



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 40 Western students to the Washington Oregon Higher Education Sustainability Conference, taking place both virtually and in person on Wednesday, March 2nd through Friday, March 4th, 2022. We plan to have 20 students attend virtually and 20 students attend in person. This conference provides invaluable opportunities to engage with 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 6 student staff from the Office of Sustainability, 2 additional grant facilitators, and 32 “at large” students through a campus-wide scholarship opportunity.

c. Describe your proposed project in detail:

We propose to accept up to 40 Western students to be a part of the 2022 WWU cohort attending the Washington-Oregon Higher Education Sustainability Conference, taking place both virtually and in person on March 2nd through 4th, 2022. We will offer in-person scholarships to 20 students and an additional 20 virtual scholarships to students. The application will open on September 22, 2021; the priority consideration deadline will be November 22, 2021 and the general application deadline will be November 28, 2021. The application will be a Google Form. Beginning September 22, 2021, we will be engaging in constant outreach until the general application deadline. We will conduct outreach through the Fall Info Fair, class presentations, club presentations, mass email lists, the Western Today, posters around campus, the OS social media, and the OS Website and Newsletter. We are hoping to connect with non-traditional sustainability students and underserved populations, so we will be equally engaging in this wide range of outreach methods. See appendix 6c for details about the dates of these outreach events and communications.

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. In-person attendees will include up to 6 student staff from the Office of Sustainability, 2 grant facilitators, and 32 “at large” students through a campus-wide scholarship opportunity.

The Washington-Oregon Sustainability Conference is the premier regional campus sustainability conference. The topics discussed throughout the program focus on regional political, social, economic, and environmental issues with an emphasis on creating strong connections between campuses throughout Washington and Oregon. The conference provides a great opportunity for students to delve into issues surrounding social justice, environmental education, food security, greenhouse gas alternatives, and many other themes under the broad umbrella of sustainability. Western students are also able to connect with each other and students from other colleges and universities in the region to create a strong and united community. It is also an opportunity for students to meet with potential employers and create connections within the broader field of sustainability in the Pacific Northwest. 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 program will not be released until December 7th, 2021, though one can expect inspiring keynote speakers and timely breakout session topics.

This year, we are creating a cohort experience for students that receive scholarships. We will host in-person pre- and post-conference events for scholarship recipients with an emphasis on creating a community of student sustainability leaders at Western. These events will be facilitated by the OS Student Ambassador and include both virtual and in-person scholarship recipients. The time of these meetings will be

determined through a When2Meet sent to all scholarship recipients once scholarships have been awarded.

d. Who is the intended audience?

The direct intended audience for this grant includes the students of Western Washington University, in addition to student staff of the Office of Sustainability. The indirect audience includes the students, staff, and faculty who interact with the attendees of the conference.

e. How many students will be directly affected?

40 students will be affected directly through attending the conference. These 40 scholarship recipients will represent a diverse set of students that will have the potential of reaching hundreds of students through their various networks. OS student staff who attend will also have the ability to interact with hundreds of students each quarter through their programs and clubs at Western.

In-person: 20

Virtual: 20

SECTION 2: Project Outcomes.

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

Our goals are as follows:

1. Advancing knowledge of campus sustainability initiatives in the Pacific Northwest Region for students working within sustainability initiatives at Western.
2. Exposing students to the myriad of topics within the subject of sustainability and its intersections with social and climate justice.
3. Connecting students and staff to colleagues and jobs/internship opportunities in the Pacific Northwest Region.
4. Providing an opportunity for students involved in sustainability initiatives at Western to form connections and relationships with each other in order to create a cohesive, powerful sustainability force at Western.

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

1. Create economic vitality:

- WOHESC provides professional experience to students, such as group settings both large and small where students are able to ask questions, share experiences, and collaborate with other students from across the Pacific Northwest on the issues discussed at WOHESC.
- This grant provides an opportunity for students to attend the conference that may not otherwise have the opportunity due to inaccessible registration costs.
- 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 increases mental health. Especially after the global pandemic, social interaction and collaboration through problem solving and sharing stories is incredibly important to the future health of Western students.
- Knowledge about climate change leads to healthier outcomes for communities through sustainable practices learned at WOHESC.
- 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:

- In order to take protective measures, we first have to know what is facing our planet.
- Conversations and networking lead to actions.
- Students will have the opportunity to be exposed to a variety of ecological topics and solutions.
- Students are given the tools needed to enact meaningful changes in their own lives that benefit the planet.

4. Uphold social equity:

- Equal opportunity to engage in sustainability learning and professional development.
- Provides opportunities and experiences to students that otherwise might not consider attending.
- Outreach efforts are aimed at providing spots to a wide range of people.
- There will be conference sessions focused on social equity and sustainability.
- Students from many backgrounds can share about what is discussed at WOHESC and how it affects them in their own unique situation. This helps work through the ideas shared and makes for a stronger conference and better results when brought back to Western.

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 & Campus and Community Engagement

Explanation: WOHESC is the perfect opportunity for students to expand their sustainability education and learn more about how they can best aid Western in its endeavors regarding the SAP. The conference exposes students

to a diverse range of resources and speakers emphasizing topics such as diversity, equity, and inclusion training, as well as student engagement, academics, and facilities/systems to bring back to their own communities. This type of engagement helps create more student leaders at Western, proving the claim in the SAP that states: “engagement through student leadership and action for sustainability has been a hallmark of the Western experience” (Student Life). From the built environment to handling waste in a more sustainable way, WOHESC is the best opportunity for students to get connected with their community and bring new ideas to the table to help tackle each chapter of the SAP.

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: The WOHESC conference prides itself on exposing students to a wide variety of subjects through a myriad of teaching styles from a diverse group of critically acclaimed educators. It allows students to attend multiple unique events aligned with their interests allowing them to focus on what’s most important to them while also being provided new perspectives on areas they may not have previously explored before.
2. Climate Action: WOHESC claims to be a platform for inspiring change, facilitating action, and promoting collaboration around sustainability. It teaches students the impacts of climate injustice and the current steps being taken in order to help curb this human rights issue. It goes in depth about how students can take action in their own communities, become leaders, and move forward to a more sustainable future.
3. Partnerships to Achieve the Goal: The UN acknowledges how “the SDGs can only be realized with strong global partnerships and cooperation”, an issue WOHESC is well aware of. In fact, the conference ensures students leave with more connections than they started with by giving each attendee ways to reach out to speakers from institutions across the Pacific Northwest and fellow peers even after the event has ended. This ensures students have the resources available to further their education for years to come having new connections and partnerships that they can turn to.

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 the conference. 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 Conference Check-in (short- and long-term)	We will be holding a meeting to discuss scholarship recipient’s experiences the week following the conference. We will hold an additional meeting at the end of the first month of Spring quarter to assess any longer-term implementation of knowledge gained at the conference by students.	This is an informal measure of success and will be discussed on the final report done through a check-in at the post-conference cohort meetings as well as a google survey.

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	Office of Sustainability	Faculty	macdonl6@wwu.edu	LM
<i>Team Lead:</i> Alyssa Tsukada	Major: Environmental Science Minors: Biology & Geology	OS Student Ambassador June 2022	tsukada2@wwu.edu	AT
<i>Team Member:</i> Cole Burk	Environmental Studies	Student June 2024	burkc2@wwu.edu	CB
<i>Team Member:</i> Gavin Cole	Environmental Studies	Student June 2024	coleg6@wwu.edu	GC
<i>Team Member:</i> Maia Heffernan	Majors: Marine and Coastal Science & Spanish Minor: Honors Interdisciplinary Studies	OS Staff Ambassador June 2023	hefferm@wwu.edu	MH
<i>Financial Agent:</i> Linda Sterling	Office of Sustainability	Faculty	sterlil@wwu.edu	LS
For fund transfers <i>FAST Index: FBSSTN</i> <i>Activity Code: GEF114</i>				
Program Coordinator: Shannon Sanberg				SRFS

