Sustainability, Equity, & Justice Fund

Grant Application
2022-2023

The 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.

*Note: if you are requesting a large grant (over $35,000) you must first submit a Large Grant Abstract. Abstracts must be reviewed and approved by the Sustainability Engagement Institute Director before a final application can be submitted. Ask a program representative for a copy of the Large Grant Abstract template.

Each grant team is assigned an SEJF project coordinator; this individual will collaborate with the project team and provide feedback and insight on the application. Teams are expected to meet on a regular basis with their SEJF project coordinator.

The research and writing components required for this application take, at minimum, a month to complete. Last-minute requests may not be accepted. For detailed application instructions, please refer to the *SEJF Grant Application Toolkit* or ask your project coordinator.

Submit your completed application by emailing a scanned version (including signatures) to the SEJF Grant Program Coordinator, Zinta Lucans. Applications must be signed by your advisor, all members of the project team, and all stakeholders for them to be reviewed. Email: lucansz@wwu.edu.

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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 Communications Manager and the Sustainability Institute Director. 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 Communications Manager and the Sustainability Institute Director 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 Communications Manager and the Sustainability Institute Director 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.

SECTION 1: Project Concept.

    a. Project Title:

Sustainable Office Certification Toolkit

    b. Statement of Purpose:

The Sustainable Office Certification Toolkit will aid offices and departments in becoming certified as sustainable offices. It will provide recipients with the physical materials they need to realistically meet the goals stipulated in the broader certification. It ensures that the entities that become certified can continue their sustainable practices without having to shoulder the financial burden of properly equipping their work areas with the necessary products. When offices are properly and wholly certified, they can inspire other people in the Western community to do their part in implementing effective behavioral changes in their own lives.

    c. Describe your proposed project in detail:

This grant will fund the creation of a "toolkit" for offices and/or departments that decide to participate in the Sustainable Office Certification. The Sustainable Office Certification (SOC) is a comprehensive certification process open to all offices, departments, organizations, and colleges on Western's campus. It is a way for these entities to contribute directly to the sustainability goals outlined in Western' Strategic Plan and Sustainability Action Plan and take action to strengthen Western's role as a leader in sustainability in the Pacific Northwest.

This program was initiated in 2017 but was paused during the COVID-19 pandemic. It has been updated and renewed for an exciting relaunch that occurred on Wednesday, May 5th, 2023. The certification process includes a checklist scoresheet for offices to complete with the support of Sustainability Engagement Institute staff. As offices go through the checklist, they will accumulate points determined by the efforts they make towards sustainability practices while at work. The scoresheet includes six action areas where offices can work to improve their sustainability practices. These groups are Energy, Waste, Transportation, Participation, Purchasing, and Special Events. There is also an "Optional" section where offices can choose to go another step further by implementing practices to host sustainable events following a guide created by a past student. These sections contain actions that are meant to improve the physical workspaces in offices and departments, as well as inspire behavior and habit changes as they relate to people's personal lives (You can see an example of what this scoresheet looks like in Section 6: Appendices. There is a zoomed-out version of the Energy section and then a zoomed-in version of one of the subsections within Energy for reading clarity.). At the end of the certification process, these points are tallied, and the office receives a Bronze, Silver, Gold, or Platinum rating. The certification is renewed every two years, providing offices the opportunity to increase their score and deepen their understanding of how to live and work sustainably. Currently, there are four offices who have expressed interested in beginning the certification process.

The funds from this grant will be used to purchase materials for a "toolkit" that will be given to offices that elect to become certified. This will include office materials that are necessary to be considered sustainable that might be difficult to purchase as individual offices. It will include LED lightbulbs, miniature compost bins and bags, reusable water bottles, power strips/surge protectors, signage regarding proper waste sorting practices, as well as posters advertising sustainable transportation in Bellingham. These lightbulbs, compost bins and bags, water bottles, and power strips will be bought from the Western Marketplace or accumulated based on SEI inventory. The posters will be made in tandem with the Transportation Services Department and with Zero Waste Western. These materials will be compiled into a "kit" for individuals offices or departments that request them and will be delivered to the respective office managers.

Also budgeted in this grant are funds to print out a physical certificate that the SOC program can present to certified offices. This will aid in making the certification visible to more people, especially students, when they are put up in offices and departments around campus. Additionally, there is a line item for purchasing food for an end-of-year SOC

celebration that will occur in Spring 2024. This aspect is especially important for creating a sustainably minded community of staff and faculty members around campus. It will be a way for people to stay involved and engaged with their progress, both personally and professionally.

d. Who is the intended audience?

Faculty and staff are the primary audience as the materials from the toolkit will help them become certified as sustainable offices on campus. This will also translate to creating a more sustainable environment for students to work and study.

e. How does this project directly impact the Western student community? How many students will be affected?

Students are influenced by the behaviors and values of their mentors. In creating an opportunity for offices to become effective sustainable offices, it creates a culture of sustainability on campus. When students visit office hours or the offices of supervisors, they will be directly impacted by the built environment of the office. If it is filled with sustainable materials and practices, it will help to spread information and value around the importance of living and working sustainably.

SECTION 2: Project Outcomes.

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

The goal and desired outcome of this project is to use the awarded funds to purchase the materials. These would be used to create a "kit" that is delivered to offices and departments that are in the process of completing the Sustainable Office Certification. These materials would give them the products they need to effectively do so.

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

1. <u>Create economic vitality</u>:

Given that these materials will be provided at no cost to offices in the process of sustainable certification, it will allow for these offices to spend their budget on other things that are critical for the operational needs. Additionally, these products will be purchased from the Western Marketplace strictly from vendors that have an ecolabel associated with the specific products. This will enhance the broader sustainable purchasing world and will strengthen the demand for sustainable products.

2. <u>Promote human health</u>:

By providing this free kit to offices and departments around campus, we will be helping them become more sustainable and lower their carbon footprint. This therefore has a large impact on human health because it decreases Western's overall greenhouse gas emissions. On a more local level, it will create a healthier workspace as the materials promote activities such as biking or walking, properly sorting trash, and carrying a water bottle to get fresh water instead of bottled water. The direct effects on lifestyle will greatly increase the health of individuals in the offices that are getting certified.

3. <u>Protect local and global ecology</u>:

By providing this free kit to offices and departments around campus, we will be helping them become more sustainable and lower their carbon footprint. This therefore has a large impact on local and global ecology because it decreases Western's overall greenhouse gas emissions. Additionally, the transportation and waste posters encourage one to

consider their role in the place they live. If one were to take a more sustainable form of transportation, they would feel more connected to the community and local ecology because they are a part of it instead of passing through it. In the same vein, the proper waste sorting posters directly affect our local ecology. Improperly sorted waste gets sent to the landfill, which creates large areas of degradation and deterioration of the environment. Properly sorting waste means taking proper care of the place one lives.

4. Uphold social equity:

The same materials will be given to every office, so this inherently creates social equity as all entities who are seeking certification will be given an equal leg to stand on when improving their score. Many of these products are expensive, so the circulation of these products to those in strongly creates and upholds social equity.

c. **How will your project positively 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 Sustainability Engagement Institute's website (sustain@wwu.edu) 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 chapter of alignment: Campus and Community Engagement

Explanation: This kit is intended to increase engagement with the Sustainable Office Certification. By providing the materials needed to complete certification, the aim is that those who are certified will recommend the program to others and will continue to participate in sustainable practices. The materials from the kit will ensure longevity of the sustainable practices of offices.

Additional chapter(s) of alignment, if applicable:

- Built Environment
Explanation: The materials in this kit would be used to make the built environment of offices more sustainable and efficient. Specifically, the LED lightbulbs that will be included will reduce energy usage and carbon emissions. Similarly, the power strips in the kit will encourage the practice of turning off appliances when not in use, which will lower energy usage and emissions as a result.
- Curriculum and Research
Explanation: Goal 3 in this section of the SAP states, "Western recruits and retains faculty and staff who focus on sustainability." This kit will add to that because it will create a culture of sustainability within faculty offices that become certified. Having physical, daily reminders of sustainability will encourage a focus on sustainability in one's work life.
- Procurement
Explanation: All the materials included in the kit will be sustainably sourced and will decrease the need for offices to purchase materials on their own.

- Waste

Explanation: The reusable water bottles in the kit will eliminate the need for single-use plastic water bottles. Even if staff and faculty already have their own water bottle, they can provide these resources to students. This has the potential to eliminate a decent chunk of water bottle waste on campus.

d. **How will your project address the UN Sustainable Development Goals (SDGs)?** *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:*

1. No Poverty
2. Zero Hunger
3. Good Health and Well-being
4. Quality Education
5. Gender Equality
6. Clean Water and Sanitation
7. Affordable and Clean Energy
8. Decent Work and Economic Growth
9. Industry, Innovation, and Infrastructure

10. Reduced Inequality
11. Sustainable Cities and Communities
12. Responsible Consumption and Production
13. Climate Action
14. Life Below Water
15. Life on Land
16. Peace and Justice Strong Institutions
17. Partnerships to Achieve the Goal

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

1. This project addresses the <u>Sustainable Cities and Communities</u> SDG. The Sustainable Office Certification kit will infuse sustainable practices into the everyday lives of staff and faculty around the university. The materials provided will be an avenue for making the Western community more sustainable and focused on improving small things to make big changes.
2. This project address <u>Good Health and Well-being</u> because the materials in the kit will reduce energy consumption and therefore carbon emissions. A reduction in emissions will increase health both locally and on a broader scale. Additionally, in providing this kit at no cost to offices and departments, it takes away the stress for individuals who know they can be doing more to reduce their ecological footprint at work but don't know where to start. The feeling of knowing you are doing a good thing for the environment and others in your own life is highly rewarding and will increase well-being in offices.
3. This project addresses <u>Industry, Innovation, and Infrastructure</u> because the kit will create sustainable infrastructure in offices and departments. It will make these entities more energy and waste efficient.

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?
Materials acquisition	The first metric that will be collected is the arrival of all the products that are ordered. They will be stored in the SEI storage room (High Street Hall 30A) that is connected to the conference room (High Street Hall 30).	The arrival of products will be recorded as they come in. They will be ordered immediately if funding is provided, and they should arrive shortly after that. Itemized lists of materials will be kept upon purchase and will be subsequently checked off once the materials arrive. The storage and organization of these products will mark success.
Kit distribution	If offices request it, the kit will be delivered to them by a member of the	This will be recorded upon successful delivery of the kit to the office manager. A delivery will only

	SEI. There will be instructions in the kit on how to use the electronics such as the power strips. A brief meeting time will be set up for delivery to ensure that office managers are present and able to accept the kit.	be considered successful if the member of SEI physically sees the office manager receive the kit.
Continued usage of the kit	It is important that the materials provided to offices get used. There will be several check-ins with offices to ensure that this is being done. Additionally, these check-ins will assess if offices need more materials.	The first usage check-in will be one month after successful delivery. It will be done over email (note here that it is important for email senders to make sure that there has not been turnover of office manager and that they have contacted the correct person). This check-in will include a question asking how many materials from the kit are used. It will also include a question of whether staff or faculty members are properly using the materials to assess if usage has created any behavior change. The second check-in will happen five months after the first. The same question will be asked. Finally, the subsequent check-ins will occur in the first week of Fall Quarter of every academic year. The same question will be used.

SECTION 3: Project Participants.

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

Project Advisor (Faculty or Staff) Student proposals must include a staff or faculty advisor. The role of the advisor is to assist and guide 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 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 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; *Students provide expected graduation quarter/year*	Western email address	Signature to verify agreement
Team Advisor: Amanda Cambre	Facilities Development & Organization	Director of Sustainability Integration	cambrea@wwu.edu	
Team Lead: Maia Heffernan	University Interdiscplinary Programs - Marine & Coastal Science (MACS); minor in Spanish	Student; Spring 2023 Student Employee: Staff Ambassador within Sustainability Engagement Institute	hefferm@wwu.edu	Maia Heffernan
Financial Agent: Linda Sterling	Sustainability Engagement Institute (SEI)	Staff; Administrative Coordinator for the SEI	sterlil@wwu.edu	*Linda Sterling*
For fund transfers *FAST Index:* *Activity Code:*	*Linda Sterling will provide this information upon approval of the grant proposal.*			
Program Coordinator:	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.

Action	Purpose	Initiation	Completion
Find exact products and amounts on Western Marketplace's sustainable vendors.	All the products will be found and lined up for purchase so that there can be immediate action if the funding is approved.	6/5/2023	6/9/2023
Purchase products	Having the items on hand is the baseline need for the project. The purchasing will happen as soon as funding is approved.	The week funding is approved and goes through. Exact day is unknown.	The same day as initiation.
Create a designated storage space in the SEI storage room (High Street Hall 30A)	Kit items will be kept in a designated location in the storage room so future managers of the program will know where they can go to assemble a kit when it is requested by an office.	Before delivery of the purchased items.	Same day as initiation.
Itemize and create a system for recording inventory as the kits are created.	Maintaining organization through an excel spreadsheet that will be kept in SharePoint will help keep track of inventory and where it needs to go.	Once items are delivered. Date unknown.	Ongoing.
Hand out completed kits	This distribution phase is how offices will obtain the materials in the kit. A member of the SEI will deliver the materials to the office manager of a given department/office that gets certified.	Once a kit is requested by an office.	Ongoing.
Hand out certificates to offices that complete the certification process	These certificates will be given to offices that become certified. This is a way for the SOC to be more visible, especially to the student body so they can see how Western is doing with sustainability on the administrative side of things. The design is already made, they should just be printed out from High Street Hall as needed.	Once the first office is certified.	Ongoing.
Organize a Spring 2024 meet-up for an SOC celebration for offices that are certified	This is to help boost community around sustainability and the SOC in general. It is a way for the SEI to keep in touch with the staff and faculty members it works with and will be a great time for outreach and education about how to be sustainable on campus.	Planning will start in Winter quarter, 2024.	Spring 2024.

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

This project will be completed at the end of Spring quarter in 2024. The kits should be able to sustain all if not most of the offices will be certified in the coming academic year.

c. **When will final metrics and a final report be submitted to the SEJF Program?** *This should be completed no later than one month after the project completion date.*

These will be submitted during finals week of Spring Quarter 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.**

Stakeholder Name	University Department and Position	Involvement in Project	Stakeholder signature of approval
Lindsey MacDonald	Sustainability Engagement Institute Associate Director	Since the current organizer (Maia Heffernan) will no longer be in her position at the Institute next year, Lindsey will oversee the SOC.	

b. **Who will be the project owner upon completion of the project? Which individual/office/department will take over the project? This owner should also be listed as a stakeholder.**

The Sustainability Engagement Institute will be the project owner upon completion. Currently, Lindsey MacDonald is supervising Maia Heffernan who is doing the work on this project. Once Maia graduates, however, Lindsey will take over this project until a permanent location can be found for it.

c. **Does your project propose a temporary or permanent facility or property modification?**

No

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
1.75-gal compost bin	26.99	50	1,349.50
2-gal compost bag	19.95	25	498.75
8-pack LED lightbulbs	10.79	25	269.75
10-pack power strip	59.99	10	599.90
25 oz stainless steel water bottle	15.99	100	1,599.00
30x posters from WWU Publicity Center	16.99	2	33.98
8.5"x11" cardstock paper pack, 300 sheets	12.62	1	12.62
Lunch, drinks	450.00	1	450.00
Total project budget			
			$4,840.50

Additional funding source(s), if applicable	Status	Amount
N/A		
Total of all other funding sources		
Total requested funds from SEJF		***$4,840.50***

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.

Sustainability Engagement Institute Sustainable Office Certification Scoresheet

Total				ENERGY			
53	0						
Points Possible	Office Score	Yes/No	Ref. #	Computers, Printers, Copiers	Links	Tips	
2	0		1.2	Screen savers have been disabled on all office computers.	Power Down Guidelines		
2	0		1.3	If there is one nearby, we prioritize using communal printers.			
3	0		1.4	All computers, printers, and copiers are turned off overnight and before leaving for weekends, vacations, and breaks.	Power Down Guidelines	Computer monitors can be turned off by pushing the power button in the bottom right-hand corner of the screen when leaving the room, overnight, and before weekends, vacations, and breaks.	
5	0		1.5	Our office has had an Energy Audit completed for our space.	WWU Campus Floor Plans	Contact sustain@wwu.edu to set this up	
4	0		1.6	If changing computer settings requires administrative rights, we have worked with our IT specialist and accomplished the necessary changes with their assistance.	Power Down Guidelines		
2	0		1.7	Copiers, printers, and shredders are set on reduced power and/or programmed to go into sleep mode after six minutes or more of inactivity.		The default for printers on campus is that they will go into sleep mode after 6 minutes of inactivity, so you will not have to change anything to achieve this.	
		Yes/No		Lighting	Links	Tips	

GRANT APPLICATION
PROPOSAL REVIEW PROCESS

Please arrange a meeting with Zinta Lucans, SEJF Program Coordinator for the Sustainability Engagement Institute, to review your drafted proposal. Once your project proposal is complete, sign and deliver it via email to: lucansz@wwu.edu.

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

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Zinta Lucans
SEJF Program Coordinator, Sustainability Engagement Institute, Western Washington University

Signature: _____Zinta Lucans_____   Date: __5/30/2023_

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

Grace Wang
Director, Sustainability Engagement Institute, Western Washington University

Signature: _____   Date: _____

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