



## 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).

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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: American Planning Association (APA) Washington Chapter 2023 Conference
- b. Statement of Purpose:  
*Summarize your project idea, including a problem statement, in 1-2 sentences.*

The Western Urban Planners Club (Urban Planning Club) aims to take 16 members to the American Planning Association (APA) Washington Conference, including students who will present on two topics. Urban Planning Club Members will be able to network with industry professionals and learn about what is happening in the urban planning field within Washington.

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

16 Western Urban Planners Club members, based on seniority within urban planning majors and history within the club, will attend and present at presenter's table at the APA WA 2023 Conference with the following topics:

**Project #1, Gooseberry Point Studio Project:** This project was completed by the 2022-2023 Urban Planning Sustainable Development that worked with the Lummi Commercial Company to propose climate resilient coast adaptation, housing and economic development opportunities on tribal land. This project demonstrates how planners can support Tribal communities to help further their ideas and increase their autonomy within their own geographies.

**Project #2, Bike Lanes and Roundabouts:** This project was completed by Sean Hakala through his internship with Washington Department of Transportation (WSDOT) about the safety of integrating bike lanes with roundabouts around Washington State. This is important for multi-modality transportation planning in different jurisdictions so that planners can make the safest decisions in their future transportation plans.

Urban Planning Club members would attend the conference from midday October 11, the entire day of the 12, and partial day on the 13th before returning home. At this conference, students will have the opportunity to learn about sustainability through innovative transportation planning, more effective community development, and climate resilient policies and design. Students would be encouraged to network with other attendees to have exposure to future internship and employment opportunities.

Transportation to APA WA Conference entails carpooling, with all 16 people traveling in 4 Urban Planning Club members' vehicles. Club Members would leave Bellingham October 11th around 6am to arrive in Spokane, Washington before the mid-day starting sessions of APA WA conference.

The SEJF Fund would cover: lodging, transportation, and per diem. See more details below and in the budget table.

This grant would be used to cover the lodging of 8 double queen rooms at Best Western 8 in Spokane, WA October 11<sup>th</sup>-13<sup>th</sup>. Each room would lodge two members, allowing for all 16 members to be within

a 5-minute walk of the conference site. The estimated cost of hotel rooms is \$2,753.60 (the group discount is \$149/room + \$22.15 tax).

- Best Western Location – Best Western Plus City Center, 33 W Spokane Falls Blvd, Spokane, WA 99201
- APA WA 2023 Location – The Davenport Grand, 333 W Spokane Falls Blvd, Spokane, WA 99201

This grant would be applied to this project for per diem for food and transportation costs. At an estimated trip of 722 miles (round trip) at \$0.655/mile with the four member-owned vehicles would require \$1891.64.

This grant would also be applied to per diem food costs for the 16 members, however some meals are covered through different means including: free lunch as provided by the APA WA Conference on October 11<sup>th</sup> and 12<sup>th</sup> (the first and second day), and breakfast provided through Best Western hotel breakfasts on both October 12<sup>th</sup> and 13<sup>th</sup>. The following meals would be covered by per diem as provided by this grant: breakfast and dinner on October 11<sup>th</sup> (the first day), dinner on October 12<sup>th</sup> (the second day), and lunch on October 13<sup>th</sup> (the third day). With 16 members attending the conference this grant would cover \$1,760 total per diem for these students with the afore-mentioned meals.

The total costs as outlined above are over the asked amount of this grant of \$5,000 (estimated \$7,900), the remaining funds are being gained through other grants and funding sources, including the UEPP department which is funding member attendance costs, and the AS Enhancement Fund which will provide the remaining amount (estimated \$1,405.24) after this grant.

d. Goals:

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

The primary goal for this project is to expose Urban Planning Club members to professional development opportunities through presenting their work (as mentioned in Section 1c) at a conference of professional planners. A desired outcome through attending this conference is to provide students with an opportunity to network and connect with professional planners across Washington State. A second goal is to share the professional development experience through registration of the APA WA Conference with students, faculty, and staff of the WWU Community through an outreach session hosted by attending members on October 25<sup>th</sup>, 2023.

e. Student Impact:

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

Members attending the conference will get the opportunity to network directly with major employers and important people in their field of study. Members after the conference will be hosting a session at an Urban Planning Club meeting on October 25<sup>th</sup> where there will be a presentation on sessions that will explain what sessions members attended and what they learned and presenting stories of what they experienced at the conference.

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 Urban Planning Club meeting on October 25<sup>th</sup> will be a *share-out* meeting that will explain what sessions members attended, what they learned, and present stories of what they experienced at the conference. There will be time for questions and answers from the members that attended. This will be promoted through Western Urban Planners Club social media channels (Instagram: @wwu.urbanplanners) and through announcements through UEPP Classes as professors are asked to distribute this information. This session will last 1+ hours, which is a standard Urban Planning Club meeting time and will be held at a standard meeting time.

g. Metrics:

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

This project will be measured through a survey that is developed by Urban Planning Club officers (Lex Clark, Weston Sitterding, and Marek Vermeulen) that will be given to attending members both before and after attending the conference. This survey will feature questions about the most impactful session members attended, if they felt that the networking opportunities were worthwhile, and if they have ideas for projects to present at the National Conference happening in 2024.

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.*

Students attending the conference will return to campus with a deeper understanding of what sustainability in the built environment can look like, and through the outreach session on October 25<sup>th</sup> the broader WWU community will be able to implement ideas that are brought back by attending members.

Members will then be able to critically examine campus and the surrounding environment through the lens of sustainability. They will be able to provide insight into positive changes we can make, and possibly go on to start a sustainable action movement of their own.

Urban Planning Club will maintain ownership of this project throughout the duration of the conference and up to the outreach session on October 25<sup>th</sup>, after which there is no ongoing project continuation other than students continuing to use their ideas to encourage sustainable ideas that they learned at APA WA Conference.

## 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.

The projects students presented at APA WA conference will showcase how communities can improve their development through policy reform and innovative development approaches. By adopting new policies or development approaches communities can enhance their sustainability and resilience, which are required for economic vitality.

- 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: Campus and Community Engagement

Explanation: Attending the APA WA Conference will “ensure Western representation is present at formal and informal public meetings” to engage with the broader planning community to promote sustainability practices and opportunities (Strategy 2.5.1, p. 16).

Additional chapter(s) of alignment and explanation, if applicable:

Attending presentations at APA WA conference can better inform students on strategies to help “reduce the carbon intensity of university energy supply sources and achieve 100% net university carbon reduction” (Goal 1, p.30) which would be implemented into the built environment of Western Washington University . Students can then bring back these different strategies to share within classes and at post-conference presentation with other WWU students and faculty and improve WWU’s carbon footprint.

### 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.

Role	Name	Department/School: <i>Students provide major/minor and expected graduation quarter/year</i>	Position: <i>Faculty/ staff/ student</i>	Western email address	Signature to verify agreement
<i>Team Advisor</i>	<i>Tammi Laninga</i>	UEPP	Associate professor	laningt@wwu.edu	TL
<i>Team Lead</i>	<i>Lex Clark</i>	UPSD Spring 2025	Student	Clarka45@wwu.edu	AMC
<i>Team Member</i>	<i>Weston Sitterding</i>	UPSD Spring 2024	Student	Sitterw@wwu.edu	WS
<i>Team Member</i>	<i>Asher Schoepflin</i>	UPSD Spring 2024	Student	schoepa@wwu.edu	AS
<i>Team Member</i>	<i>Marek Vermeulen</i>	UPSD Spring 2024	Student		MV
<i>Financial Agent</i>	<i>Ingrid Patrick</i>	UEPP	Department Manager	<a href="mailto:pedersi@wwu.edu">pedersi@wwu.edu</a>	IP
<i>SEJF Project Coordinator</i>	<i>Lex Clark</i>				

**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
<b>APA WA Conference registration</b> – Those attending the conference have been notified that they should register.	September 26, 2023	October 4 <sup>th</sup> , 2023
<b>Transportation Planning</b> – There will be a discussion once everyone has registered to organize carpools.	October 4-6, 2023	October 6 <sup>th</sup> , 2023
<b>Leave for Spokane</b>	October 11 <sup>th</sup> ,2023	October 11 <sup>th</sup> ,2023
<b>Conference</b>	October11-13 <sup>th</sup> , 2023	October 11-13,2023
<b>Leave Spokane</b>	October 13 <sup>th</sup> , 2023	October 13 <sup>th</sup> , 2023
<b>Post-Conference Presentation</b> – Once students have returned from the conference, they will share their experiences and any sustainability efforts they learned about that stuck with them.	October 25 <sup>th</sup> ,2023	October 25, 2023

- b. When is the planned project completion date?

Our project will be completed after our Post-Conference presentation on October 25, 2023.

**SECTION 5: Project Stakeholders.**

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

Stakeholder Name	University Department and Position	Involvement in Project	Stakeholder signature of approval
<b>Tammi Laninga</b>	UEPP department, Associate Professor	The UEPP department provided funds to cover the cost of student entry to the WA APA conference. Prof. Laninga put significant labor into coordinating details and providing guidance to Urban Planning Club Officers (Lex Clark and Weston Sitterding).	


- 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.

**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
Best Western Stay	\$149 + \$22.15 tax per room per night	8 rooms for 2 nights	2753.60
Transportation Reimbursement	\$0.655/mile X 722 miles RT = \$472.91	4 cars	1891.64
Food Per Diem	Day 1 - breakfast \$18 & dinner \$36 Day 2 – dinner \$36 Day 3 - lunch \$20 Total = 110  The Best Western has free breakfast on day 2 & 3. The conference is providing lunch on day 1 & 2.	16 students	\$1760
WA APA conference student entry	\$115 per student.  Prof. Laninga was able to register for an exhibitors table which comes with one complementary registration worth \$355. This was enough to cover the entry costs for 3 students.	13 students	1495
<b>Total project budget</b>			<b>\$7,900.24</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
UEPP department funds for Registration	approved	1495
AS student enhancement funds	pending	1405.24
<b>Total of all other funding sources</b>		<b>\$2900.24</b>

<b>Total funding amount requested from SEJF</b>	<b>\$5000</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

**SECTION 7: Appendices.**

Provide any additional documents, references, or information here.