



Sustainability, Equity, & Justice Fund

SEJF Grant Application 2024-2025 Academic Year

This SEJF grant application is for all fund requests, regardless of grant size. Please fill out the application completely, utilizing additional space as appropriate. Supplemental 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 Manager, Zinta Lucans. Applications must be signed by your advisor, all project team members, and stakeholders, for them to be reviewed. Email: lucansz@wwu.edu.

During the 2024-2025 academic year, only grant requests between \$500.00-\$35,000.00 will be accepted. Applications will be reviewed by the Associate 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.

Project title	Composting 101
Funding amount requested	\$700
Deadline you are submitting for (Fall, Winter, Spring)	Winter
SEJF program representative signature (all project teams must work with an SEJF representative prior to submitting the application)	Zinta Lucans

SECTION 1: Project Concept.

a. Statement of Purpose:

As part of her Environmental Studies senior project, Aeryn Gavisch will host composting workshops and teach students about food waste, soil ecology, and our local waste management system. Participants will learn skills to harness food waste to make compost for use in personal or community gardens, increasing local soil fertility and engagement in our shared waste management systems.

b. Project description:

Aeryn will recruit student and non-student participants to join in three composting workshops throughout the quarter. Workshops will be coordinated and instructed by Aeryn and will take place at City Sprouts Farm (an off-campus urban farm located in the Birchwood neighborhood run by The Center for Community Learning at WWU) and other local community farms and gardens.

Composting 101 participants will attend composting workshops where we build compost piles and discuss waste management techniques that build resilience in the local food systems. Participants willing to help manage and aerate the compost over time would be welcomed to come, though project team members are prepared to commit to its maintenance. The compost will then be taken home by participants for their home garden after maturing (in the beginning to mid-summer) and / or used by the participating farm(s).

In the first stage of the project, I will share posters around campus and in the neighborhoods of the farm site(s) with a registration link for the composting workshops. I will be working with City Sprouts as a site for composting events, though the project may expand to other urban farms depending on the volume of interest to be collected.

Funds will be used to purchase buckets that reside with the farm manager(s) interested in continuing the waste management relationship between the farm and participants. They will also be used to purchase compostable posters, educational materials, and composting supplies.

Item			Cost	Quantity	Total
Promotional and Educational Materials:					
	2 x (50 sheets for \$33) unbleached paper that can be composted		33.00	2	66.00
	Water-soluble, compostable ink				10.00
Composting Materials:					
Screw-Top 3.5 Gallon Buckets:	I estimate the cost to be \$264 - \$352 total for an estimated outreach of 18 to 24 people. I will need room for flexibility.		14.00	24	352.00
	Cracked corn	50 lb	16.99	1	16.99
	Alfalfa pellets	50lb	20.99	1	20.99
	Straw	bale	14.99	1	14.99
	Blood meal	4lb bag	16.99	1	16.99
	NPK soil nutrient tests			1	10.00
	PH test			1	10.00
	soil thermometer		179.00	1	179
Total					696.96

c. Goals:

I aim to empower people with composting skills and to teach about decomposition and waste management, to reduce the amount of food that gets tossed into landfills, and to produce quality compost. Composting helps build soil nutrients locally and increases soil biota, returning plant organic material to the soil to strengthen our local ecologies.

d. Student impact:

Compost produced from the project would build the soil fertility of land that feeds and teaches students. City Sprouts Farm is a WWU farm that teaches small-scale organic farming techniques and helps supply the food pantries. Students will also learn the skill of composting and can use the compost at home and in their personal networks.

e. Education and outreach plan:

I will disseminate posters around approved sites on campus to attract students who want to learn about composting. Students who register will get a bucket to begin collection of their food scraps for the composting project and an educational paper with a waste collection guide during the first meeting.

f. Metrics:

I will take soil NPK, pH, and temperature tests of the compost to measure its qualities. Moreover, I ask participants questions to gauge metrics like comprehension of the materials, satisfaction with the workshops, and sustained interest in composting.

g. Lasting impact:

Workshop participants will gain the skills to compost and will be encouraged to teach others. The program has the possibility to continue with City Sprouts Farm if farm volunteers, employees, and interns decide to continue the project after my graduation in June.

h. Ownership & post-SEJF-funding plan:

This is a start-up project that, upon demonstrating success to stakeholders, will be continued. For its continued functioning, a grant renewal funding would be required for composting materials. The buckets are durable, multi-functional, and will last many years. Continued functioning of community Compost101 workshops would be supported by City Sprouts Farm, which is managed by Ellie Duncan and the Center for Community Learning, as future farm teams desire.

SECTION 2: Sustainability Impact.

- a. How will your project positively support each of the four pillars of sustainability at Western? Explain the connection to at least three of the four pillars.

Composting has the power to engage with all four pillars of sustainability. First, it protects the environment because it builds soil local fertility as it returns to the land some nutrients that were harvested and taken off-site to be consumed. Closed-loop cultivation/waste management systems build resilience in local food systems by encouraging greater locality and community engagement. Compost application in a farm system is critical for sustained cultivation and encourages greater number and diversity of non-human life forms in farm ecologies. Moreover, it promotes well-being as participants will be meaningfully interacting with farm ecologies, as it is a lot of fun building compost piles, inspecting bugs and worms, and making a product that will be used to make more food. Greater investment (i.e. education, engagement, compost-building) in small-scale organic urban farms that are communally run serves to build community networks of support, connecting neighbors through friendship and food. This project serves to uphold social and environmental justice by directly by building community bonds, empowering participants with the know-how to compost, and indirectly by feeding the soil biology that feeds the plants that feed people in Bellingham.

- 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 by connecting it to a specific objective. *For information on the SAP, please refer to the Sustainability Engagement Institute's website (sustain.wvu.edu) or ask a program representative.*

Primary chapter and objective in alignment: **Waste**

Explanation: **Participating students would learn the skills to compost and experience making it so that they can engage in waste management with greater agency to increase local soil fertility. Composting workshops are an opportunity for students who want to transform food waste that would otherwise be tossed in the landfill or procured by the city and sold back to them into free and usable compost.**

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

Explanation: **The target audience of these workshops is students, and I will advertise mainly on campus. I will also advertise these workshops in neighborhoods around Bellingham to engage the public.**


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.

*Important note: expenditures become the responsibility of the grantee if not all grant conditions are met. This includes final reporting requirements. If you are unclear what the requirements are, please contact an SEJF representative. Your signature below indicates an understanding of this note.

Role	Name	Department/College: <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>	Dr. Andy Bach	WWU College of the Environment	Faculty	Andy.bach@wwu.edu	<i>Andrew Bach</i>
<i>Team Lead</i>	Aeryn Garvisch	CENV	Student	Garvisa@wwu.edu	AG
<i>Team Member</i>					
<i>Team Member</i>					
<i>Team Member</i>					
<i>Financial Agent</i>	Ellie Duncan	Center for Community Learning	Faculty	Duncan29@wwu.edu	

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
Make posters, infographics on how to compost	1-2 weeks	Mid-February (15 th)
Share posters for workshops, participants register	1-3 weeks	Late February (24 th) – Mid-March (15 th)
Workshop Planning and Prep	1-3 weeks	Late February (24 th) – Early-March
Purchase supplies for registered participants	1-2 weeks	Mid-March (15 th)
Begin Composting workshops	2 weeks	April 5 th , 12 th
Compost management and maturation	10 weeks	April through Early June
Harvest compost, testing and application phase (Workshops / Meetings)	1-2 weeks	June 1 st

- b. When is the planned project completion date? This is when SEJF staff will be checking in and requesting a Final Report and a Final Expense Report.

My estimated date of completion is June 11, 2025.

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
City Sprouts Farm – Ellie Duncan	Community Food Systems Program Coordinator	Compost Site Manager, Fiscal Advisor	

- 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.

Item			Cost	Quantity	Total
Promotional and Educational Materials:					
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Composting Materials:					
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	soil thermometer		179.00	1	179
Total					696.96

Additional funding source(s), if applicable	Status	Amount
Total of all other funding sources		\$

Total funding amount requested from SEJF	\$ 700
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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
Composting Supplies	\$69.96	Ellie Duncan	

SECTION 7: Appendices.

Provide any additional documents, references, or information here.

Please refer to the next page.



**Fiscal Agent Form
2023-2024**

This form is to be completed by the project’s fiscal agent. Fiscal agents must sign to acknowledge their role and responsibility in the project.

Project Name	Composting 101
Project Lead	Aeryn Garvisch
Fiscal Agent	Ellie Duncan

Fiscal Agent: By signing this form, I confirm that the project lead has discussed this project with me, and that I agree to the following requirements (*please initial all that apply*):

	Responsible for coordinating with the SEJF fiscal agent and initiating fund transfer(s) from the SEJF program to a designated Chart 1 self-supporting fund (must begin with a 2)
	Track all expenditures by identifying them with the SEJF Activity Code (Actv) assigned by SEJF fiscal agent, and keeping receipts
	Create a final budget form listing all expenditures and remaining balance, if any
	Check changes to fund balance in Millennium FAST prior to requesting contingency (additional) funding

I understand that my signature confirms my responsibility, should this project be funded.

Name: Ellie Duncan	Email: duncan29@wwu.edu
Signature: 	Date: 2/3/25
Title/Position: Program Coordinator/ Farm Manager	Phone: 406-370-4000
Department/Organization: Center for Community Learning	
Funding string (FOAPAL): FSPNW, 23236-2109-011	

Additional Notes:



Project Owner Form

This form must be submitted with the final grant application to convey long-term ownership of a project.


This section is to be filled out by the project team. Please fill in the blanks prior to receiving approval from Project Owner:

Project Name	Composting 101
Project Lead	Aeryn Garvisch
Project Fiscal Agent	Ellie Duncan

This section is to be filled out by the project owner. By signing this form, I confirm that the project lead has discussed this project with me, and that (please initial each box to indicate your consent):

	I approve this project to be implemented at the following campus unit (facility/property/program) that I manage (<i>list here</i>): City Sprouts Farm
	My campus unit (specified above) agrees to be responsible for the financial and personnel transactions associated with this project as described below.
	After the pilot program has ended, my campus unit agrees to take over the annual operational expenses, maintenance, and replacement costs of this project. My campus unit will pay for removal of the project should the project cease to secure operational, maintenance, and/or replacement funding after the pilot program grant period has expired. My campus unit will retain ownership and responsibility of the project post-removal.

With the following stipulations (if applicable):

Name: Ellie Duncan	Email: duncan29@wwu.edu
Signature: 	Date: 2/3/25
Title/Position: Program Coordinator/ Farm Manager	Phone: 406-370-4000
Department/Organization: Center for Community Learning	

Additional Notes: