



Sustainable Action Fund Grant Program

SMALL PROJECTS - APPLICATION

For applicants requesting \$500-\$5,000. Application deadlines and application instructions can be found in the **Small Grant Application Toolkit** located on our website www.edu/sustain/proarams/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: johnathan.riopelle@www.edu.

1. PROJECT TITLE: Waste Sorting Station Expansion Proposal (WSSEP *pronounced WAZZZUPPP* like an enthusiastic "What's Up?")

2. PROJECT TAGLINE (description of project in one sentence): Developing a sustainable waste management system that works for Western.

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	Email
<i>Project Advisor:</i>	Wayne Galloway	Academic Custodial Services Manager	Wayne.Galloway@wwu.edu
<i>Project Lead:</i>	Gwen Larned Business and Sustainability, minor in Entrepreneurship and Innovation	Student/ Fall 2018 Zero Waste Coordinator	LarnedG@wwu.edu

* Teams may have two to four people.

4. PROJECT DETAILS

a. Describe your proposed project.

I am requesting funding so that I can continue my work as the Zero Waste Coordinator in the Office of Sustainability over the summer. The project I would like to focus on I have titled "The Sorting Station Expansion Proposal". This project entails assessing where all of the waste bins are located in campus buildings, noting where waste sorting stations need to be implemented (recycle, compost and landfill all in one), and doing a cost-benefit analyses of what it would take to transition Western to a centralized waste system. A centralized waste system would mean that we would remove "standalone" landfill bins (those without recycling and composting bins next to them), from class rooms and would instead have centralized sorting stations where folks could conveniently and responsibly dispose of their waste. An example of this system can be seen in Arntzen Hall, where this has already been implemented.

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

The goal of this project is to create a proposal that will be used for requesting funding of the centralized waste system when the university creates budgets for the next fiscal year. The primary desired outcome is that all buildings will be equipped with the appropriate waste bins for responsible waste management. This will result in reduced labor costs, by reducing the total number of bins that need to be emptied and lined with trash bags. This system also has the potential to reduce the overall cost of waste disposal through Sanitary Services Company and the Recycle Center, because FoodPlus! composting is 20% less expensive than landfilling and by the estimates of the Recycle Center Manager, Richard Neyer, recycling is also significantly less expensive than landfilling. Even more so, by diverting more waste from the landfill through recycling we can create more student jobs at the AS Recycle Center. Overall, our goal is to maximize the efficiency of waste collection and reduce the negative impacts of our waste disposal.

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

Objective 1.4 of Western's Sustainability Action Plan Waste Chapter is to: Divert waste from the landfill by providing opportunities for campus to recycle and compost effectively and efficiently by 2025.

The primary feedback I have received from students in my role as the Zero Waste Coordinator is that we should have compost bins everywhere, thus validating that this is a real need that students and the greater campus community recognize.

Western's goal of reducing waste was initially outlined by Environmental Health and Safety's policy (POL-U5950.09 Waste Reduction and Recycling) stating that Western Washington University is committed to a comprehensive waste reduction and recycling program. Since then, Western has continuously set the bar in many areas of waste management. The truth is though, we have a long way to go until we reach our potential in waste reduction, and this is the first step we should take to get there.

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
Assess waste bin locations	Gwen	July 13th
Assess sorting station needs	Gwen	July 20th
Assess other variables such as dumpster and FoodPlus! bin locations and volume capacity	Gwen	July 27th
Work with stakeholders to identify their needs and the costs associated with their role in the waste management system	Gwen	August 17th
Talk to companies to find the ideal waste sorting station design for Western	Gwen	August 24th
Develop "Waste Sorting Station Expansion Proposal" write up	Gwen	August 31st

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.

Metric (qualitative or quantitative)	Description	Impact
Completed Waste Sorting Station Expansion Proposal	Document entailing content assessed throughout project and proposed solutions	Strategic plan for Western's waste system to become centralized, saving money and reducing negative impacts of waste disposal

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.

Ultimately, if this project is successful it won't require a publicity plan because the centralized waste system the project will advocate for will act as its own publicity, education and outreach. By adding waste sorting stations everywhere that they are need on our campus every community member will be given access to convenient and responsible waste management solutions. Each station will have waste sorting educational signage that will help our community members learn to sort waste. By transitioning to a centralized waste system, Western will set the bar, yet again, for sustainable waste management solutions. This system will normalize responsible waste sorting as a part of the Western culture.

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 ultimately involve and benefit everyone on Western's campus. From reducing general waste management expenses, to giving everyone the opportunity to "do what's right" when sorting waste, the sorting station expansion proposal will ultimately shift the way every building on campus manages waste.

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.

Name	Department or School and Position	Involvement in Project	Stakeholder signature of approval
Wayne Galloway	Academic Custodial Services Manager	Project will impact day-to-day functions of ACS staff	
Richard Neyer	AS Recycle Center Manager	Project will impact day-to-day functions of AS RC staff	
Seth Vidana	Office of Sustainability, Director	Will oversee project and house employee	

**** 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: www.edu/sustain/programs/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
Hourly Wage	\$14.40	320 hrs.	\$4,608
TOTAL REQUEST			\$\$\$4,608

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?

Ultimately, the Sorting Station Expansion Proposal write up will be used to seek funding either from the university or from a state grant for purchasing all of the needed waste sorting stations. If the funding is allocated from Western it will be from Facilities Management.

- c. Matching Funds. List pending, approved, and denied applications for funding from other sources. List amounts requested from those sources.

I initially requested funding from the Office of Sustainability to work on this project over the summer but they do not have the flexibility in their budget this year.



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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 johnathan.riopelle@wwu.edu.

PROJECT TITLE: Waste Sorting Station Expansion Proposal

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: