



# SA Sustainable Action Fund Grant Program

## SMALL PROJECTS - APPLICATION

For applicants requesting \$500-\$5,000. Application instructions can be found in the Small Grant Application Toolkit located on our website [sustain.wvu.edu/saf/apply/](http://sustain.wvu.edu/saf/apply/). Submit applications by delivering a hard copy AND emailing a scanned version (including signatures) to the SAF Grant Program Coordinator Johnathan Riopelle at Viking Commons Room 24. Email: [John.Riopelle@wvu.edu](mailto:John.Riopelle@wvu.edu). Fall Quarter applications are due March 13th.

1. **PROJECT TITLE:** Cold Laundry Posters

2. **PROJECT TAGLINE** (description of project in one sentence): Strategically placing simple informative posters in the resident laundry rooms to inform students about using the cold water wash setting.

### 3. TEAM INFORMATION

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 proposal submitter during the development, implementation and post-implementation stages of the proposal process.

Project Lead: There must be at least one team leader assigned to the project.

Name	Department/School Students also provide major/minor	Position Faculty/staff/ student. Students provide expected quarter/year of graduation	Phone Number	Email	W#
Grace Wang	Huxley college of the environment	Faculty			
Turner Campbell	Huxley college of the environment	Student/sustainability representative mentor	5052498463	<a href="mailto:Camob34@wvu.edu">Camob34@wvu.edu</a>	W01280068

\* Teams may have two to four people.

### 4. PROJECT DETAILS

a. Describe your proposed project.

I have designed a simple informative poster which describes the energy waste from washing clothes with hot water. Most modern detergents don't need hot water to dissolve, and 80-90% of the energy used by washing machines is from heating the water.

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

To reduce energy waste in the residential halls, and to inform students future decisions regarding laundry.

c. Does your project tie into any broader campus sustainability goals or initiatives? If yes, please describe how.

This project is related to Western's greater sustainable action plan, reducing energy use through behavioral change.

d. Provide a chronological timeline listing the steps and tasks it will take to implement this project. Insert additional rows as necessary.

Step/Task	Completed by who	Estimated Completion Date
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<b>Design posters</b>	Turner Campbell	1-29-2018
<b>Print posters</b>	Turner Campbell	Early march
<b>Distribute/post posters</b>	Wwu res-life office	Early march

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.

Focusing on making behavioral changes, this project would be difficult to measure in precise terms. One option would be to not post them in every residence hall, then do a proportional comparison to another hall which does have them. If not this, it would be possible to send a survey through the res-res-life staff asking students about their awareness of this topic before and after this project. This would not be ideal though as it would be subject to a variety of survey biases.

f. Describe your project's education, publicity and outreach plan here. Then complete the table below outlining the proposed results of your education, publicity and outreach efforts. Insert additional rows as needed.

The project itself will be the largest contributor to outreach, but pictures of the posters will also be shared via social media by the Sustainability Representatives page. This will increase the breadth of the poster's influence by exposing it to people who do not necessarily live on campus, but have an interest in sustainability.

<b>Education, outreach, publicity effort</b>	<b>Who will make this happen?</b>	<b>How will this effort be implemented?</b>	<b>Who is the intended audience?</b>	<b>Frequency of implementation. One-time/daily/weekly?</b>
<b>Social Media Post</b>	Sustainability Representatives	Picture of poster on platforms like Instagram and Facebook.	Off-campus students with an interest in sustainability	One-time

## 5. PROJECT STAKEHOLDERS

a. How will your project involve students? How many students, or what percentage of the student body, will be affected by the project?

This project will affect the habits roughly 4,060 students living on-campus this year, potentially for the rest of their lives. Provided they are not damaged or removed, the posters will be seen by the roughly 4,000 students every year (about 64% will be new Freshmen) who rely on the laundry rooms.

b. If your project involves or requires permission from other organizations, departments, individuals, or stakeholders, list them below. Each stakeholder must provide a signature of approval for this project. Insert additional rows as necessary.

<b>Name</b>	<b>Department or School and Position</b>	<b>Involvement in Project</b>	<b>Stakeholder signature of approval</b>
<b>Kurt Willis</b>	WWU Res-Life	Approval for posting in residence halls, putting posters up	

**\*\* 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. Form can be found on SAF website: [sustain.wvu.edu/saf/apply/](http://sustain.wvu.edu/saf/apply/)**

## 6. BUDGET

- a. Provide an itemized list of the budget items required for this project. Include Equipment and Construction Costs, Education Publicity and Outreach Costs, Personnel and Labor Costs, and any other costs. Insert additional rows as necessary.

Item	Cost per Item	Quantity	Total Request
24x18 in posters	\$7.50 per linear foot	38	\$427.50
24x18 in replacement posters	\$7.50 per linear foot	10	\$112.50
<b>TOTAL REQUEST</b>			<b>\$540.00</b>

- 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?  
 Barring any extenuating circumstances like vandalism, there should be no need for any ongoing maintenance costs.
- c. Matching Funds. List pending, approved, and denied applications for funding from other sources. List amounts requested from those sources.

N/A



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### PROPOSAL REVIEW

Once your project proposal is complete, you must print and receive hand-written signatures from the individuals listed below. After signatures are received, applications can be delivered as a hard copy to the SAF Grant Program Coordinator, Johnathan Riopelle at Viking Commons Room 24 or by scanning the application and emailing it to [John.Riopelle@wwu.edu](mailto:John.Riopelle@wwu.edu)

**PROJECT TITLE:**

7. Please set an appointment with the Sustainable Action Fund Grant Program Coordinator to review your draft proposal before submitting your application. This appointment should take place at least a week before the proposal due date.

**Sustainable Action Fund Grant Program Coordinator, Johnathan Riopelle**

Viking Commons, Room 24

Available by appointment

Email: [John.Riopelle@wwu.edu](mailto:John.Riopelle@wwu.edu)

Phone: (360)650-4501

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This signature does NOT indicate that you have received funding, but it does confirm that the proposal has been reviewed and is approved for funding review by the Sustainable Action Fund Committee.*

**Comments:**

**8.** After meeting with the Sustainable Action Fund Grant Program Coordinator, please set an appointment with the Campus Sustainability Manager who will review and sign your proposal application.

**Campus Sustainability Manager, Seth Vidaña**

Viking Commons, Room 25

Phone: (360)650-2491

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This signature does NOT indicate that you have received funding, but it does confirm that the proposal is approved for funding review by the Sustainable Action Fund Committee.*

**Comments:**