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
Open Application/Begin Outreach (View Section 6 for details)	Inform students of scholarship opportunity (first day of classes, Fall21).	9/22/21	11/22/21
Priority Application Deadline	Provide incentive for individuals to submit early while still allowing applications to be submitted slightly later. This will also help us determine who will attend virtually vs. in person.	9/22/21	11/22/21 (11:59pm)
General Application closes	Closure date of application acceptance.	11/23/21	11/28/21 (11:59pm)
Application Review Committee + Inform Recipients	The review team will be made up of a small panel of professional and student staff within the OS.	11/29/21	11/29/21
Required Acceptance Deadline	Students must accept scholarship by this time so we may know if we need to consider others for their reserved spot.	12/6/21	12/6/21 (11:59pm)
Announce WOHESC22 Program	We will send a packet of virtual materials along with the WOHESC program so students have a better understanding of what to expect.	12/7/2021	12/7/21
First Cohort Meeting	Allow individuals within the scholarship to meet and build community + presentation informing about WOHESC and packet materials.	1/??/22	1/??/22
Second Cohort Meeting	Inform Cohort on current WWU sustainability goals and projects to prepare them for active conversation during WOHESC + facilitate open communication among sustainability-minded individuals.	2/??/22	2/??/22
WOHESC Ticket Purchase	Linda Sterling will complete registration for everyone at this time.	12/6/21	2/21/22
Conference Dates (travel days included)	Scholarship recipients will attend the conference to network and	3/1/22	3/5/22

	learn about a variety of sustainability topics.		
Cohort Meeting	Discuss takeaways from WOHESC and planned action items.	3/7/22	3/11/22
Cohort Meeting	Long-term check in to see any changes in behavior or planned projects (metrics) + support keeping cohort connected.	4/??/22	4/??/22

b. Where will the project be located?

Most will occur on the WWU campus. The conference is located at South Seattle College.

c. Planned project completion date:

End of Spring Quarter.

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

N/A

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.

No stakeholders.

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
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N/A			
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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.

- a. 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 in-person registration fee	\$99	20	\$1,980
WOHESC virtual conference fee	\$50	20	\$1,000
Travel (round trip estimate via bus and/or train)	\$60	20	\$1,200
Hotel (per-night estimate w/ two students per room)	\$160	20	\$3,200
Meals	\$100	20	\$2,000
Additional Transport	\$15	20	\$300
Cohort Event Meal (3•40)	\$15	120	\$1,800
Total project budget			\$11,480
\$5,000-\$35,000			
Additional funding source	Status	Amount	
N/A			
Total of all other funding sources			\$0
Total requested funds from SEJF			\$11,480

- b. 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	\$0		

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.

- a. WOHESC website: <https://www.wohesc.org/>
- b. Application Questions (metrics): Google Form

1. Name
2. Pronouns
3. Western Email
4. Major or Intended Major
5. Year in school
6. Please define what sustainability means to you currently.
7. What aspects of sustainability are you passionate about or want to learn more about?
8. What do you hope to gain from this professional development opportunity?
9. How do you see this conference supporting your academic goals?
 - a. There will be both in-person and online forms of the conference offered, which would you prefer?
 - b. If what you selected is not available, would you be okay with the other option?
10. Please feel free to use the space below if you have anything else you would like to add to your scholarship application.

c. Outreach Methods:

- Fall Info Fair (date TBA)
- Class Presentations (first two week sof fall quarter)
- Club Presentations (throughout quarter)
- Mass Email Lists (first week of classes and week before priority application deadline)
- Western Today (first week of classes and week before priority application deadline)
- Posters (second week of classes)
- OS Website (Beginning of fall 21)
- Social Media (a post every other week starting the first week of fall 21 classes)

d. Outreach Details

Points of Contact:

Alyssa:

- Sustainability Ambassadors
- Sustainable Student Leaders list
- ESP director
- Department for Energy Studies (Gail Cowan)
- Huxley (Shalini Singh and Kathryn Patrick)
- Salish Sea Institute (Natalie Baloy)
- Off Campus Housing (Julia Burns)
- AS President + AS VP of Sustainability
- NRHH and RHA presidents

Lindsey:

- CLCP
- Grace Wang

Johnathan:

- WIN network

- Website
- Newsletter
- Social media
- Craig Dunn

Initial Outreach email skeleton:

Subject line: Sustainability Conference Scholarship Opportunity

"Hello _____,

I am reaching out on behalf of the Office of Sustainability here at Western. The annual [Washington and Oregon Higher Education Sustainability Conference \(WOHESC\)](#) will be held virtually this year from March 2nd to the 4th. Through a Sustainability, Equity, & Justice Fund grant, the office will offer up to **40 scholarships for Western students** interested in sustainability, social justice, and climate action. This annual conference offers a great opportunity to hear from a diverse set of voices, gain a deeper understanding of what sustainability can be and what action can be taken, and be exposed to workshops and networking opportunities.

Because the conference is physical and virtual this year, we are able to offer a larger number of scholarships than previous years and hope for a diverse pool of student applicants. The virtual setting will allow students the ability to hear from a variety of sustainability changemakers without having to travel or miss classes. If you know of any students or student groups that may have an interest in applying, please direct them to the application below. Applications submitted before midnight on November 22nd will be given priority; however, the application will be open until midnight on November 28th.

The application will be available until midnight on November 28th.

Please share any of the above information with interested students through email or Canvas. Please let me know if you would like me to come speak to your class for three to five minutes.

If you have any questions or concerns, or would like to know more about this opportunity, do not hesitate to reach me at this email.

Link to application: _____

Article for Newsletter Skeleton:

“ The Office of Sustainability is happy to announce we are offering scholarships to attend the annual [Washington and Oregon Higher Education Sustainability Conference \(WOHESC\)](#) this year. Through a Sustainability, Equity, & Justice Fund grant, the office will offer up to forty scholarships for Western students interested in sustainability, social justice, and climate action. This annual conference offers a great opportunity to hear from a diverse set of voices, gain a deeper

understanding of what sustainability can be and what action can be taken, and be exposed to workshops and networking opportunities.

Because the conference is virtual this year, we are able to offer a larger number of scholarships than previous years and hope for a diverse pool of student applicants. The virtual setting will allow students the ability to safely hear from a variety of sustainability changemakers without having to travel or miss classes. If you are interested or know of other students who may be interested, please check out our short application below. Applications submitted before midnight on November 22nd will be given priority; however, the application will be open until midnight on November 28th.

Link to application: _____

If you have any questions or concerns, please do not hesitate to reach out to the Office of Sustainability's Students Ambassador, Alyssa Tsukada, at ISCA_StudentAmbassador@wwu.edu."

Shortened Text for Social Media Skeleton:

"The WWU Office of Sustainability is happy to announce we are offering up to 40 scholarships through a grant provided to us through the Sustainability, Equity, and Justice Fund for students to attend the annual [Washington and Oregon Higher Education Sustainability Conference \(WOHESC\)](#) being held virtually this year. This conference offers great exposure and learning opportunities for students interested in sustainability, social justice, and climate action.

Learn more about the conference and fill out our short application through the link below by midnight on November 28th. Priority will be given to students who submit applications before midnight on November 22nd.

If you have any questions or concerns, please reach out to the OS Student Ambassador, Alyssa Tsukada, at ISCA_StudentAmbassador@wwu.edu .



**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
Interim Director of the Office of Sustainability, Western Washington University

Signature: _____ **Date:** _____

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

Comments: