



Grant Application

The SEJF grant application is for all fund requests. Please fill out the application completely, creating and utilizing additional space as appropriate. Supplementary documents may be added in the appendix at the end of the document.

Each grant team is assigned a project coordinator; this individual will collaborate with the project team and provide feedback and insight on the application. For detailed application instructions, please refer to the *SEJF Grant Application Toolkit* on Canvas or ask a program representative directly.

Submit your completed application by emailing a scanned version (including signatures) to [SEJF Manager Johnathan Riopelle](mailto:johnathan.riopelle@wwu.edu). Applications must be signed by your advisor, all members of the project team, and all stakeholders in order to be reviewed. Email: johnathan.riopelle@wwu.edu.

Application Level: Please determine the amount of funding you will require and check the appropriate box:

- Small Grant: Up to \$5,000. Applications of this size will be reviewed by the SEJF Manager and the Interim Director of the Office of Sustainability. Small grants 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 SEJF Manager and the Interim Director of the Office of Sustainability for alignment and completeness and then provided to the SEJF Committee. The committee will review the grant, receive your presentation, and approve or decline the funding request.

 - Large Grant: Over \$35,000. To request funding at the level, you must already have submitted and received approval of your grant abstract. Please attach your approved abstract to the end of this application. Applications of this size will be reviewed by the SEJF Manager and the Interim Director of the Office of Sustainability for alignment and completeness and then provided to the SEJF Committee. The committee will review the grant, receive your presentation, and approve or decline the funding request.
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SECTION 1: Project Concept.

a. Project Title:

Washington/Oregon Higher Education Sustainability Conference (WOHESC) Scholarships

b. Statement of Purpose (This is a synopsis of the project that can serve as a one-minute elevator speech):

We propose to welcome up to 30 Western students to the Washington-Oregon Higher Education Sustainability Conference, taking place virtually February 11th and 12th, 2021. This conference provides invaluable opportunities to engage and learn from a diverse set of voices on a variety of sustainability topics such as social equity, food security, carbon emissions, climate action and education, and sustainable program implementation on campus. Attendees will include up to seven student staff from the Office of Sustainability, and 23 "at large" students through a campus-wide scholarship opportunity. Slots not filled by the Office of Sustainability will be offered up to students across campus.

c. Describe your proposed project in detail:

We propose to bring up to 30 Western students to the Washington-Oregon Higher Education Sustainability Conference, taking place virtually February 11th and 12th, 2021. This combined Washington-Oregon sustainability conference is the premier regional campus sustainability conference and promotes a "local" focus, with dialogue and solutions specifically tailored for implementation in our unique political, social, economic and environmental climate in the Pacific Northwest.

It is a great opportunity for students to be exposed to issues of social justice, environmental education, food security, carbon emissions and many other themes under the broad umbrella of sustainability. The conference is also a good place for Western students to link up with other student advocates from across the state and potential employers for future internships and jobs. The conference is expected to emphasize topics such as diversity, equity, and inclusion engagement; academics; operations and facilities; and student leadership as it did last year. This year's keynote speakers are Ubox Gardheere, the Equitable Development Division Manager of Seattle and Ananda Lee Tan, the Director of Shaping Change Collaborative.

Once the conference is over, we propose a post-conference virtual meet-up of all of the scholarship recipients to talk about the ideas gained from the conference facilitated by the OS Student Ambassador. The time of these post-conference day virtual meetings will be determined through a When2Meet sent to all scholarship recipients the Monday before the conference. Given that student employees are able to connect with a broad range of students on campus through their programs and initiatives, our priority is to provide this conference opportunity to student employees. Attendees will include up to seven student staff from the Office of Sustainability, and 23 "at large" students through a campus-wide scholarship opportunity. Slots not filled by the Office of Sustainability will be offered up to students across campus. We will engage scholarship recipients post-conference through gathering sometime in the latter part of February to discuss the ideas gathered from WOHESC and how we may implement them on campus.

d. Who is the intended audience?

The direct intended audience for this grant is the students of Western, including student staff of the

Office of Sustainability. The indirect audience is the students, staff, and faculty who interact with the attendees of the conference including student staff of the Office of Sustainability.

e. How many students will be directly affected?

30 students will be affected directly through attending the conference. OS student staff and their programs interact with hundreds of students each quarter.

SECTION 2: Project Outcomes.

a. What are the goals and desired outcomes of your project?

The goals of this funding request are:

- Advancing knowledge of campus sustainability initiatives in the Pacific Northwest Region for students working within sustainability initiatives at Western.
- Exposing students to the myriad of topics within the subject of sustainability
- Connecting students and staff to colleagues and jobs/internship opportunities in the Pacific NW Region.

b. How will your project positively impact the four pillars of sustainability at Western?

1. Create economic vitality:

- WOHESC provides professional experience to students
- This grant provides an opportunity for students that may not otherwise have the opportunity due to lack of accessibility of the registration cost.
- Professional development can lead to jobs, internships, etc. which increase the economic opportunities for students

2. Promote human health:

- The social interaction provided to participants is a preventative measure towards being mentally healthy
- Knowledge about climate change leads to healthier outcomes for communities
- Intellectual stimulation promotes positive mental health
- There will likely be conference sessions that raise awareness of connections between health and sustainability

3. Protect local and global ecology:

- Conversations and networking lead to actions
- Students will have the opportunity to be exposed to a variety of ecological topics and solutions
- In order to take protective measures, we first have to know what is facing our planet

4. Uphold social equity:

- Equal opportunity to engage in sustainability learning and professional development
- Giving opportunities to students that otherwise might not consider attending
- Outreach efforts are aimed to get a wide range of people spots
- There will be conference sessions focused on social equity and sustainability

- c. SEJF projects must align with Western’s Sustainable 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 Canvas site, the SEJF Toolkit, or ask your program coordinator. 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 Chapters of Alignment: Student Life & Curriculum and Research

Explanation: The WOHESC Conference can allow students the opportunity to be exposed to a variety of voices and perspectives surrounding sustainable life choices as well as a diverse set of resources and curriculum emphasizing topics such as diversity, equity, and inclusion, engagement, academics, operations and facilities, and student leadership. The knowledge acquired at this conference could also have trickle down impacts on built environment, dining services, grounds, investments, procurement, campus and community engagement, and more. Knowledge acquired can translate to ideas for systems change on our campus.

- d. The United Nations has developed seventeen sustainable development goals (SDGs) to transform our world. These goals address the full spectrum of sustainability. When we work locally to transform our community, we are in league with people around the globe striving to create a more just society. The UN’s seventeen SDGs are:

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|--------------------------------------------|---------------------------------------------|
| 1. No Poverty | 10. Reduced Inequality |
| 2. Zero Hunger | 11. Sustainable Cities and Communities |
| 3. Good Health and Well-being | 12. Responsible Consumption and Production |
| 4. Quality Education | 13. Climate Action |
| 5. Gender Equality | 14. Life Below Water |
| 6. Clean Water and Sanitation | 15. Life on Land |
| 7. Affordable and Clean Energy | 16. Peace and Justice Strong Institutions |
| 8. Decent Work and Economic Growth | 17. Partnerships to Achieve the Goal |
| 9. Industry, Innovation and Infrastructure | |

Please list and explain the three United Nations’ Sustainable Development Goals that your project primarily addresses.

1. Quality Education: This conference will expose students to a variety of topics within sustainability and climate action through a myriad of teaching styles from a diverse group of educators.
2. Climate Action: The WOHESC conference focuses its learning targets to surround issues and solutions related to sustainability and climate action

3. Partnerships to Achieve the Goal: WOHEC invites a diverse set of voices from institutions across the Pacific northwest to provide education and opportunities for its attendees.
- e. How will the success of the project be measured? Describe the quantitative and/or qualitative sustainability metrics you will use to measure the success of your project. A data collection plan is required for all projects, and all data must be provided to the SEJF Program upon completion of the project.

Metric	Description	How and when will you collect it?
Number of individuals	We will use the number of scholarship spots filled as a measure of success	We will collect this metric from the application
Importance to Attendees	We will ask the attendees how this conference will help them in their academic and professional development goals	We will collect this metric from the application as well as responses to debriefing questions after each day. This will be revealed in the final report
Learning Points	We will ask recipients to define terms such as sustainability as well as identify some action items before the conference and after	We will collect this metric from the initial application as well as a follow-up survey
End of day check in on attendance	Quick zoom at the end of each conference day to encourage processing and social connection	This is an informal measure of success and will be discussed on the final report

SECTION 3: Project Participants.

- a. Team Information: A team should consist of two to five individuals, including the team advisor.

Project Advisor Information (Faculty or Staff) Student proposals must include a staff or faculty advisor. The role of the advisor is to provide assistance and guidance to the team during the development, implementation, and post-implementation stages of the proposal process.

Project Lead: There must be at least one 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 a 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 Manager.

Program Coordinator: A member of the SEJF team will serve as the primary contact for the program and committee.

Name	Department/School Students provide major/minor	Position: Faculty/staff/student <i>Students provide expected graduation quarter/year</i>	Western email address	Signature to verify agreement

<i>Team Advisor:</i> Lindsey MacDonald* (Linda Sterling will act as interim advisor if necessary)				
<i>Team Lead:</i> Alyssa Tsukada	WWU OS Student Ambassador	Student Employee	ISCA_StudentAmbassador@wwu.edu	
<i>Team Member:</i>				
<i>Team Member:</i>				
<i>Team Member:</i>				
<i>Financial Agent:</i> Linda Sterling				
For fund transfers <i>FAST Index:</i> <i>Activity Code:</i>				
<i>Program Coordinator:</i> Shannon Sanberg	SRFS (11/9/2020)			

SECTION 4: Project Timeline.

- a. Describe your project’s progress and promotional activity. Outline all tasks that are required to complete the projects, and all means in which you will promote the project to the campus, in the table below. Include all activities that will occur both before and after funding approval, Insert additional rows as necessary.

Action	Purpose	Initiation	Completion
First Draft		11/6	11/9
WOHESC tickets purchase and Registration (by financial agent)	Tickets will be sent to scholarship recipients via email with their specific info	1/29	To be completed before the Feb. 9th deadline
Outreach Preparation	Outreach will be done with the goal of reaching as many students with diverse voices as possible	*once funded	Run outreach efforts for first three full weeks of the quarter
Broad Advertisement (1/4)		Week 1 of Winter Quarter	Week 4 of Winter Quarter

Application Review	The review team will be made up of a small panel of professional and student staff within the OS	Week 4 of Winter Quarter	Week 4 of Winter Quarter
Contact Attendees via email		End of Week 4 of Winter Quarter	End of Week 4 of Winter Quarter
Receive Confirmation from attendees		Beginning of Week 5 of winter Quarter	One week prior to ticket purchase

b. Where will the project be located?

Full access to both live-stream and on-demand WOHESC content will be available on the WOHESC event hub, Socio. Chosen applicants will be notified by email with instructions on how to access WOHESC content and resources.

c. Planned project completion date:

Event occurs February 11th and 12th. Post conference discussion and metric evaluation will happen by the end of February.

d. Who will the project owner be upon completion? This individual, office, or department is a stakeholder—see next section.

No owner.

SECTION 5: Project Stakeholders.

Does your project involve labor, include involvement, or require permission from organizations, departments, or individuals on campus? These project partners are your stakeholders. All stakeholders must provide a signature of approval for this project.

Key questions to identify your potential stakeholders:

- Who will impact or be impacted by implementation of the project?
- What financial or emotional interest do they have in the project, positive or negative?
- What information will they want, and what is the best way of communicating with them?
- What is their current opinion of your proposal? Is it based on accurate information?
- Who influences their opinions generally, and who influences their opinion of you? Do some of these influencers therefore become important stakeholders in their own right?
- Who else might be influenced by their opinion? Are these individuals also stakeholders?
- If they aren't likely to be amenable, what will win them around to support your project?

- If you are not able to win their support, how will you manage their opposition?

Stakeholder Name	University Department and Position	Involvement in Project	Stakeholder signature of approval
This project does not require stakeholders			

If your project team is proposing a temporary or permanent facility or property modification, then a Project Owner Form must be submitted with the application. Please ask your project coordinator 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. Include funding amounts from other sources that will impact project cost. The SEJF Program encourages the identification of additional funding sources to augment SEJF funds, and failure to secure such support may prevent approval of an application. List pending, approved, and denied applications for funding from other sources, along with amounts requested from those sources.

Budget item	Cost per Item	Quantity	Cost
WOHESC Registration Fee	\$50	30	\$1500
Total project budget			
Additional funding source	Status	Amount	
n/a			
Total of all other funding sources			n/a
Total requested funds from SEJF			\$1500

- 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 6: Appendices.

Provide any additional documents, references, or information here. For large grants, attach the approved abstract in its entirety at the end of this document. When possible, provide documents rather than URLs.

Application Questions:

1. Name
2. Pronouns
3. Western Email
4. Major or Intended Major
5. Year in school
6. Define sustainability
7. What aspects of sustainability are you passionate about or wanting to learn more about?
8. What are you hoping to gain from this professional development opportunity/how do you see it supporting your academic goals?
9. Anything else you would like to add to your scholarship application?



**GRANT APPLICATION
PROPOSAL REVIEW PROCESS**

Please set an appointment with the SEJF Manager to review your drafted proposal. Once your project proposal is complete, sign and deliver it to the SEJF Manager, Johnathan Riopelle, via email: johnathan.riopelle@wwu.edu.

Completed medium and large grants applications are presented to the SEJF Committee for consideration. The SEJF Manager will provide you with dates and information for your presentation once your application is complete and submitted.

Johnathan Riopelle
Sustainability, Equity, & Justice Fund Manager, Western Washington University

Signature: _____ **Date:** _____

This signature confirms that the application has been accepted for SEJF committee review; it does not indicate funding approval.

Lindsey MacDonald (macdonl6@wwu.edu)
Interim Director of the Office of Sustainability, Western Washington University

Signature: *e-signature and approval provided through email* **Date:** 11/18/2020

This signature confirms that the application has been accepted for SEJF committee review; it does not indicate funding approval.

Comments: