



## 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.

	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.
X	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:**

Washington Oregon Higher Education Sustainability Conference (WOHESC) 2024 Scholarships

b. **Statement of Purpose:**

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

We hope to provide scholarships for a cohort of up to fifty sustainability-interested students so that they may attend this year's Washington Oregon Higher Education Sustainability Conference, which will be hosted at Western Washington University on March 4<sup>th</sup>, 2024, and run through March 6<sup>th</sup>. At the conference, students will be able to engage in a variety of ways with different sustainability-related topics. In previous years, topics included expanding infrastructure to be more equitable, student-led efforts to combat food insecurity, and decarbonization. These are all topics that have and continue to be transferred to sustainability projects here at Western.

c. **Project description:**

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

With Western Washington University hosting this year's WOHESC, this project hopes to bring up to fifty students to the conference, with the goal that they will expand their understanding of sustainability as both a practice and a concept. In the past, this conference has served as a great tool for our attendees to network with other like-minded students, as well as industry professionals. Additionally, presentations surrounding student-led sustainability projects have gone on to inspire student teams to create their own initiatives at their respective institution, and Western is no different. With several different universities undertaking sustainability-related efforts, having the opportunity to share and learn from one another is vital to improving not only our own campus efforts but that of the region as a whole.

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 theme for this year's conference is "Learning from Place: Solutions Beyond Boundaries". This theme aims to explore the idea of "topophilia", or the affective bond with one's environment. At Western, our proximity to an international border will no doubt make us the perfect host for this event, as a key focus of the conference will be exploring how we can create politically drawn boundaries while considering the importance of place within our bioregion. A program for this year's conference has yet to be published, but the topic alone will no doubt pique the interest of students and staff alike, given its relevance to our institution.

For a student to attend this conference, they must pay a fee of \$125.00. This is a hefty expense for most, especially students. In order to provide fifty students with scholarships to attend, we have allotted \$6250.00 of our budget for this purpose. As Western is this year's WOHESC host, the Sustainability Engagement Institute has asked various departments around the university for sponsors to help fund this conference. To help financially support the event, as well as increase the publicity of the Sustainability, Equity, and Justice Fund, we have allotted \$1500.00 to serve as a sponsorship for this event. By doing this, the SEJF logo will be placed on WOHESC advertising material and potentially spread awareness of the fund to the larger campus community. Lastly, \$400 has been budgeted for pre-and post-WOHESC forum supplies. This includes food and drink for the forums, as well as funds to account for any printing/design costs necessary for promotion of this program.

Programs for this year's conference have not yet been made publicly available, however more information on previous years' programs can be found here: <https://wohesc.org/program/>.

d. **Goals:**

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

- i. Provide Western students with the opportunity to learn more about regional partners' sustainability efforts and create a space where scholarship recipients are comfortable networking with other students and professionals alike.
- ii. Expand students' current understanding of sustainability and explore new topics that might not be as heavily discussed here at Western.
- iii. Create a cohort of students who, regardless of prior interest in the discipline, begin to apply the lessons they learned from the conference on campus and in the greater Bellingham area.

e. **Student impact:**

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

By attending WOHESC, students will be able to bring back whatever knowledge and ideas they have gathered and apply them on campus. In our outreach, we will make it a priority to contact sustainability-focused clubs and club leaders, so that the potential for campus-wide application will be increased. With that being said, students who are not involved in sustainability-focused organizations will not be at a disadvantage during the application process, as everyone's application will be weighted equally against one another.

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?*

For outreach, emails will be sent out from the Sustainability Engagement Institute's newsletter, as well as the Associated Student's (AS) Communication Office, by way of the AS Vice President for Sustainability. In addition to digital outreach, posters (paid for using the allotted \$400 for pre- and post-WOHESC supplies) will be hung around campus. Given the topic, we will be reaching out to the university's Border Policy Research Institute as well, to see if any student employees might be interested.

g. **Metrics:**

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

After the event, a post-WOHESC forum will be held where students and SEI staff can speak candidly about their experiences with the conference. Questions will be centered around how students feel they can apply the lessons they have learned to the greater Western community, and possibly expand those efforts off-campus. Students will be encouraged to submit a personal testimony via a Google Forms document, which will also ask them to rate their experience overall on a scale of 1-10. Quantitative data could prove to be a difficult metric to gather, so having student testimonies will be a better way of measuring the success of the project, while gathering input that will help inform future conference planning.

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.*

After the final report has been submitted, the project will be officially closed. With that said, a sense of community will ideally have been fostered between the individual members of the cohort, and their shared experiences from the conference will last for long after the project's official end. Ideally, students who attend this event will feel inspired to either join an ongoing sustainability-minded project on campus or start their own. Through the sense of community that we hope to establish, they will have a network of like-minded individuals who will join them in this effort, in some capacity. Funding will no longer be necessary after the final WOHESC

forum, scheduled for March 20<sup>th</sup>. Data collected for metrics will be transferred to the Sustainability Engagement Institute along with 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
    - a. As mentioned above, WOHEC will provide students with the ability to network with individuals and groups that are actively working within the sustainability sector. By providing students with scholarships to attend this event, they will be able to connect with and learn from these professionals.
    - b. Last year's WOHEC featured 23 breakout sessions and workshops, where attendees were able to learn different skills and acquire new knowledge areas such as Design Justice, mental health within climate action, indigenous leadership principles within the environmentalist movement, and a plethora of others. Students will be able to take this knowledge and carry it with them for the rest of their professional careers and will become valuable assets to whatever organization they may be a part of.
- 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](mailto: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: Student life

Explanation:

Goal 1 of the Sustainability Action Plan hopes to achieve the following, "Students have a solid foundation for understanding cultural and global interdependence." To achieve this, section 1.1 hopes to "Increase participation in programs that connect students to sustainability in the local, regional, and global community..." By opening scholarships for Western students to attend WOHEC, we will increase the accessibility of ongoing campus sustainability projects, as well as local/regional initiatives. Our students will also be able to engage in discussions surrounding our own campus' projects and position themselves as leaders within our university (should they feel inclined to do so).

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

Objective 2.4 of the Sustainability Action Plan, under Goal 2, hopes to "Establish sustainability-related interactive experiences, cooperatively designed and supported by WWU and community partners, to help build relationships among members of Western, and with the broader community..." Similarly to the explanation for the previous chapter of this grant's alignment, Western hosting WOHEC this year allows for us to display our efforts in the sector and invites others from the region to come and learn from our experiences. Students will be

able to engage not only in these presentations, but also those of our regional partners, and again establish connections with community members.

**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>	Grace Wang	Professor / Director of the Sustainability Engagement Institute	Faculty	Grace.wang@wwu.edu	
<i>Team Lead</i>	Liam Pratt	Environmental Studies Law, Diversity, Justice Fall 2024	Student	<a href="mailto:Prattl2@wwu.edu">Prattl2@wwu.edu</a>	LP
<i>Financial Agent</i>	Linda Sterling	Sustainability Engagement Institute - Coordinator	Staff	Linda.sterling@wwu.edu	
<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
Outreach begins	Jan. 3 <sup>rd</sup> – 6 <sup>th</sup> , 2024	Jan. 6 <sup>th</sup> , 2024
Applications are opened to students	Jan. 8 <sup>th</sup> - Feb. 8 <sup>th</sup>	Feb. 8 <sup>th</sup>
Application review process	Feb. 12 <sup>th</sup> – Feb. 16 <sup>th</sup>	Feb. 16 <sup>th</sup>
Notification of application status	Feb. 16 <sup>th</sup>	Feb. 16 <sup>th</sup>
Pre-WOHESC Forum	Feb. 26 <sup>th</sup>	Feb. 26 <sup>th</sup>
WOHESC Event	March 4 <sup>th</sup> - 6 <sup>th</sup>	March 6 <sup>th</sup>
Post-WOHESC Forum	March 20 <sup>th</sup>	March 20 <sup>th</sup>
Final report delivered to Sustainability Engagement Institute	March 27 <sup>th</sup>	March 27 <sup>th</sup>

- b. **When is the planned project completion date?**

March 27<sup>th</sup>, 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
Grace Wang	Faculty/ Director of SEI	Advisor	
Lindsey MacDonald	Assoc. Director / SEI	Project support	
Linda Sterling	Coordinator / SEI	Fiscal Agent	

- 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.

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.

Budget item	Cost per Item	Quantity	Total Cost
Student Scholarship	125.00 per student	50	6250.00
Pre-WOHESC forum supplies (Food, advertising materials)	200.00	1	200.00
Sustainability, Equity, and Justice Fund sponsorship	1500.00	1	1500.00
Post-WOHESC forum supplies (Food)	200.00	1	200.00
<b>Total project budget</b>			<b>\$8150.00</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		
<b>Total of all other funding sources</b>		<b>\$0</b>

<b>Total funding amount requested from SEJF</b>	<b>\$8150.00</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
N/A			

**SECTION 7: Appendices.**

Provide any additional documents, references, or information here.

Data collected from the Google Forms will be transferred over to the Sustainability Engagement Institute so that future WOHESC grant writers will be able to utilize previous metrics.