with Community Organizations	We want to collaborate with local non-profits such as Lydia’s Place and Habitat for Humanity so that any furniture we collect that is not wanted by students can be donated to a good cause.	11 / 10 / 21	Ongoing
Marketing Campaign – Create Promotional Materials. (Posters, Emails, Flyers, Website, Instagram, etc.)	Having successful marketing is what will set our project apart from other programs/projects that have similar goals. We want students and faculty to be excited about our project.	11 / 20 / 21	Ongoing Process – Spreading awareness of our project while having promotional material ready to send out as soon as the project is approved.
First Drop-off Day!	We will be hosting our first drop-off day to initiate the furniture gathering process before on-campus students move out of the dorms. This will provide a promotional opportunity to obtain furniture and get the word out about our Furniture Fest Main Event. We do not intend to do pick-ups on this day as it is not as likely to have large furniture items from on-campus students. There will be no take-aways at this date as we want to establish a base for our flow of furniture.	6 / 10 / 22	6 / 10 / 22
Furniture Fest Drop-off/Pickup Day	We estimate this time will be one of the largest collection times we will have over the summer. This will happen at the conclusion of spring quarter and	6 / 29 / 22	6 / 29 / 22

	graduation for many students, a prime opportunity to dispose of furniture. This event will have pick-ups, drop-offs, and take-aways available.		
Furniture Fest Drop-off/Pickup Day	This date will incorporate pick-ups, drop-offs, and take-aways.	7 / 6 / 22	7 / 6 / 22
Furniture Fest Drop-off/Pickup Day	This date will incorporate pick-ups, drop-offs, and take-aways.	7 / 27 / 22	7 / 27 / 22
Furniture Fest Drop-off/Pickup Day	This date will incorporate pick-ups, drop-offs, and take-aways.	8 / 3 / 22	8 / 3 / 22
Furniture Fest Drop-off/Pickup Day	This date will incorporate pick-ups, drop-offs, and take-aways upon discretion (depending on the amount of furniture currently in storage).	8 / 24 / 22	8 / 24 / 22
Furniture Fest Main Event	The move-in event would be a one-day event. We will set up in West C Lot weather permitting. In the event of rain, we will set up in the VU's Multipurpose Room. The purpose of this event is to distribute all the furniture that was collected over the summer. The event will be open to all Western Students.	9 / 3 / 22	9 / 3 / 22
Giveaway Day!	Any items that are left over will be donated to local nonprofits. We chose Lydia's Place and Habitat for Humanity because we support their missions. In the event that they do not accept some items, we will donate first to local for-profits (Humane Society Thrift Shop and Trash to Treasures Thrift Store) and further onto for-profit corporations (Value Village and Goodwill).	9/4/22	9/4/22

**b. Where will the project be located?**

The selling point of this project is its flexibility in location. Our driving incentive for students to use the program is our pick-up system. We will be using our resources to move furniture from homes to our storage location. Students will be able to reach out project, even if they do not have their own vehicle.

That said, the following locations have been identified and confirmed for our project:

Storage: High Street Hall / Miller Hall (with an off-campus storage rental as back-up)

Drop-Offs: High Street Hall / Miller Hall

Take-Aways: High Street Hall / Miller Hall

Pick-Ups: Within 3-mile radius of WWU Campus

Furniture Fest Main Event (Sept. 3rd): West C Lot (or VU if rain)

**c. Planned project completion date:**

This program has no firm completion date because we hope that it will continue for many years; however, it is a seasonal program to help alleviate waste production from students at the university during heavy transition periods. Therefore, this project will have a seasonal end date on September 7th or earlier if all furniture is able to be donated to local non-profits before this date.

**d. Who will the project owner be upon completion? This individual, office, or department is a stakeholder— see next section.**

If our first year is successful, this program would be housed under the Off-Campus Living department.

**SECTION 5: Project Stakeholders.**

Does your project involve labor, include involvement, or require permission from organizations, departments, or individuals on campus? These project partners are your stakeholders. All stakeholders must provide a signature of approval for this project.

**Key questions to identify your potential stakeholders:**

- Who will impact or be impacted by implementation of the project?
- What financial or emotional interest do they have in the project, positive or negative?
- What information will they want, and what is the best way of communicating with them?
- What is their current opinion of your proposal? Is it based on accurate information?
- Who influences their opinions generally, and who influences their opinion of you? Do some of these influencers therefore become important stakeholders in their own right?
- Who else might be influenced by their opinion? Are these individuals also stakeholders?
- If they aren't likely to be amenable, what will win them around to support your project?
- If you are not able to win their support, how will you manage their opposition

Stakeholder Name	University Department and Position	Involvement in Project	Stakeholder signature of approval
City of Bellingham Public Works Dept (Brandon Brubaker)		Interested in less student-generated waste accumulating during move out season	
Lydia's Place (Meredith Stamey)		Interested in donations of furniture after main event Sept. 5th and 6th	MS
Habitat for Humanity		Interested in donations of furniture after main event Sept. 5th and 6th	
Zero Waste Western (Kait Schultz)	Zero Waste Western	Potential partnership with distributing information on best ways to manage acceptable furniture	KES
WWU		By helping to clean up Bellingham during moving season, we will improve the	

		relationship between the University and the City of Bellingham	
<b>Off-Campus Living (Julia Burns)</b>	Program Manager for Off-Campus Living	Current faculty advisor, could potentially gain ownership of project in future years	JSB
<b>Students</b>	Associated Students	Producers of waste and target audience. Associated Students will help with marketing/outreach	
<b>Ellen Kuhlmann</b>	Program Manager for Space Planning & Administration	Contact for reserving storage space on campus	(confirmed)
<b>Dora Vaughan</b>	Residence Hall Reuse Program	Further collaboration in future years	DCV
<b>Shelby Zimmerman</b>	Parking services manager	C-lot reservation and sandwich board rental/permit	(confirmed)

**SECTION 6: Project Budget.**

- a. **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.**

There are two alternatives, based on whether or not off-campus storage is needed. As the plan currently stands, we are hoping to use a classroom in Miller Hall as our main storage space, with High St Hall used for overflow and smaller furniture items. In the case that we need additional storage space, or if the plan for Miller Hall falls through, our alternative budget has accounted for the need of off-campus storage space, rented at All Heated Storage. Our team has been in contact with the locally-owned company, and they are on-board with helping our project as needed.

On Campus Storage - \$2,348.80

Off Campus Storage - \$3564.80

WWU Furniture Fest		
<b>Storage on campus</b>		
Free		
<b>Transport</b>	\$1,003.80	
15' U-Haul truck (includes insurance and roadside assistance)	\$63.95	per day
15 miles per rental (x1.39 per mile)	\$20.85	per day
Gas for trucks; 10 mpg w \$5.50 per gallon (estimate)	\$82.50	per day
<b>Labor / Incentive food</b>	\$685.00	
Pizza (5 14" veggie/cheese per day) - McKay's	\$86.00	
Snacks (3 party-sized bags of chips)	\$15.00	
Healthy stuff (garden salad x 3) - McKay's	\$36.00	
<b>Cleaning supplies</b>	\$296.00	
Sofa cleaning vacuum	\$134.00	
Cleaning spray bottles (Living pantry)	\$20.00	
Castile soap (\$0.37 per oz / living pantry)	\$37.00	
All purpose concentrated cleaner (\$0.34 per oz / living pantry)	\$34.00	
Wash cloths	\$10.00	
Vinegar (1 bottle / Bellingham Co-op)	\$6.00	
Olive oil (2 bottles / Bellingham Co-op)	\$20.00	
Floor protection for couches (reminant cloth cuttings from Joann's)	\$35.00	
<b>Parking and sign reservation</b>	\$64.00	
Sandwich board renting cost (\$25 per sign, renting two signs)	\$50.00	
Sign permit	\$14.00	
<b>Misc/unforseen costs</b>		
Potential for increased gas costs, emergency purchahses, etc.	\$300.00	
<b>Total</b>	\$2,348.80	

WWU Furniture Fest		
<b>Storage</b>	\$880.00	
All Heated Storage located on E Maple St (5x10 unit x2)	\$110.00	per month
<b>Transport</b>	\$1,003.80	
15' U-Haul truck (includes insurance and roadside assistance)	\$63.95	per day
15 miles per rental (x1.39 per mile)	\$20.85	per day
Gas for trucks; 10 mpg w \$5.50 per gallon (estimate)	\$82.50	per day
<b>Labor / Incentive food</b>	\$685.00	
Pizza (5 14" veggie/cheese per day) - McKay's	\$86.00	
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<b>Parking and sign reservation</b>	\$64.00	
Sandwich board renting cost (\$25 per sign, renting two signs)	\$50.00	
Sign permit	\$14.00	
<b>Misc/unforseen costs</b>		
Potential for increased gas costs, emergency purchahses, etc.	\$300.00	
<b>Total</b>	\$3,228.80	

- b. 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.**

There would only be ongoing costs if we decide to do the project for additional years. If our program is successful, we may find funding from Off-Campus Living or from Community Relations.

## 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.

Socials:

- Email: [wwufurniturefest@gmail.com](mailto:wwufurniturefest@gmail.com)
- Website: <https://wwufurniturefest.mailchimpsites.com/>

WWU Furniture Fest    About    Jobs/Volunteer    Our Team    Request Pick-Up

Follow us on Instagram

## WWU Furniture Fest

Reduce, Reuse, Repurpose. Providing opportunity for students to engage in sustainable action one piece of furniture at a time.  
We want to help remove the burden of moving large furniture items when moving out, and to also give back these donated items to Western students.

Learn More

**Reduce, Reuse, Repurpose.**  
Providing opportunity for students to engage in sustainable action one piece of furniture at a time.

### What's it all about?

Goals:

1. Reduce student furniture waste left on the streets of Bellingham
2. Make disposing of unwanted furniture as easy as possible for students
3. Alleviate the financial burden of purchasing new furniture for students
4. Create circular flow of furniture/reduce amount of usable furniture that ends up in landfills


WWU Furniture Fest    About    Volunteer    Our Team    Request Pick-Up    Follow us on Instagram

## Request a Pick-Up

*There is zero cost for the pick-up service!*

Please fill out the form below to request a pick-up  
We may have additional questions about your items so please look for emails/messages from us. Thank you for working with WWU Furniture Fest!

Request Form



WWU Furniture Fest    About    Volunteer    Our Team    Request Pick-Up    Follow us on Instagram

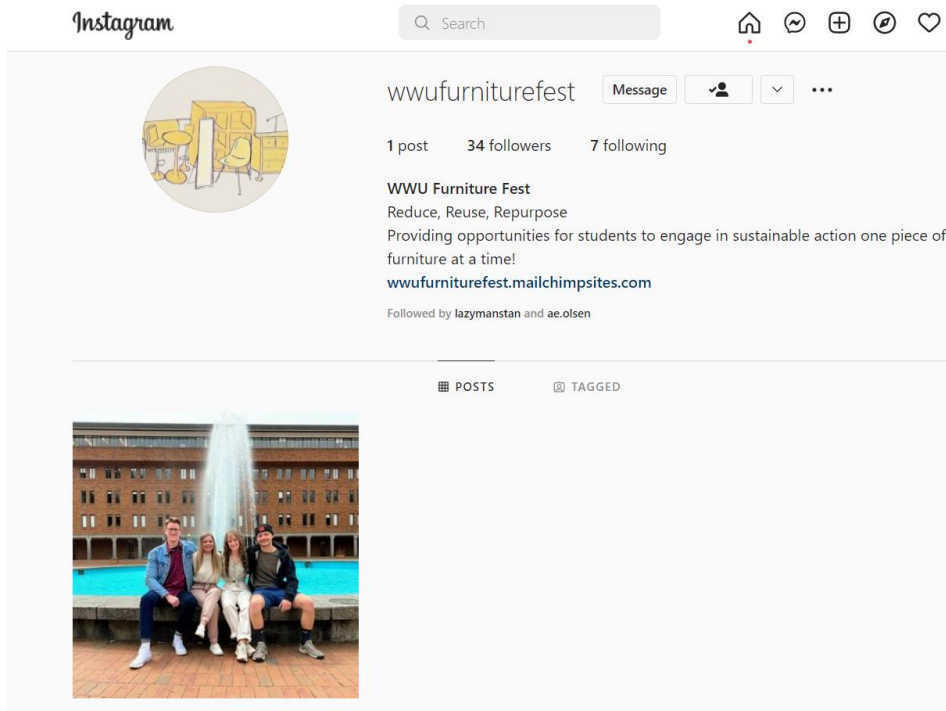
## Volunteer Opportunities

Looking for a fun way to be involved at Western? Come work with us!  
WWU Furniture Fest is in need of extra help! Details are below, send us an email if you are interested or have any questions.  
Email: [wwufurniturefest@gmail.com](mailto:wwufurniturefest@gmail.com)

### Schedules



- Instagram: @WWUFurnitureFest



Posters/Digital Marketing Material:



**\*FREE\*** **WWU FURNITURE FEST**



**GIVE AWAY YOUR UNWANTED FURNITURE!**  
ACCEPTING FURNITURE DONATIONS STARTING JUNE 10TH.  
DROP-OFF DETAILS AND ACCEPTED ITEMS LIST ARE ON OUR WEBSITE

**CAN'T DROP OFF? LET US PICK IT UP!**  
MUST BE WITHIN 3 MILE RADIUS OF WWU CAMPUS. SEE ACCEPTED  
ITEMS LIST AND REQUEST FORM ON OUR WEBSITE

**GET FREE FURNITURE!**  
STUDENTS MAY REQUEST TO HOLD A PARTICULAR ITEM FROM OUR  
INVENTORY THROUGH OUR INSTAGRAM: @WWUFURNITUREFEST

**VOLUNTEERS NEEDED!**



**JOIN OUR TEAM!**

**GO TO OUR WEBSITE**

Pick-up Request Form:

**Pick-Up Request Form**



## Pick-Up Request

Pick-ups will be done by project team members between 10:00 am and 6:00 pm on selected day. If item is left in convenient location, you do not need to be present for the pick-up. If any difficulties or questions, please email [wwufurniturefest@gmail.com](mailto:wwufurniturefest@gmail.com).

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\* Required

1. What is your name? (first and last) \*

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2. What is your Western email? (@[wwu.edu](http://www.wvu.edu)) \*

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3. What is a phone number we can reach you at? \*

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4. Which day would you like to request a pick-up? \*

*Mark only one oval.*

- Wednesday, June 29th, 2022
- Wednesday, July 6th, 2022
- Wednesday, July 27th, 2022
- Wednesday, August 3rd, 2022
- Wednesday, August 24th, 2022

5. What is an address for the pick-up? \*

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6. How many small items are you wishing to donate? Ex: Lamps, mirrors, stools, small chairs, throw rugs, etc.

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7. How many large items are you wishing to donate? Ex: Dressers, couches, bedframes, desks, benches, tv stands, tables, etc.

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8. Was the furniture exposed to pets? (for cleaning purposes) \*

*Mark only one oval.*

Yes

No

9. Please upload a photo of item(s). \*

Files submitted:

10. Anything else we should know before arrival? Ex: Only available certain hours or additional pick-up instructions

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Google Forms

## WWU Furniture Fest Main Event - Location Details



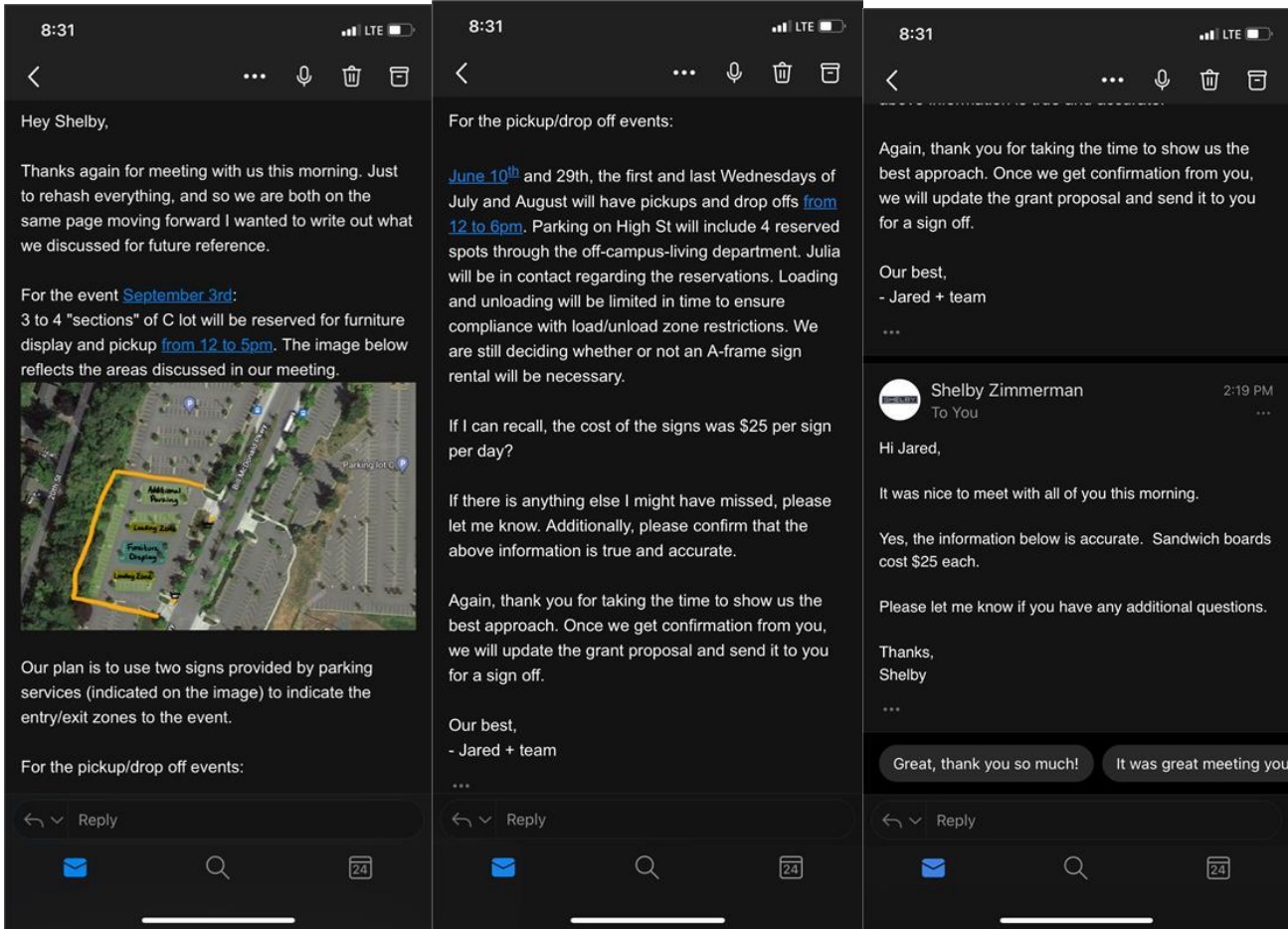
### Liability:

We will have liability forms for our team members that release Western of any liability of our team driving U-Hauls as well as us and volunteers moving heavy furniture. These forms already exist and have been used in the Move-Out Madness program that happened in past years at Western.

### Parking Services:

We have spaces in the West C-Lots set aside for the September 3rd event with permission from Shelby Zimmerman, manager of parking services at WWU. We will also reserve two to four parking spaces in the High Street Hall parking lot for drop-off, take-away, and cleaning operations.

**Parking services and storage memos:**



**Follow up from today's phone call**

**TD** Thane Davis ☀️ 📧 ↶ ↷ → ⋮  
 To: Ellen Kuhlmann Tue 5/24/2022 4:03 PM  
 Cc: Zinta Lucans

Dear Ellen-  
 We checked out MH 152 and it works perfectly for us! We were curious but forgot to ask during the phone call, but what was the noise situation you were referring to regarding MH 152?  
 Furthermore, we are still interested in using that space as soon as its available until September 6<sup>th</sup> as potential overflow / pet free furniture storage. As we said on the phone call, we're totally fine with the classrooms being unlocked. But just out of curiosity, will they for sure be unlocked from June 10<sup>th</sup> - Sept 6<sup>th</sup>?  
 Please let us know when you hear back from FM and Troy Ragsdale, and thanks again for all your help with sourcing storage!

-Thane Davis

↶ Reply ↶ Reply all ↷ Forward



We are still waiting on an update from Ellen regarding Miller Hall storage, but we will be able to use at least one of the classrooms (MH 138 and/or 152) for storage through the duration of our program.

**Potential Ideas for Future Years:**

Western Repurpose Program:

- The Western Repurpose Program will reduce waste from students here at Western. It is a program set to offer future projects regarding reducing waste as a platform to initiate their ideas and work with similar projects already set forth.

Expand:

- Incorporate a system through Furniture Fest that will redistribute unaccepted items to nonprofits and recycle materials properly.
- Create a partnership through the Residence Hall Reuse program and work with them to accept more donations from off-campus students (refrigerators, microwaves, toasters, approved appliances, etc.).
- Offer paid opportunities for workers





**Sustainability, Equity,  
& Justice Fund**  
GRANT APPLICATION  
PROPOSAL REVIEW PROCESS

Please set an appointment with the SEJF Program Coordinator to review your drafted proposal. Once your project proposal is complete, sign and deliver it to Zinta Lucans, via email: [lucansz@wwu.edu](mailto:lucansz@wwu.edu)

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

**Johnathan Riopelle**  
**Sustainability, Equity, & Justice Fund Manager, Western Washington University**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Lindsey MacDonald**  
**Interim Director of the Office of Sustainability, Western Washington University**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Comments: