

Sustainable Action Fund Grant Program

LARGE GRANT - FINAL APPLICATION

For applicants requesting over \$5,000. Submit applications via email to the SAF Grant Program Coordinator johnathan.riopelle@wwu.edu

1. **PROJECT TITLE:** Supporting all Menstruators

2. **PROJECT TAGLINE** (*description of project in one sentence*):

A plan to support all the Menstruators of western from this pilot project.

Name	Department/School Students also provide major/minor	Position Faculty/staff/ student. Students provide expected quarter/year of graduation	Email
<i>Project Advisor:</i> Tracy Dahlstedt-Rienstra	Prevention and Wellness Services	Health Educator, Peer Sexual Health Educators Coordinator	Tracy.Dahlstedt-Rienstra@wwu.edu
<i>Project Lead:</i> Hanna Bridgham	Huxley College, Environmental Science	A.S. Environmental Center Coordinator/ Student, Spring 2020	as.ecc@wwu.edu
Gwen Larned	College of Business and Economics, Business and Sustainability with a minor in Entrepreneurship and Innovation	Zero Waste Coordinator/ Student, Fall 2018	zerowaste@wwu.edu

4. **PROJECT DETAILS** (*reflecting any changes since conceptual application*)

a. Describe your proposed project. (1 paragraph)

This project will build on the "Sustainability, Period." event. We will provide the remaining portion of the reusable products that were ordered through the online form of the previous project as a result of the extremely successful event. The advantage of reusable products is that it is a one-time cost versus repurchasing tampons and pads frequently. Reusables are harmful chemical-free, produce less waste that goes into landfills, and are healthier for the people that use them as well as the environment. There is a need on campus to support programs that cover environmental, health, social, and economic vitality. This project supports social and economic equity by providing these products for free in an accessible way.

b. Describe the purpose of your project proposal. (1 paragraph)

There are currently 625 orders and 200 of them have been covered by the last grant. Therefore we would like funding for the 425 people still waiting on their order. The ESP will be responsible for fulfilling the order form process, with the primary support assigned to the office position. The 425 people who filled out the form found it from several social media postings. The form created from the first event went viral among Western students on these platforms. The overwhelming interest demonstrated from the form shows there is a lot of interest in sustainable period products. To ensure the educational component to the students we will do a short workshop where all recipients will receive their product. This one hour workshop on Wednesday April, 2nd will cover the information in the event. After that event, all recipients will fill out a form for what product they want, having been provided the means to make a more informed decision on what product fits their needs. Then we will order what they want and have them pick it up in the Environmental Center office. The budget is made on the assumption that all 425 student will attend the event and want a product. However, we expect that far less student will show up and order a product, therefore will likely be far under budget. We expect less students because they will need to put in more effort to get the product other than just filling out an online form off of Facebook. This will help us filter down the pool of student who asked for product to those who are willing to learn about them before getting free stuff. All leftover funds from the project will be returned to the SAF.

Following the success of "Sustainability, Period", we want to maximize the impact of our program. We are looking at opportunities for institutionalizing a solution for the issue. One option is to have the AS Bookstore sell Diva cups, and/or other sustainable menstrual products at a discounted rate. Thus far, "Sustainability, Period" has demonstrated clear need for an equitable solution to menstrual products on campus.

c. What are the goals and desired outcomes of your project? (Bullet format)

- We want to empower people to make the best choice for themselves in managing their menstrual cycle. Many people are unaware of the impacts traditional products can have on human health and the environment and many do not know that there are other options.
- These alternative products are generally more expensive or can be a large upfront investment, which may deter people from trying them.
- Our mission is to break down the barriers to sustainable periods while opening up a bigger conversation about the importance of how we talk about these issues.

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

The vision statement of Western's Sustainability Action Plan (SAP) reads, "Western Washington University graduates will be instilled with an appreciation and understanding of the impact of human choices on people around the world and the planet itself. Those graduates will be force-multipliers, taking their knowledge and passion to the home and workplace, promoting, influencing, and encouraging responsible, sustainable, and ethical

practices in all aspects of their lives." As future graduates, our team members have a responsibility to help our campus community understand the impact of their daily choices. By continuing the conversation on sustainability; social equity, human and environmental health, and economic vitality, through the social lens of periods we can give students the opportunity to take a role in resolving these issues every month as a personal choice.

The SAP also states, "Western's culture and community engagement efforts reflect a strong commitment to environmental stewardship and sustainability. And are easily accessible to the public." Having disposable options available in all restrooms and processing orders for reusables online is a community engagement effort. This solution is accessible for our whole campus community. Social, Economic, and Ecological (SEE) sustainability principles are integrated in student career and lifelong practices of the SAP. By providing these products to students Western will be responsible for reducing the economic gap period having people bear.

e. 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
Workshop with the students	Hanna, Gwen, Tracy	2 week after approval
Ordering the products	Hanna	1 week after event (ASAP)

5. METRICS AND MEASURABILITY

a. 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. Insert additional rows as necessary.

Metric (qualitative or quantitative)	Description	Impact
People who attend workshop	We will have a sign-in sheet	We can keep track of who came to the event and what they wanted.

Products we ordered	We will keep record of the products we order	We will know what students need

b. 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 necessary.

Education Outreach, Publicity Effort	Who will Make this Happen?	How Will this Effort be Implemented?	Who is the Intended Audience?	Frequency of implementation. One-time/daily/weekly?
e-mail the people who filled out the form	Hanna	She will e-mail them	The people who filled out the form	Once time
The workshop	Hanna, Gwen, Tracy	Hanna will plan it and everyone will execute it.	The people who filled out the form	Once
Institutionalization efforts	All of team	An A.S. resolution or scholarship	All students	Ongoing for all Western students

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

- 425 student will be invited
- All students afterward will be affected by institutionalizing these practices

Every student will have the opportunity to get a reusable item of their choice. The educational component in the ordering event will teach these students about sustainability in all aspects and how it relates to periods. By empowering campus community members to utilize organic products we will directly reduce the amount of resources needed to provide menstruation products for our community members and reduce the externalities that take place in producing those products. Traditional products require the use of harmful chemicals, promote sexist

ideals of menstruation and set low standards for protecting consumer health. The products we plan to purchase are made with organic cotton and other natural products, are tested to higher standards for health risks, and talk about periods through the lens of the Western community and the lese of equality. The more we talk about the inequities people face when menstruating the closer we will get toward solving these problems. The primary mission of our project is to empower our community members to feel comfortable working, living, and attending classes on our campus no matter what time of the month it is. Through authentic advertising and intentional conversations from promotion through to the event we can start some really great conversations.

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
Reusable period products	\$40	425	\$15,400
Remaining budget from Sustainability, Period	N/A	1	-\$1,400
TOTAL REQUEST			\$14,000

b. If the project is implemented, will there be any ongoing replacement, operational, maintenance or renewal costs? If yes, what source have you identified to cover those costs?

- No continued costs.
- We plan to fully operationalize this in other offices with other funding sources.

d. Project Scalability. Can this project be scaled to be smaller or larger? Yes NoX *If yes, complete the section below.*

i. If this project was smaller, what would be the minimum budget for this project:

ii. If this project was larger, what would be the maximum budget for this project:

iii. How would the project outcome be affected if the project was scaled to be smaller or larger?

7. PROJECT STAKEHOLDERS

a. If your project involves or requires permission from other organizations, departments, individuals, or stakeholders, list them below and describe their involvement in the project. Insert additional rows as necessary.

Stakeholder/Project Owner Name	Department or School and Position	Involvement in Project
Hanna Bridgham	Environmental Center	Planning, fulfilling orders
Gwen Larned	Zero Waste Western	Planning and presentation
Tracy Dahlstedt-Rienstra	PWS Prevention and wellness	Planning and presentation

b. For every Stakeholder/Project Collaborator listed, have the individual complete a Project Stakeholder Form. Form can be found on SAF website: www.wvu.edu/sustain/proErms/saf/applv/ under the tab "Forms, Documents, and Guidelines."

Number of Project Stakeholder Forms attached to Final Application _____

c. 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. For every Project Owner listed, have them complete a Project Owner Form. Form can be found on SAF website: www.wvu.edu/sustain/proErms/saf/applv/ under the tab "Forms, Documents, and Guidelines."

Number of Project Owner Forms attached to Final Application _____

Sustainable Action Fund Grant Program

LARGE GRANT - FINAL APPLICATION

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 johnathan.riopelle@wwu.edu.

An Applicant Team / Advisor partnership is a relationship of substance between the project applicant(s) and a faculty or staff advisor involving shared responsibilities and mentoring in undertaking the project funded by the SAF Grant Program. To ensure that the project runs smoothly and achieves its objectives, the SAF Committee requires project applicants and the faculty/staff advisor to demonstrate their commitment to the project by acknowledging the principles of good partnership practice set out below and identifying the nature and role of the partners.

Principles of Good Partnership Practice

1. Project partners must have read the Rules of Operation for the SAF Program (found on this webpage: <https://sustain.wwu.edu/saf/>, under the tab, "guiding documents"), reviewed the Large Grant Application Toolkit, and understand what their role in the project will be before signing the partnership statement.
2. The project lead must consult with the partners regularly and keep them fully informed of the progress of the project.
3. Substantial changes to the project should be agreed upon by the partners before being submitted to the SAF Committee. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval.
4. The partners authorize the project lead to sign the proposal application and represent them in all dealings concerning the project's development, review, and implementation.
5. Project partners must have read the project proposal before signing the completed application.
6. All partners must receive copies of any report submitted to the SAF Committee.
7. All project partners agree to be present during the team's presentation to the SAF Committee in case input is needed or requested.

8. If the grant is awarded, partners shall take part in the development, implementation and review of the project under clearly identified roles and responsibilities.

We will comply with the principles of good partnership practice during the development, implementation, and review of this project.

Project Lead Name	Project Lead Signature	Date
-------------------	------------------------	------

Team Member Name	Team Member Signature	Date
------------------	-----------------------	------

Team Member Name	Team Member Signature	Date
------------------	-----------------------	------

Team Member Name	Team Member Signature	Date
------------------	-----------------------	------

Faculty/Staff Advisor Name	Faculty/Staff Advisor Signature	Date
----------------------------	---------------------------------	------

Sustainable Action Fund Grant Program

LARGE GRANT - CONCEPTUAL APPLICATION

PROJECT TITLE:

Project Lead Name (print): _____

Project Lead's Signature: _____ **Date:** _____

By signing this document you agree that all information is true to the best of your knowledge. You also agree that this information may be shared with the public and members of the Sustainable Action Fund Committee.

Staff/Faculty Advisor's Name (print):

Staff/Faculty Advisor's Signature: _____

Date: _____

By signing this document you agree that all information is true to the best of your knowledge.

Comments:

Please set an appointment with the Sustainable Action Fund Grant Program Coordinator to review your draft proposal before submitting your application.

Sustainable Action Fund Grant Program Coordinator, Johnathan Riopelle

Viking Commons, Room 24

Office Hours: Mondays and Thursdays 2-4pm or by appointment

Email: johnathan.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:

Campus Sustainability Manager, Seth Vidana

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 has been reviewed and is approved for funding review by the Sustainable Action Fund Committee.

Comments: