



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.

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:** The Sprout Stop: Free Produce for Earth Week

b. **Statement of Purpose:**

Food insecurity continues to be an inhibiting factor for an alarming number of students on Western's campus. Last year, we cited a 2021 survey from the [Office of Basic Needs](#) that found that 44.7% of students experienced some degree of food insecurity. A student-led project revealed that 42.8% of students would qualify as "low" or "very low" food security in 2023. This same project found a direct correlation between food security and GPA, with more food-secure students having an average of 20% higher GPA. We suspect that, with the loss of critical programs like Swipe Out Hunger, and the increasing number of students on campus, these numbers could be even higher now. We hope to provide students with immediate food aid, while also increasing their awareness of resources available to them, and the concept of food justice.

c. **Project description:**

Students for Climate Action is a student-founded and led club aiming to get students involved in combating climate change at all levels. We have done protests, lobbying, letter writing, community building, trash cleanups, and more. The topics we engage with range from the Snake River Dams, protecting legacy growth forests, fighting for divestment at WWU, and rallying against the proposed Metal Shredder in the Birchwood/Alderwood neighborhoods. We believe that every social justice cause is a climate justice cause, and we demonstrate that through our varied forms of activism.

SCA is seeking \$5,000 (the full small grant amount) to acquire produce from Puget Sound Food Hub to give out for free at tabling events throughout Earth Week (April 22nd-26th). Puget Sound Food Hub is a digital marketplace whose "mission is to support and champion local, family scale farms by providing a direct connection with buyers in our region seeking high quality, locally produced food," according to their website. Puget Sound Food Hub delivers on Mondays, Tuesdays, and Fridays. With the help of Chartwells, we will be able to store produce in their facilities between the events and if there are any leftovers before the end of the week. We will also donate any leftovers at the end of the week to the various food pantries on campus.

Last year, we requested \$1,000 to put on a similar event. We are scaling up this year, because we found that most of the mishaps we experienced were related to a lack of resources. We had one table that two people could stand behind and bag produce. A line snaked across Red Square and around the fountain, and we were bagging produce constantly for about 45 minutes. After that, most of our stock was gone, aside from a few leeks and carrot bundles. We ran out of 'zines quickly, because we didn't anticipate the demand for them. We were assuming people would approach slower, take the time to talk to us, we would let them know about the 'zine, and they would choose whether to pick it up or not. We ended up putting them in bags with the produce when we could because food was going so fast.

This year, we will spread out the distribution over several days. We will have a stand on Monday, Tuesday, and Friday, to maximize the number of students available to A) receive produce and B) work the stand. We are also requesting 5x the amount of produce. This year, we will also be buying exclusively necessities, and none of the specialty items like honey and pickles we offered last year (which were more expensive and served less people). We will also be primarily focusing on purchasing organic produce, with non-organic as a backup plan in case the organic produce is not available. Organic produce is healthier for the consumer and well as the farmworkers – it's more possible to avoid health risks associated with pesticides, and it is safer for the environment.

We hope to decrease the stigma associated with taking advantage of food-based aid and increase awareness of opportunities to access aid throughout the community. Since our event last year, more and more people have been talking about food insecurity, using the food pantries on campus, and other tools like EBT and how to access them. Since last Earth Week, the Food Insecurity Network was founded, food pantries, production, and justice were major topics at

this year's WOHEC, and some of Kate Darby's ENVS 467 students put on a Food Insecurity Teach-in. Now more than ever, food and access to it is on students' minds.

d. Goals:

- We plan to expand students' knowledge of the concept of food justice, and how it plays into the larger idea of environmental justice.
- We plan to expand on last year's project and service more people over a longer period of time.
- We plan to provide students who are food insecure with momentary aid while raising awareness about the issue.
- We plan to provide students with healthy, locally grown produce which they may have been restricted from accessing before, most likely due to financial barriers.
- We plan to field valuable information to students through our 'zine and promotional materials.
- We plan to promote low waste solutions for the handling and distribution of food. We want to encourage students to avoid single-use plastics, but also to reuse and recycle when that isn't an option.

e. Student impact:

How does this project directly impact the Western student community?

Food insecurity impacts a significant population of Western's student population. Providing resources for students in terms of food and education is an essential part of addressing the crisis as it relates to broader issues of nutrition, equity, and climate justice in our community.

Last year, we were able to reach between 100-200 students. By increasing our outreach, promotional materials, times of distribution, and the overall scale of the project, we hope to reach over 500 students.

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?

There is an educational component of this project. We plan to compile a 'zine that aims to express climate activism through art, resource/information sharing, and nutritious, student/budget-friendly meals. We will promote the event through our social media, various members' social media accounts, and our newsletter. The event will also be advertised through the general Earth Week promotional materials. Additionally, we have explored ways of interacting with the community through activities to continue the food justice conversation both during this week and beyond.

g. Metrics:

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

The impact of the project will be measured by the amount/weight of produce ordered vs. what is left over/if there is left over. We will include a survey handout at the distribution point that asks questions like: How did you feel about our selection of produce? Is there anything you wish we had that we didn't? Do you have any questions about food justice/security you would like to see discussed in a later edition of our 'zine?

Our 'zine will have information connecting students to resources they can continue utilizing outside of Earth Week. We will direct them to the various food pantries on campus, provide information on the local food banks, inform them of the Basic Needs department and the work they do getting students on EBT, and more.

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.

We hope to decrease the stigma associated with taking advantage of food-based aid and increase awareness of opportunities to access aid throughout the community. We hope to continue to set a precedent for similar events and community efforts. Students for Climate Action is taking full ownership of the project. We hope to put on three days of tabling to reach the most students with varying schedules, and to decrease the overall burden on our distribution point club-member volunteers.

While the members of SCA thoroughly enjoy putting on this event, and we find it very rewarding, we hope to eventually be able to pass it off to a group with more of a specific food-justice slant. While food justice is most certainly a climate-justice issue, we have a lot of other goals and events we'd like to put on at future Earth Week celebrations. We have heard Food Insecurity Network is writing a similar grant for non-perishables, and tabling on at least one of the days we will be out for. We hope to collaborate with them at the fair, and maybe next year we can begin transferring the event to them. It would also be interesting to reach out to the Office of Basic Needs and see whether they would want to partner/ help fund/seek funding for next year. We recognize that long-term funding needs to be a top priority if we want these kinds of projects to be sustainable in the longer term. By partnering with other stakeholders on campus we are able to potentially diversify the funding stream and find alternative funding.

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.

- Promote well-being: helping students, especially food insecure students, with a way to access free, healthy food options.
- Uphold social justice: it is unsustainable to expect students to live fulfilled and productive lives while dealing with food insecurity. We hope to help students access ways to deal with this food insecurity, at least temporarily, as well as to set a precedent for this kind of event.
- Protect the environment: organic farming practices tend to be better for the environment by reducing pollution, increasing soil fertility, and using less energy. Organic farming also supports water conservation because healthier soil doesn't need as much water, and there is less toxic water runoff.

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: Student Life

Explanation: This project is aimed at serving students who are fighting food security by providing them with local produce and connecting them with further resources. Students must eat to live and to study. The quality of student life is directly dependent upon whether their basic needs are met. We have found that barriers to access are much more complicated than just the price of food, though that is often a prohibitive factor. We hope to counter and address these barriers so that students feel more equipped to provide for themselves now and into the future.

Additional chapter(s) of alignment and explanation, if applicable: The project also ties into the Dining Services and Campus and Community Engagement chapters, as it is centered around food security and providing resources that serve the greater community—particularly for low-income individuals. We will not require anyone to produce proof of being a student to partake in the food table.

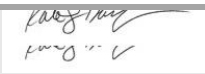





SECTION 3: Project Participants

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
Team Advisor	Kate Darby	Associate Professor, Environmental Studies	Faculty	darbyk@wwu.edu	
Team Lead	Seddie LeBlanc	Journalism major, Law, Diversity and Justice minor Grad Spring 2025	Student	leblans2@wwu.edu	
Team Member	Ti Walker	Neuroscience major, Grad Spring 2025	Student	walkert9@wwu.edu	
Team Member	Claire Owen	Communications major, Salish Sea Studies minor Grad Spring 2026	Student	owenc9@wwu.edu	
Team Member	Kaia Olson	Environmental Science major, Honors and Food Security and Policy minors, Grad Spring 2027	Student	olsonk40@wwu.edu	
Team Member	Kea Lani Diamond	Environmental Science – Marine Emphasis major, Grad Spring 2027	Student	diamonk4@wwu.edu	
Financial Agent	Linda Sterling	Administrative Coordinator, Sustainability Engagement Institute	Staff	linda.sterling@wwu.edu	<i>Linda Sterling</i>
SEJF Project Coordinator	Zinta Lucans	Grant Program Manager SEJF Fund, Sustainability Engagement Institute			

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/Permissions: <ul style="list-style-type: none"> - Andrew Gaynor, Chartwells - Co-Op (Bags, other?) - Puget Sound Food Hub - Advertising center on campus - Food Insecurity Network - Other "Seed Bomb" group - Linda SEI 	2/29-3/5	3/5
Nitty-Gritty: <ul style="list-style-type: none"> - Order from PSFH - Write + Submit grant - Create 'zine (External SCA committee delegated to this) - Coordinate storage w/ Chartwells - Book tables - Release promo materials: posters, Instagram, newsletter - Coordinate tabling times with other orgs 	3/5-4/1	4/8
Event/Day-of: <ul style="list-style-type: none"> - Acquire supplies: Gloves, twine, grocery bags - Move produce from storage/delivery to tables - Set up tables - Distribute produce + educational materials 	4/22-4/26	4/26
Review: <ul style="list-style-type: none"> - Write project reflection - Instagram post re-cap - Digital upload of 'zine 	4/26-5/1	5/1

b. When is the planned project completion date?

May 4th, 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
Andrew Gaynor	Chartwells District Manager	Food Operator permission; produce storage	Written approval from Alexandra Perez, Snr Marketing Manager (see appendix attachment for email correspondence)

- 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. *** More generalized this year; include list somewhere about kinds of produce

Budget item	Cost per Item	Quantity	Total Cost
Bulk Produce – Perishables	-----	20 lbs. Apples 20 lbs. mushrooms 20 lbs. greens 100 lbs. root vegetables 20 lbs. Squash 30 lbs. alliums 20 lbs. assorted herbs and vegetables	~\$4,500 (Listed items are a rough calculation. Would work with Linda on specifics/try to max out)
Advertising costs	-----	30 printed posters 1 tabling banner	\$100
Supplies (Twine, gloves, bags, etc.)		40 pairs gloves 200 grocery bags 300 brown bags	\$200
Misc.	-----	Adjustment for extra produce/additional supplies/'zine printing	\$200
Total project budget			\$5,000.00

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
Chartwells	Potential/Need more clarification from them	\$500
Total of all other funding sources		\$500

Total funding amount requested from SEJF	\$5,000.00
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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.

Ongoing cost	Amount/year	Responsible Stakeholder	Signature
N/A			

SECTION 7: Appendices.

Provide any additional documents, references, or information here.

Written approval from Chartwells representative, to use their facilities for storage:

[Ext] Earth Week Food Table



This sender Alexandra.Perez@compass-usa.com is from outside your organization. [Block sender](#)



Perez, Alexandra <Alexandra.Perez@compass-usa.com>



To: Seddie Leblanc

Mon 4/1/2024 3:46 PM

Cc: Gaynor, Andrew <Andrew.Gaynor@compass-usa.com>; +2 others

Hi Seddie,

You are approved to host the earth week food table. It may be beneficial for us to connect again on final details of how many produce deliveries you are getting and how much space you will need so we can plan out the storage space. Also, if you would like our produce donation that we discussed, or we can run our own produce booth during that time.

I've looped in some other members of our team for sightline. Chef Adam mentioned if it is a large amount of product, we will probably need to store it in the VU and transport it to Red Square as needed.

Thank you,



Alexandra Perez (she/her)
Senior Marketing Manager
Western Washington University
[Dineoncampus.com/wwu](https://dineoncampus.com/wwu)
[Submit a Marketing Request](#)

From: Seddie Leblanc <leblans2@wwu.edu>
Sent: Sunday, March 31, 2024 2:44 PM
To: Perez, Alexandra <alexandra.perez@compass-usa.com>
Cc: Gaynor, Andrew <Andrew.Gaynor@compass-usa.com>
Subject: [Ext] Earth Week Food Table

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