



## Grant Application 2023-2024

This 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. For questions about the application, reference the SEJF Grant Proposal Toolkit or ask a program representative.

Submit your completed application (including signatures) by emailing it 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](mailto: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 Director of the Sustainability Engagement Institute. Small grant applications 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 Director of the Sustainability Engagement Institute for alignment and completeness and then provided to the SEJF Committee. The committee will review the grant application, receive your presentation, and approve or decline the funding request.
	Large Grant: Over \$35,000. To request funding at this level, you must first complete an SEJF Committee feedback session – please ask an SEJF representative for more information regarding this process or refer to the SEJF Grant Proposal Toolkit. Applications of this size will be reviewed by the Director of the Sustainability Engagement Institute for alignment and completeness and then provided to the SEJF Committee. The committee will review the grant application, receive your presentation, and approve or decline the funding request.

## SECTION 1: Project Concept.

**a. Project Title:** Campus Cable Lock Swap Project

**b. Statement of Purpose:**

*Summarize your project idea, including a problem statement, in 1-2 sentences.*

The goal of the bike lock swap program is to make WWU's campus a safer and more inviting place for those biking to work and school by reducing the chance of bike theft. This project will provide students with the opportunity to swap their cable locks for more secure U-Locks, helping to reduce the significant issue of bike theft.

**c. Project description:**

*Describe your proposed project in detail, including a description of costs associated with the project.*

While Western doesn't have as large an issue with bike theft as some other campuses do, it is still a significant issue; around \$15,000-\$30,000 worth of bikes being stolen on campus every year. Campus police record data on theft that shows that about one bike is stolen every other week. It's worth nothing that these are only the reported thefts; it is likely that the real number of thefts is much higher. Nearly 80% of bikes stolen on campus are taken from dorms, from a population where the bikes might often be the students' only means of transport. Cable locks are frequently used on campus because of their lower cost, [and provide bike owners with the illusion of security without actually making their bike safe from theft](#). Cable locks cost somewhere in the \$5 to \$20 dollar range making them seem like a better deal than U-locks which cost \$40 or more; however, they do not provide the same level of security as a U-lock. A [Harvard Campus Study showed that 66% of bikes stolen on their campus where using cable locks](#) showing just how significant an issue they present. Cable locks can easily be defeated with bolt cutters, or even just bare hands and some determination as is visible in figure 1 below.



**Figure 1:** Video of bike with cable lock stolen (The Best Bike lock, 2020)

On the other hand, U-locks require an angle grinder to cut which is much louder, and significantly more time consuming, making them less enticing to thieves. These different types of locks are visible in figure 2 below. Through this project, Transportation Services will buy 150 Kryptonite Keeper U-locks at cost through the Outdoor Center. These locks meet [sold secure silver rating meaning they provide a good balance of security and value](#). Speaking with employees from Colorado University Boulder, who run a program that is essentially identical to this, they went through 300 locks a year with a student population that is double that of Western. We believe 150 locks will provide a good test for this program

giving us a school year to iron out issues. At this point, Transportation Services will be identifying a more permanent source of funding, should the program prove to be popular. The locks will cost \$26.39 each with an additional \$300 being needed for printing promotional flyers and banners to make sure that people take advantage of this program.



**Figure 2:** Photo of U-lock vs Cable Lock

One of the major issues that other schools have had with programs like this is a lack of student buy-in. Having talked with a number of schools including Boise state, CU Boulder, UCSD, and others, it seems like the key to having a successful program is ensuring that the student population is well informed. We will be using a social media campaign as well as flyers placed in key locations including in on-campus housing to promote the program. We will also work with Housing Services to have RAs recommend the program to students living in dorms.

The U-locks will be available for trade in at both the Outdoor Center and the Transportation Services' office along with bike registration stickers which are part of our larger effort to reduce bike theft on campus. To get a lock, students will bring their cable locks they are currently using as well as their Western ID; the trade will be one cable lock for one U-lock with a limit of one lock trade-in per person. Along with their new lock, students will be provided with information on how to lock their bike safely as well as the opportunity to register their bike online through Western's new Bike Index system. This system is replacing a campus police run system that gained little traction, and only worked on campus. Bike Index, on the other hand, is a Nation-Wide Non-Profit Organization that has already registered over 1 million bikes, providing owners with a space to store their bike's information, and warn the community and police when it is stolen. Using the U-lock, along with registering their bike will decrease the likelihood of theft and increase the chance of their bike being returned if it is stolen. In addition, getting bikes registered alongside this project will make sure that staff at WWU have the ability to contact owners if the bike is improperly locked or left behind after the school year ends. Bike Index is also used by the Bellingham Police Department and will help in retrieval of bikes taken off campus.

The lock-swap project will be implemented during October and November which also happen to be the months with the highest level of on campus bike theft. The hope is that this will help to limit the number of bikes stolen during these high theft months. Cable locks collected through this project will be disposed of responsibly through the AS Recycling program who will be giving functional locks to The Hub Bike shop and recycling the rest.

**d. Goals:**

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

The main goal of this project is to create a program that significantly reduces bike theft on campus. Cable locks are incredibly easy to steal from. Reducing the number of bikes using these locks will make campus a less enticing site for bike theft, especially opportunistic bike theft. The hope is that this program in conjunction with our bike registration program will help reduce overall bike theft on campus as well as ensuring that there is a better method for returning abandoned bikes to their owners. Reducing bike theft and anxieties around it will likely help in increasing bike ridership

to and from campus, as it removes a significant barrier to biking.

**e. Student impact:**

*How does this project directly impact the Western student community?*

The project will directly impact approximately 150 students who will receive U-locks in exchange for their cable locks. These students will also get information on properly locking their bike and how to register their bike through Bike Index, the online bike registration platform WWU will begin using in Fall 2023. Combined, using a U-lock, properly locking their bike up, and registering their bike will allow students to bike to and from campus with the decreased likelihood of their bike being stolen. The hope is that this project along with the registration project will help to lower bike theft on campus as has been shown in other locations.

**f. Education and outreach plan:**

*How do you plan on promoting your project on campus? How will the Western community learn about your efforts? Is there an educational component to your project?*

The program will be promoted in a number of ways and will be part of a much larger effort to reduce bike theft on campus. The lock swap program will be promoted through our social media, as well as the Outdoor Center's media. In addition, we will be using flyers placed all across campus, particularly in Residence Halls, to help promote the program. We will also have large format flyers printed for the boards in Red Square available for registration. Transportation Services will also promote the program, along with bike registration at all of our tabling events, especially at those which target new students in Residence Halls. The Outdoor Center's bike tech will also be well informed about this program and the bike registration program, and will facilitate in promoting them to people that bring in bikes.

**g. Metrics:**

*How will the impact of this project be measured? What are quantitative and/or qualitative metrics that can be tracked?*

The first metric we will look at is the number of locks swapped. This will show in a very tangible way how many students are directly impacted by the program. We will also look at how many students register their bike through this program. In addition to these metrics, we will continue to look at bike theft data collected by the police. While we can't be sure if changes are directly influenced by this program, it can help give us an understand on general trends and impacts on bike theft on campus.

**h. Lasting impact & Ownership:**

*What is the longevity of this project? How will it impact sustainability, in the long-term, on campus? Which individual, office, or department is taking ownership of this project? Identify the post-SEJF-funding plan.*

This project will last, at the longest, one school year. The project will help the campus become more sustainable in a number of ways. First the program will make biking to and school more feasible for many students and will hopefully increase bike ridership over time. It will also reduce the likelihood of bike theft for a vulnerable population, in particular those living in on-campus housing. Ensuring that they have a stable form of transport will ensure that they have a sustainable future at Western. Our long-term plan for this project involves two departments: Transportation Services and the Outdoor Center. Transportation Services will be doing the behind-the-scenes work. Transport Services will oversee buying the locks, training bike techs, and promoting the program. The outdoor center will be in charge of the general day-to-day responsibilities of the project. They will be the ones facilitating the lock swaps throughout the year. Transportation Services will be in charge of the final report.

## SECTION 2: Sustainability Impact.

### a. How will your project positively support at least one of the four pillars of sustainability at Western?

1. Create economic vitality; 2. Promote well-being; 3. Protect the environment; 4. Uphold social justice.

Create economic vitality: The aim of this project is to reduce bike theft on campus. Bike theft can be a major issue for students as often they don't have the funds to replace a bike if it is stolen. Reducing theft will help make sure that students feel safe in investing in a bike while at WWU while also reducing the economic burden of bike theft. Having a bike stolen can take away many students' primary mode of transport making it hard for them to make it to work and school. Not only does this hurt them financially as they must pay for other modes of transport, but companies they work for are also likely to be negatively impacted.

Promote well-being: Biking for both commuting and leisure can provide significant mental and physical health benefits. Commuting by bike on its own has been shown to [lower risk of cancer and cardiovascular disease, and can make you 40% less likely to die over a five year period](#). The hope is that this project will make campus a safer place to lock bikes, reducing the chance that students' bikes are stolen and increasing bike ridership by providing transportation security. This program will help to ensure that more students get the health benefits of cycling, making campus a more sustainable place to work and live.

Protect the environment: Increasing use of micro mobility devices (bikes, scooters, skateboards etc.) in the Western community is one keyway in which the school can reduce CO<sub>2</sub> emissions, helping to meet our sustainability goals. 39% of Washington's Green House Gas emissions come from Transport. Reducing use of single occupancy vehicles and other polluting forms of transport could help reduce these emissions. One major barrier many face in biking to WWU is the fear of bike theft or the financial hardship of replacing a stolen bike. This project, in conjunction with bike registration, could help alleviate fears around theft, reducing the barrier of riding to and from campus. Many students rely on their bike as their primary mode of transport. If their bike is stolen, they are forced to try to find a new way to get to work, school, and the grocery store. Bikes provide many with the basic need of transport, and do this in the most efficient, and sustainable way possible.

Uphold social justice: Cycling is one of the most affordable modes of transport. Those with lower incomes often turn to commuting via bike because of this low barrier to entry. Making campus a safer place to lock bikes will help students who are financially vulnerable continue to cycle to and from campus. Having a bike stolen can be a huge burden for students and likely end their bike commuting ambitions. By reducing the likelihood of bike theft through more secure locks, proper locking techniques, and bike registration, students can continue to get the health and economic benefits of cycling to Western. Students rely on their bikes for transport; taking this away can put an unsustainable financial burden on them, making it hard for them to meet their basic needs.

### b. How will your project positively align with Western's Sustainability 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 a program representative. 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: Transportation

Explanation: This project aims to make biking a better transportation option for students to, from, and on campus. Currently many students use inadequate cable locks to secure their bike because of the lower entry cost. These locks are easily cut and give little more than the illusion of security. A [study of 2011 Harvard data showed that 66% of stolen bikes on their campus were secured with cable locks](#). Providing U-locks for free in exchange for cable locks ensures that everyone's bike can be secure and makes sure that people can continue to bike to campus. This project aligns with Transportation Services' goal of increasing bike ridership in the long run.

Additional chapter(s) of alignment, if applicable: Student Life

Explanation: This project will help students biking to, from, and on campus. Western has a relatively high rate of bike theft, especially from areas around Residence Halls. Providing all students, but particularly first year students, with the opportunity to register bikes and giving them U-locks will make sure that they can continue to have a fast and efficient mode of transport. Many students rely on their bikes to travel off campus and engage with the community. Reducing bike theft will provide transportation security to students throughout their Western career. Transport security is key to making sure students enjoy their education, and experience at Western.

**SECTION 3: Project Participants.**

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

Project Lead: There must be a 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 Program Coordinator. Financial agents must be permanent staff and/or faculty members on campus, and cannot be student employees.

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

<b>Role</b>	<b>Name</b>	<b>Department/School: <i>Students provide major/minor and expected graduation quarter/year</i></b>	<b>Position: <i>Faculty/ staff/ student</i></b>	<b>Western email address</b>	<b>Signature to verify agreement</b>
<i>Team Advisor</i>	Andrea Reiter	Transportation Services	Staff: Commute Options Program Manager	reitera@wwu.edu	Andrea Reiter
<i>Team Lead</i>	Malcolm Duncan-Graves	College of the Environment; Urban Planning & Sustainable Development; Spring 2024	Student & Student Staff: Active Transport Coordinator	Duncanm5@wwu.edu	Malcolm F. Duncan-Graves
<i>Financial Agent</i>	Andrea Reiter	Transportation Services	Commute Options Program Manager	reitera@wwu.edu	Andrea Reiter
<i>SEJF Project Coordinator</i>	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.

Task	Timeframe	Estimated Completion Date
Begin Bike Index Registration (200 locks to giveaway)	2 months	November 25, 2023
Order locks through Outdoor Center	3 weeks	October 1, 2023
Begin lock swap in conjunction with new effort to increase bike registration (150 locks to give away)	7 months	June 10, 2024

- b. When is the planned project completion date?

We hope to have all locks given away, and the final report completed, at the end of Spring Quarter finals week which is June 10, 2024.

**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. *Note: Only stakeholders internal to WWU must be listed.*

Stakeholder Name	University Department and Position	Involvement in Project	Stakeholder signature of approval
Andrea Reiter	Transportation Services/ Commute Options Program Manager	Project Advisor	Andrea Reiter
Malcolm Duncan-Graves	Transportation Services/ Active transport Coordinator	Project Lead	Malcolm F. Duncan-Graves
Ben Crandall	Outdoor Center/Outdoor Recreation Program Coordinator	Help purchase locks through Outdoor Center's vendors/Recipient of locks for distribution	Stephen Magnuson

- b. Does your project propose a temporary or permanent facility or property modification? If so, is a Project Owner Form attached to the appendix of this application? Please ask a program representative for this form.

No, there is no facility or property modification.

**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.

Budget item	Cost per Item	Quantity	Total Cost
Kryptonite "Keeper" U-locks	\$26.39	150	\$3,958.50
Shipping for U-locks	\$400.00	1	\$400.00
Promotional Funds (for banners and posters on campus)	\$300.00	1	\$300.00
<b>Total project budget</b>			<b>\$4,658.50</b>

The SEJF program encourages the identification of additional funding sources to augment SEJF funds, though it is not required. List pending, approved, and denied applications for funding from other sources, along with amounts requested from those sources.

Additional funding source(s), if applicable	Status	Amount
N/A	N/A	N/A
<b>Total of all other funding sources</b>		<b>N/A</b>

<b>Total funding amount requested from SEJF</b>	<b>\$4,658.50</b>
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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
No ongoing costs	N/A	N/A	N/A

**SECTION 7: Appendices.**

Provide any additional documents, references, or information here.