

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/. 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.Riopele@wvu.edu.

1. **PROJECT TITLE:** AASHE 2018 Conference: Environmental Justice Education in Peer Mentor Programs

2. **PROJECT TAGLINE** (description of project in one sentence): Funding to attend the AASHE 2018 conference as a presenter.

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#
<i>Project Advisor:</i> Kate Darby	Huxley	Faculty	(360) 650-6133	Kate.Darby@wvu.edu	
<i>Project Lead:</i> Madeleine Jones	Huxley, Environmental Studies/Education and Social Justice	Student, Winter 2019	9734446570	jonesm54@wvu.edu	W01236807

* Teams may have two to four people.

4. PROJECT DETAILS

a. Describe your proposed project.

This project will fund the conference fees, travel expenses, and per diem meal expenses for one (1) person. Maddy Jones, the Sustainability Representatives Coordinator in WWU's Office of Sustainability, will attend and present on "Environmental Justice Curriculum in Peer Mentoring Programs" at the Association for the national Advancement of Sustainability in Higher Education (AASHE) conference in Pittsburgh, Pennsylvania in October 2018.

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

Western Washington University's Sustainability Representatives program has undergone significant change recently to shift the focus towards a holistic understanding of sustainability. Sharing that vision, knowledge, and experience related to using Environmental Justice curriculum in Peer Mentor Programs with other Peer Mentor programs is extremely valuable.

In addition, one goal is to create a network of programs, especially Peer Mentor programs, that include Environmental Justice based curriculum.

Finally, bringing what is learned back from the conference will be a valuable way to pass the learning on to the campus through the Sustainability Representatives Program.

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

This project relates to several aspects of Western Washington University's Sustainability Action Plan (SAP) including, but not limited to:

Academic Objective 2.2: Provide funding for three (3) faculty and staff across disciplines to attend conferences that promote sustainability beginning 2018. [E.g.: WAHESC, OHESC & Association for the Advancement of Sustainability in Higher Education (AASHE)]

-Student sustainability staff are not implicated in this as affected parties, however this provides rationale

- "Rationale: Conferences about sustainability allow for collaboration and idea sharing, increasing staff and faculty expertise, and improving Western's sustainability outcomes.

Student Life Objective 2.1: Enhance and increase co-curricular opportunities for student participation in campus based sustainable practices beginning fall 2017

-Rationale: Developing a curriculum of the co-curricular enhances experiential learning in educational models, connecting theory and action

-Strategy 2.1.5: Provide appropriate resources, training, and practice to enhance and increase co-curricular sustainability literacy among students.

- Tactic 2.1.5.1: (formerly: ResRAP) [Sustainability Representatives] - experience as peer advisors/peer-to-peer educators for resident students.

Student Life Objective 2.5: Increase and further develop co-curricular education and outreach programs targeting sustainable living practices by 2018.

-Sustainability Representatives Coordinator and program (formerly EcoReps/ResRap) listed as an affected area.

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
Register for the Conference (by May 31 = early bird discount)	Maddy Jones	May 31st
Book Plane Tickets (Round Trip)	Maddy Jones	June 30th
Prepare for Conference 30 min presentation	Maddy Jones	Summer 2018
Conference	Maddy Jones	October 2018
Post-Conference learning shared	Maddy Jones	Fall, Winter, Spring 2018/19

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.

Project success will be measured by successful conference attendance and presentation at AASHE. This can be tracked by attendee feedback (qualitative) on the presentation as well as session attendance (quantitative).

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 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?
Attend Conference	Maddy Jones	Travel, attend, and present at conference	Conference Attendee	One-time
Share learning with SReps program	Maddy Jones	Present talk to SReps, Use knowledge to implement new ideas in program, etc.	SReps	One-time presentation; weekly + learning outcomes, implementation of new ideas
Share learning with Office of Sustainability	Maddy Jones	Present talk to OS	Office of Sustainability staff and students	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?

Students in the Sustainability Representatives program will be particularly affected; post-conference Maddy, the program coordinator, will have the opportunity to use learnings and feedback to further enhance the program.

In addition, students in the Sustainability Representatives program are expected to put on multiple events per year and engage peers knowledge of sustainability in the residence halls. Learning from the conference and improvement of the program will exponentially affect students as the Sustainability Representatives and program mentors have a more holistic understanding of sustainability.

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
Plane Ticket (round trip SEA > PIA) Estimated with a \$100 buffer for flight increases	500	1	500
Gas to/from Airport (Current Mileage Rate: \$.545 per mile) (Bham>SeaTac = 102 miles each way)	112	1	112
Parking at Airport (SEA)	30/day or \$4/hr	3 full days +5-6hrs	120
Public transport in Pittsburg (Taxi/car share and bus)	Taxi to/from airport (if needed) = \$40 each way Bus Pass Daily = \$7	Taxi = 2 Buss pass = 3	100
Meals (Dinner Monday, B/L/D Tuesday, B/D Wednesday and Thursday, Breakfast Friday)	15	9	135
Conference Fees (Early Bird + Presenter Discount, including Student Summit)	270	1	270
Buffer			63
TOTAL REQUEST			\$ 1,300

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?

No, This will be a one time use of the fund.

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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 roJohnathan.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: 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:

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: