



**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.

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.
	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.
x	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.

**Note on the application:*

Since we presented our project proposal at the feedback session in November 2023, we decided to shift our efforts to entirely focus our programming to City Sprouts Farm, where we believe there is more food production, food justice and educational opportunities. Due to challenges with permitting and transitioning the site to WWU management, we will be no longer managing York Community Farm in 2024.

a. Project Title:

Urban Farm Project

b. Statement of Purpose:

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

Through stewarding a productive farm off campus in a food-apartheid (sometimes called a food desert) area, the Urban Farm Project will provide transformational experiences for WWU students to learn to grow their own food and contribute to a more accessible, just, and vibrant local food system in partnership with diverse members of the community and region. The project addresses deep food injustice and insecurity challenges in our region; one in five residents of Whatcom County are food insecure and over forty percent of Western students report experiencing some degree of food insecurity.

c. Project description:

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

The Urban Farm Project is seeking three years of funding to enhance student involvement and opportunities at City Sprouts Farm, an important food access and education project in Bellingham's Birchwood neighborhood. City Sprouts became a program of WWU's Center for Community Learning in 2023. We are seeking SEJF funding for:

- student farm crew wages
- student farm assistant wages
- transportation funds to visit local food systems and farming projects
- funds for student run Micro-Farm project

The annual budget for this project is \$46,436. Our total request for three years is \$139,308. Three years of funding is crucial for the longevity of this project so we are allotted time to refine our programming, develop our partnerships and secure permanent funding. Therefore, we are asking for \$46k in each of the following fiscal years: 2024, 2025, 2026.

During the period of SEJF funding, the Center for Community Learning will work with WWU and off-campus partners to seek future funding for student employment through grants, departmental funding, self-sustaining funding (farm sales), crowd-funding, and sustaining private donors.

Background:

The Urban Farm Project is made possible by a unique confluence of organizations, entities and ideas. We are asking the SEJF to participate in this project by filling in the gap to pay the student farm crew. Elements of the project that are already established are described below:

Center for Community Learning:

The Urban Farm Project is embedded within the Center for Community Learning (CCL) at Western Washington University. The Urban Farm project provides multiple entry points for students to engage at an urban farm and in our local food system. We host Western students through seasonal employment, academic courses, work parties, internships, independent studies and other programming at our off-campus urban farm, City Sprouts Farm. The Urban Farm Project is led by Ellie Duncan, who was a co-founder of City Sprouts Farm, and is now a full-time food and farming program coordinator at the CCL. Beginning in 2023, Ellie joined the CCL team, bringing with her over a decade worth of experience in sustainable farming, food access and food systems work. In the spring of 2023, the CCL began managing City Sprouts Farm, establishing partnerships with other food systems players, and providing opportunities for students to contribute to and learn about food justice, sustainable farming methods, and deepen their connection with place through our food system. The CCL used non-renewable departmental funds to pay 4 members of the urban farm crew in 2023 and one student was paid through the Climate Leadership Certificate program. We are seeking funding to be able to continue offering meaningful, skill-building, network-enhancing employment opportunities to Western students during the City Sprouts growing season.

Kulshan Community Land Trust and City Sprouts Farm

The land at City Sprouts Farm is owned by Kulshan Community Land Trust (KCLT). KCLT holds land in trust for permanently affordable homeownership and other community needs. City Sprouts Farm and KCLT have a unique collaboration; KCLT will be building affordable housing on the property in the next couple years and is integrating City Sprouts Farm into their long term vision for the site. KCLT is holding an acre of permanently affordable agricultural land in trust for City Sprouts Farm on their 3 acre parcel in the Birchwood neighborhood. The CCL operates the farm and holds a lease with KCLT. What was previously a vacant lot of Himalayan blackberries and other invasive weeds is now a demonstration project showcasing how underutilized land can be restored and turned into a vibrant food production and farm education space that responds to environmental and social justice challenges in our community. The Birchwood and Alderwood areas of Bellingham are impacted by food apartheid, which is when a community is denied equal access to nutritious foods through oppressive historical and institutionalized practices. Since the only grocery store in the area closed in 2016, the lack of access to fresh, affordable, culturally appropriate food has particularly impacted low income communities and communities of color. City Sprouts Farm responds to this inequity by dedicating the produce we grow to increasing food access in our community, teaching students ecological and regenerative agriculture techniques, farm efficiency and vegetable production skills, and networking with other food systems and food justice organizations.



BEFORE: Blackberry field before City Sprouts began Winter 2018



AFTER! City Sprouts Farm, July 2023

Produce Outlets:

The vegetables grown at City Sprouts Farm will be distributed the following ways:

- **Campus food pantry donations:** We will send fresh produce to the on-campus food pantries weekly throughout the growing season. Peak harvest season is July-early October. There is a demonstrated need for access to fresh produce during the summer months since the dining hall is closed and many students face increased food insecurity. We will also grow storage crops such as onions, dry beans, winter squash and potatoes that have long shelf lives and can be supplied to the food pantries later into the fall and winter quarters. The amount of produce sent to the food pantries will be contingent on how much produce they can accommodate each week and what is available, and will vary week to week. We will have a better idea of what percentage of our produce will go to the food pantries after the first year of supplying them.
- **Sliding Scale CSA program:** We will offer a CSA (Community Supported Agriculture) share program to 20 families/individuals. Participants pay at the beginning of the growing season and come to the farm to pick up a “share” or box of veggies each week from June-October. Our CSA uses the sliding scale model which promotes a more economically inclusive food system by asking CSA members to be active participants and decide what their cost will be. This allows us to reach a more economically diverse community of people and also generate income that can be used to pay for annual operational expenses such as seeds, utilities and tools.
- **Sea Mar Community Health Center growing contract:** Sea Mar Community Health Centers is a community-based organization committed to providing quality, comprehensive health, human, housing, educational and cultural services to diverse communities, specializing in service to the Latinx population. Sea Mar distributes fresh vegetables and staple goods through a free food stand called the FARMacia each week. We will grow a selection of culturally appropriate crops for the FARMacia that will be delivered each week. The cost of this produce will be covered through a community-based grant so that produce is free to those who are eating it, but we will be compensated at a whole-sale rate. The funds generated from this growing contract will go towards annual operating expenses.
- **Birchwood Food Desert Fighters (BFDF) donations:** BFDF is a community group working to address food access challenges in the neighborhood since the only grocery store in the area closed in 2016. We will send extra produce and unclaimed CSA shares to BFDF’s free-food “share spot” each week.
- **Micro-farm Free CSA:** The student-run “micro-farm” (see description below) will grow vegetables for 10-15 students that will be offered through a free weekly CSA program.
- **Other donations:** will be made occasionally to on-campus food access events, or other community-based events such as to Common Threads food truck, as our produce availability allows.



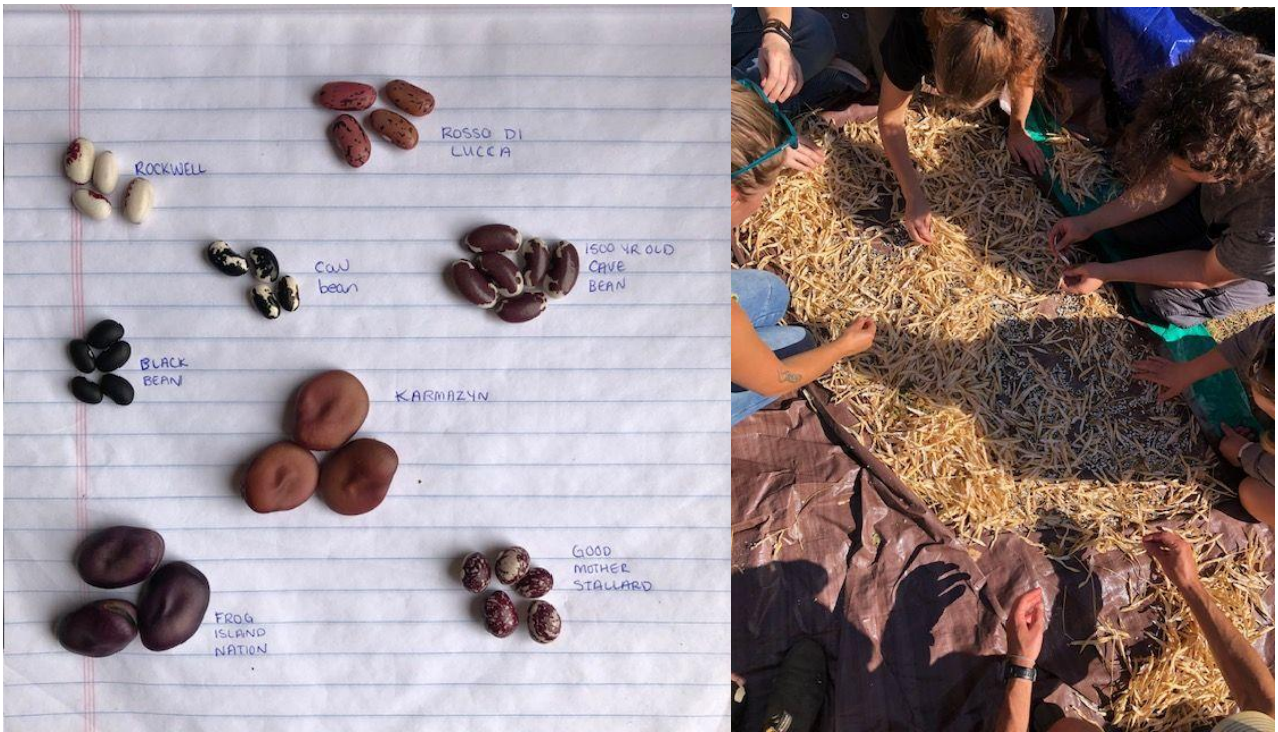
CSA share example from 2022

Additional Projects:

In addition to the one acre of diversified vegetable production, City Sprouts Farm also includes a seed saving project, a crop research plot and a student-led “Micro-Farm” independent study project that are open for all students to get involved with through internships, independent study projects, coursework, volunteering, or employment.

Seed Saving:

Our seed saving project uses seeds as a springboard to learn about botany, plant genetics, seed sovereignty, and provides free seeds to Western Students and the broader community through free seed libraries and seed swaps. In our pilot year of the seed saving project we grew and saved seed on 13 varieties of beans, 10 varieties of flowers and herbs, as well as tomatoes, peas, and corn. Seed saving provides a tactile opportunity for students to contemplate the stories of plants; the way seed varieties are patented and protected, honored or abused, brought, sold, gifted, resuscitated, revered. Saving seed inspires students to contemplate who the people were who brought these seed varieties here, and how we can be responsible seed keepers and honor the people who have kept these seed varieties alive for generations. Seed keeping encourages us to be stewards of the future by showing commitment to the relationships we have with the soil, with the seeds and with our human and non-human neighbors.



Some bean varieties & Western students sorting dry beans, fall 2023

Crop Research

The City Sprouts site will also host a plant breeding project led by Washington State University PhD students. To improve buckwheat varieties and make them better adapted to our regional climate, the researchers have volunteered to set up an evolutionary population breeding trial. WWU students will participate in the project by making plant selections, phenological observations, and by learning about plant genetics and breeding. This trial is part of a larger project that aims to increase the agricultural production and human consumption of whole grains regionally. WWU students will benefit from this exposure to agricultural research and from interactions with the researchers.

Micro-Farm Project

The “Micro-Farm” is a one thousand square foot area at City Sprouts Farm that two Western students, Kate and Sam, are designing, implementing and managing. The micro-farm is a small diversified vegetable farm which will be entirely student-run and designed each year. Kate and Sam worked on the urban farm crew in 2023, and after their experience they had a strong desire to continue working on the farm, applying the skills they learned, and deepening their knowledge in the planning and business side of farming. The two main goals for the first year of the micro-farm are to gain experience and knowledge that includes the weight of responsibility of farming, and to address food insecurity on campus by providing nutritious and exciting food for 10-15 Western students during the spring and summer, free of charge. The “Micro-Farm” project is one way students are engaging in urban farming communities and local food systems through an independent study project.. The Micro-Farm project will serve as a transitional experience between working on a farm crew, learning about sustainable farming practices on paper, and being thrust into the real world of farming and food justice. We are piloting the Micro-Farm this year, and we plan to offer future students mentorship on this ISP so that this opportunity can be continued each year.



Farm crew doing a gratitude activity, fall 2023

d. Goals:

What are the goals and desired outcomes of your project?

- **Connection+Belonging:** Create opportunities for Western students to connect with each other and diverse members of the broader community in a space that fosters healthy relationships with food and the ecosystem.
- **Skills:** Connect Western students with their agency as change makers in their community by providing education and training on sustainable production farming methods, food justice work, and networking opportunities.
- **Relationships:** Enhance and support people and projects related to food and farming on and off Western’s campus through field trips, forums, and community events.
- **Food Access:** Increasing access to fresh locally grown food for vulnerable members of our community and people impacted by food apartheid.

e. Student impact:

How does this project directly impact the Western student community?

- **Academic Study:** This project provides opportunities for the Western student community to engage with farm programming through course-based projects, the Climate Leadership Certificate Program, the Environmental Justice minor and Food Studies minor, in collaboration with the Farm Skills class, and more.
- **Internships and Independent Studies:** Students can create their own internship or independent study project that is catered to their particular interests, and we offer mentorship and the invaluable resource of a working production farm as a platform for the study to happen. Students can also join the existing Micro-Farm ISP and be mentored by fellow students and become a mentor themselves.
- **Employment:** Opportunities for employment are offered at City Sprouts Farm through The CCL’s Students in Community Program, and through seasonal farm crew member and assistant positions that

are open to all students. Educational farm experiences are typically in the form of unpaid or under-paid internships and apprenticeships, or through programs you have to pay for. We are offering incredibly valuable educational opportunities *with* a competitive wage in an effort to reach students with diverse financial needs.

- **Wellness and Student Retention:** The farm supports Western’s commitment to the Okanagan Charter by providing a beautiful and peaceful off-campus location, and opportunities for wellness-focused programming with WWU Peer Health Advocates, Counseling and Wellness Services, the Office of Student Resilience, and Well-being Collaborative. We will also work closely with the Director of First-Year Programs to integrate the farm into new experiential on-farm programming for first-generation students being initiated in AY 2024-2025.
- **Food Security:** The Urban Farm Project serves the Western community by increasing food access on campus through vegetable donations to the food pantries, and through the micro-farm free CSA.
- **Networking and Community Partnerships:** Our community-based location and existing partnerships on and off campus strengthen ties between students and other food and farming entities. The urban farm project gives students the opportunity to get involved with and network with community organizations such as Common Threads Farm, the Health Department, Viva Farms, Kulshan Community Land Trust, the Birchwood Food Desert Fighters, Sea Mar Community Health Centers, the We Grow Garden, the Whatcom Food Network and more.

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?

As stated above, there are many ways for students and community members to engage with our programming. We already spent the past year spreading the word out about our project and the opportunities for involvement. Student journalists have interviewed Ellie and members of the farm crew for multiple projects and publications including an article in the Klipsun and the Planet. In addition, student’s can learn about opportunities at City Sprouts Farm the following ways:

- *Internships posted to the internship database*
- *CCL programming (Students in Community, Cefellows)*
- *Student Jobs (posted on WWU job board)*
- *Classes (We are connected to multiple faculty members and are providing a space for classes to visit and get involved at the farm)*
- *Volunteer Events (We are collaborating with Student Engagement Center to offer volunteer opportunities at the farm)*
- *Web presence: social media, newsletter, websites (citysproutsfarm.org, cefellows.org)*

g. Metrics:

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

The CCL uses the Wenger-Trayner value-creation framework to guide our work, including the Urban Farm Project. The framework includes 8 dimensions of value that are produced in a learning setting such as City Sprouts/Urban Farm Project. Each person develops a distinctive “value story” related to their involvement with a learning setting, which includes elements of each of the types of value.

For the Urban Farm Project, we will assess each type of value production through event feedback forms, online surveys of people who have interacted with the farm, check-ins with student crew members, etc. In this way, we'll learn and be able to communicate to stakeholders about the "value stories" the Urban Farm Project is producing.

The types of questions we will ask those involved will include:

- Immediate Value (Feelings):
 - What feelings were central to your experiences at City Sprouts /through the Urban Farm Project programming?
- Potential Value (Possibilities):
 - What new information/skills have people learned?
 - What new connections have been made?
 - What new ideas/frameworks/philosophies have been encountered?
- Applied Value (Actions):
 - What new things have people done at City Sprouts/through the Urban Farm Project?
 - What have people done in other parts of their lives because of what they've learned and experienced through the Urban Farm Project?
- Realized Value (Changes):
 - How many pounds of healthy food have we provided to community members?
 - How many people have participated in Urban Farm Project events (class visits, work parties, community events)?
 - How many hours of meaningful, skill-building, network-enhancing employment have we provided to Western students?
 - How many internship/independent study projects/credits has the Urban Farm Project hosted/supported?
- Orienting Value (Place):
 - How has involvement in City Sprouts/Urban Farm Project changed the way Western students (and faculty/staff) understand food system challenges and advocacy efforts in Whatcom County and the broader region?
- Transformative Value (Identity):
 - How has involvement in City Sprouts/Urban Farm Project changed the way you think about yourself as part of the community?
- Strategic Value (Importance):
 - What feels important (or not important) about the work being done through the Urban Farm Project? How would you explain its importance to someone who isn't yet involved, or who is sponsoring the project?
- Enabling Value (Support):
 - What ways did you feel your learning and growth has been supported by the Urban Farm Project? What could have changed to help you feel more supported?

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.

The CCL will continue managing City Sprouts Farm for the foreseeable future. CCL Staff member Ellie Duncan will continue to oversee Urban Farm Project programming - hosting learning events, class visits, internships, student employees, which will benefit the Western community and the larger community for years to come. (See sustainability impact below.)

Securing future funding for student employees during the farm season will be a focus for CCL staff during the period of SEJF funding. We will work with WWU and off-campus partners to seek future funding for student employment through grants, departmental funding, self-sustaining funding (farm sales), crowd-funding, and sustaining private donors.

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 urban farm project provides Western Students with competitive employment opportunities, offers professional development skills, and equips students with the skills and experience to be change makers in their food system and to network with the broader Bellingham community on local food and sustainable agriculture efforts on-campus, off-campus, regionally and beyond. In addition, our contributions of free and affordable produce alleviates some of the financial burden for students and community members who are trying to access nutritious local produce.

Promote well-being: Students who spend time at City Sprouts Farm, whether that is through an afternoon field trip, seasonal employment, or through meeting at the farm for an event or a class immediately feel the importance of farm spaces in their bodies. Spending time outside, moving your body, working alongside people and contributing towards meaningful change are key components for students to experience well being. The effects of spending time at the farm, or eating farm-fresh produce are long lasting. Participating in something as elemental as our food system gives students and community members a tangible sense of hope that positive change can be made each day, and that they can participate in it.

Protect the Environment: The urban farm project ensures the stewardship of an important urban farm space. Urban Farms are important ecological hubs and respites in a built environment. City Sprouts Farm practices ecological and regenerative agriculture principles, and demonstrates techniques such as cover cropping, interplanting, growing for pollinators, and organic pest and soil fertility management.

It is estimated that for every 1% increase in soil organic matter, over 8.5 metric tons of atmospheric carbon are sequestered per acre. The organic matter of the City Sprouts Farm site was at about 9.5% in 2018 when the farm first began. Through years of intentional growing practices, amending the soil and cover cropping, the soil organic matter is now at over 13%. That means that in just over 6 years on the once acre property, it is possible we have sequestered over 31 metric tons of carbon. It is a rare opportunity to be able to demonstrate such a tangible example of carbon sequestration to students learning about Climate Change.

Uphold Social Justice: Our efforts at City Sprouts works to address the impacts of food apartheid by getting fresh produce into the hands of our most food insecure neighbors and educating students on matters of food justice and sovereignty. As mentioned in our project description, we grow produce for a sliding-scale CSA, partner with Sea Mar Community Health Center and the Birchwood Food Desert Fighters, offer the free Micro-farm CSA and contribute to on-campus food pantries to provide free produce for those in need.

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

The Urban Farm Project based at City Sprouts responds to many of WWU’s Sustainability Action Plan priorities:

Curriculum and Research

1.3 Identify and promote opportunities for engaged learning in the area of sustainability by 2020.

- City Sprouts is a hands-on, community-engaged educational space open to all Western students.

1.4 Expand sustainability related student research opportunities [Independent Study Projects (ISP)] to all interested students by 2020.

- City Sprouts provides ISP opportunities to students across Western.

3.3 Increase faculty capacity to offer sustainability-related curriculum by 2019.

- City Sprouts supports faculty teaching courses about sustainable food systems by hosting class visits & work parties.

Campus and Community Engagement

2.2 Expand courses and co-curricular programs for first-year students that teach about local and regional sustainability issues through community engagement beginning fall 2018.

- City Sprouts has hosted Viking Launch and First-Year Interest Group students, and first-year students employed through the CCL's Students in Community program.

2.4 *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 by 2019.*

- City Sprouts will provide community events and work parties where members of the Western community can meet, interact with, and learn alongside other community members who care about supporting sustainable and equitable food systems.

3.2 *Increase use of vibrant, visible, and accessible venues across the Salish Sea Region for community sustainability events beginning fall 2018.*

- City Sprouts is distinctly situated in Birchwood, one of Bellingham's most linguistically and culturally diverse neighborhoods, which has experienced food apartheid since 2016. It is an important place for Western to have an ongoing, welcoming, community-focused presence.

Student Life

1.1 *Increase participation in programs that connect students to sustainability in the local, regional, and global community beginning fall 2017.*

- City Sprouts helps students connect with ongoing implementation of the Whatcom County Food System Plan, and other organizations working on food education, access, and justice issues.

1.2 *All first-year Western students, including transfers, will engage in co-curricular programs around social, economic, and environmental (SEE) justice as part of their first year of experience at Western, beginning fall 2020.*

- City Sprouts can provide these opportunities through the emergent first-generation student programming, Viking Launch, First-Year Interest Groups, and other first-year courses and co-curricular programs.

1.3 *Begin and/or enhance collaborations with other local education institutions in developing and supporting SEE justice co-curriculum: local schools, Whatcom Community College (WCC), Northwest Indian College (NWIC), and Bellingham Technical College (BTC) by 2020.*

- The CCL has long, ongoing collaborations with faculty and staff at Whatcom Intergenerational High School, Options High School, Explorations Academy, as well as WCC, NWIC, and BTC. We will encourage students and teachers from those schools to become involved in programming at City Sprouts alongside members of the Western community.

2.2 *Increase student participation in service learning and civic engagement that connects to SEE sustainability beginning fall 2017.*

- City Sprouts is a hands-on, community-engaged space that provides opportunities for student and community member engagement through work parties and our food-access programming.

2.3 *Improve sustainability literacy throughout co-curricular learning beginning in 2018.*

- City Sprouts allows students to observe and interact in a complex real-world sustainability-focused endeavor. City Sprouts provides an entry point for students to join conversations about local food systems and engage in a meaningful way.

2.4 *Increase the number and quality of opportunities for undergraduate and graduate students to engage in co-curricular SEE sustainability focused projects, research, and grants beginning 2020.*

- All Western students are welcome to join in work parties, skill workshops, and other community events at City Sprouts, which will be hosted regularly by the student farm crew and CCL staff.

2.5 *Increase and further develop co-curricular education and outreach programs targeting sustainable living practices by 2018.*

- City Sprouts will help students learn to grow their own food in an efficient manner, and also how to organize communities/neighborhoods to have greater capacity to grow food collectively.

3.1 *Cultivate student capacity and efficacy in creating positive change in SEE sustainability by 2025.*

- With the support of SEJF funding, City Sprouts will continue to provide paid leadership opportunities for Western students in local food production and advocacy.

3.2 *Increase the number of pathways into SEE sustainability-based careers available to WWU students beginning fall 2017.*

- City Sprouts provides students with excellent farming production skills and networking opportunities with other food system leaders which will help them develop meaningful and successful careers related to sustainability.

3.3 *Graduating students have a demonstrated commitment to lifelong SEE sustainability by 2035.*

- We envision City Sprouts being a hub for generations of Western students seeking to create healthier relationships with food and our ecosystem, and stronger, more resilient human communities. After they graduate, Western students can participate in ongoing public events and workshops at City Sprouts to continue learning and building community.

Built Environment

Goal 6: Develop an active learning, living laboratory within Western's built environment.

- City Sprouts is a living laboratory for food production and community development that is now part of Western.

Dining Services

3.1 *Continue educating campus and surrounding community about healthy and sustainable consumption practices.*

- Growing your own food, and growing food for others in need, is a powerful method of sustainable consumption that City Sprouts facilitates.

3.2 *Develop a mutually-enhancing relationship between Outback and University Dining Services beginning in 2017.*

- City Sprouts is well-suited for producing vegetables on a significant scale, so it could contribute alongside the Outback Farm to this objective if desired.

3.4 *Continue to engage with the local and regional community to develop a sustainable food system model that links local producers with larger consumer entities.*

- CCL staff are actively participating in the implementation of the Whatcom County Food System Plan, and will ensure that students involved at City Sprouts learn about and have opportunities to engage with ongoing food system improvement efforts around the county and broader region.

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: Students provide major/minor and expected graduation quarter/year	Position: Faculty/ staff/ student	Western email address	Signature to verify agreement
<i>Team Advisor</i>	Travis Tennessee	Center For Community Learning	Staff: Director	tennest@wwu.edu	<i>Travis Tennessee</i>
<i>Team Lead</i>	Ellie Duncan	Center For Community Learning	Staff: Program Coordinator	duncan29@wwu.edu	<i>Ellie Duncan</i>
<i>Team Member</i>	Kate Teele	Fairhaven Interdisciplinary	Student: Summer 2024	teelek@wwu.edu	<i>Kate Teele</i>
<i>Team Member</i>	Sam Schmidt	Fairhaven Interdisciplinary	Student: Fall 2026	schmid59@wwu.edu	<i>Sam Schmidt</i>
<i>Financial Agent</i>	Travis Tennessee	Center For Community Learning	Staff: Director	tennest@wwu.edu	<i>Travis Tennessee</i>
<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.

This is an ongoing project - it would be great to have SEJF funding to pay our farm crew starting in April 2024.

Task	Timeframe	Estimated Completion Date
Hire Farm Assistant	March 1-25 2024	December 2026 (end of SEJF funding period)
Hire Farm Crew	May 1-30 2024	December 2026 (end of SEJF funding period)
Micro-farm purchases made	March-June 2024	December 2026 (end of SEJF funding period)
Field trip expenses	June-October 2024	December 2026 (end of SEJF funding period)

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

This is an on-going project that will continue to serve the Western Community and the broader Bellingham community indefinitely.

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
Travis Tennesen	Center for Community Learning, Director	Support synergies with other CCL programs; advocate for involvement in the project by other WWU departments & offices and community organizations; seek future funding for the project; communicate with landowner and other community stakeholders.	<i>Travis P. Tennesen</i>

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
Farm Crew Wages (4 students at \$18/hr June 10-October 21, 20 hours/week)	\$28,800	3 years	\$86,400
Farm Assistant Wages (1 student at \$19/hr April 1st-October 28, 24 hours/week)	\$14,136	3 years	\$42,408
Transportation for Field Trips	\$2,000	3 years	\$6,000
Micro-farm expenses	\$1,500	3 years	\$4,500
		Total Annual Budget	\$46,436.00
Total project budget			\$139,308.00

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
vegetable sales (CSA sales, growing contracts)	produced annually to cover operations costs	\$15,000
Ellie's CCL Annual Salary	secured annually	~\$41,760
Value of City Sprouts LLC donation of farm equipment/greenhouses/infrastructure	donated to this program in 2023	more than \$45,000
non-renewable CCL program funds	invested in 2023	more than \$14,000
Total of all other funding sources		\$115,760 invested in project

Total funding amount requested from SEJF	\$139,308.00
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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.

During the period of SEJF funding, The Center for Community Learning will work with WWU and off-campus partners to seek future funding for student employment through grants, departmental funding, self-sustaining funding (farm sales), crowd-funding, and sustaining private donors.

<i>Ongoing cost</i>	<i>Amount/year</i>	<i>Responsible Stakeholder</i>	<i>Signature</i>

SECTION 7: Appendices.

Provide any additional documents, references, or information here.