

Sustainability, Equity & Justice Fund Grant Program

SMALL GRANT APPLICATION

2018-19

This application is for requests from \$500 up to \$5,000. For detailed application instructions and further information about the program, please refer the Small Grant Application Toolkit located on our website at https://sustain.wvu.edu/sejf/apply_/

Submit completed application by delivering a hard copy and emailing a scanned version (including signatures) to the SEJF Grant Program Manager Johnathan Riopelle at High Street 22. Applications must be provided in both forms in order to be reviewed. Email: johnathan.riopelle@wvu.edu.

SECTION 1: Project Concept.

a. *Project Title* : Bee Conscious Workshops

b. *Describe your proposed project:*

Our goal is to host a series of workshops educating students on how to purchase food and necessities in the most sustainable and ethical way possible. The outcome of this education is students having a new set of tools to be able to make real changes in their day to day lives, rather than just knowledge. Our project team believe that most students on campus are aware of the effects of climate change, and the basics that cause it but many lack the tools, or motivation to change their habits. The workshops will be catered for students who are moving off campus this year by hosting our events in residence halls around campus, as well as spending a day tabling with Wild Essentials Co. to reach a larger student population. This tabling day is not a workshop, but rather a way to raise awareness for our event and give more students education on action based changes they can make in their daily lives. There will be three workshops within a week of each other, with the locations being The Ridgeway Lounge, Fairhaven Commons, and Mathes/Nash. Workshops will consist of ourselves and the student-run business Wild Essentials Co. (Danielle Spady and Lauren Adkins). Students will make beeswax wraps and have a discussion paired with a presentation about sustainability off campus, as well as participating in a raffle with sustainable items to give away. Our goal is to create an inviting space where students can both participate in the activity of making beeswax wraps, and are welcomed to ask questions

and learn about sustainable living off campus. Events will take place Mon-Thurs May 29th-30th and Mon June 3rd, and last from 7-8:30pm.

Our project team has chosen to partner with Wild Essentials Co. because they represent students who took action in their community, by donating all the money they earned from their business last year (\$1,000) to Sustainable Connections, as well turning something they are passionate about it into a business that educates people, raises awareness, and works to promote other local and sustainable businesses. Using them to help educate students on sustainability would entail them telling their story of entrepreneurship, and how sustainability impacted them when choosing what kind of business they wanted to create. This would not entail them promoting their products, as students will be making their own beeswax wraps for free, and learning how to make them on their own without benefit to Wild Essentials Co. and they will not be promoting a personal agenda. They will be paid for their time, as part of hosting an equitable event is paying people for the work they specialize in. Wild Essentials Co. has a good cost point for the size and scope of our workshops, rather than a more expensive speaker. Other than this they are not profiting from these events, only helping our project team raise awareness on how to live a plastic free, sustainable life.

Reusable items like the beeswax wraps, reusable coffee mugs, and veggie bags, are important for a few main reasons, including how single use plastics can negatively affect our global ecosystem. The plastic items currently in our environment can take over five hundred years to decompose, and with global consumerism on the rise, plastic pollution is projected to increase, unless something is done. Single use plastics make up about forty percent of marine litter—in order for this number to go down, the next generation of consumers' needs to start making choices to use reusable items. Beeswax wraps, reusable vegetable bags, wool dryer balls, and reusable coffee cups are all alternatives to single use items that can pollute our planet. Once people start to use more reusable objects, they will see the need to buy less in general, further reducing their personal waste. We also recognize that these items are not free, and want to make them accessible to the students attending our event so they can begin using them freely in their daily lives.

c. Who is the intended audience?

The intended audience is students moving off campus for the 2019-2020 school year, as well as those interested in learning more about sustainability and conscious consumerism, especially in regards to buying groceries and necessities (ex: bath/cleaning products, reusable to-go items, etc.). We have chosen the freshman student body as our main audience because we want to give them the tools they need to be sustainable before they move off campus, so that hopefully they can incorporate our teachings and their ideas into their new lifestyles off campus. Our project team is planning to assist Wild Essentials Co. in one of their selling days on campus, where we will be interacting with the larger student population in order to advertise the

workshops and curriculum. This will not need money from the SEJF, but will be important to reaching a large audience, with our intended goal of helping students reduce plastic waste.

d. How many students will be affected?

A successful event held in residence halls is projected by our team to have about 25-40 students attending each event. If there are three events (Nash/Mathes, Ridge, Fairhaven), our team expects 120 students all together to be present. Overall effect, though, will reach outside of just these students attending. The nature of our event is to teach students in an interactive way that shows them how easy small changes in their everyday purchasing habits can be, and this will give them the ability to influence other students moving off campus. In theory our event could indirectly affect all students living in the residence halls, around 2,700, that plan on moving off campus.

e. How long will the project last?

These workshops will take place consecutively during the last week of May.

Nash Hall Main Lounge- Tuesday May 28th, 7-8:30pm

Ridgeway Commons Lounge- Wednesday May 29th, 7-8:30pm

Fairhaven Main Lounge- Monday June 3rd, 7-8:30pm

SECTION 2: Project Goals.

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

As former Sustainability Representatives and current Huxley Majors, our project team realizes the importance of making sustainable choices both in the dorms and off campus. Moving off campus is a huge transition that can seem daunting. Having gone through this experience, we want to provide students with the means to smoothly transition from dorm life by providing strategies to manage their own food and necessity consumption. We hope to explore this incorporating all the four pillars of sustainability into the curriculum our team is building, so students know that an ethical lifestyle does not have to be a difficult task. The outcome of this would be equipping students with a new knowledge of conscious consumerism that they can use themselves, and teach to their roommates and others as they grow into their communities.

b. How will your project positively impact sustainability at Western?

These workshops will positively impact Western because the more students learn about their impact on the community just through where and how they buy their food, the more they can make choices that will help support the local and global community. Buying food that is produced ethically, grown in season and made with less plastic is better for the environment which impacts us all. Supporting the local food banks, as well as educating students about

Western's food pantry gives opportunities and knowledge to students on campus who may have not known about these before. With knowledge of how to make beeswax wraps, as well as information on how to buy groceries more sustainably, the hope is that more students at Western will feel like having a sustainable lifestyle can be attainable without breaking a college budget.

c. How does your project tie into broader campus sustainability goals or initiatives, including Western's Sustainable Action Plan?

Objective 1.3.2 in Engagement states "Establish a small grant program supporting outreach and engagement" as well as in 1.3.5 stating "Support interdisciplinary teams of students, staff, and faculty working together on particular community issues". This section is supported by applying for a small grant specifically in the area of outreach and engagement with students, with our outreach including all freshman living in residence halls. We also have an interdisciplinary team of people working together, including a small local business (Wild Essentials Co.) and multiple WWU staff members working to support and guide our project team.

Objective 2.4 in Engagement states "Establish sustainability-related interactive experiences, cooperatively designed and supported by WWU and community partners". This will be a discussion based, student collaborated, educational experience for students to interact with one another's experiences, as well as ask questions, and learn tools they can input in their daily lives from our team. The project is supported by a local small business and faculty members at Western that help make up the community in Bellingham.

Objective 1.2 in Procurement states "Acknowledge the importance of purchases from local and regional business" as well as 1.2.1 "Identify and utilize local vendors, especially small, minority-owned businesses". We will be partnering with a local women owned business, using their story, as well as some their knowledge that they have taught us, to inspire and educate students. We have already recognized the hard work of these women and want them to be regarded as hard working professionals and business owners.

Objective 2.5 in Waste states "Create an engaged citizenry, consistent expectations, and student buy-in to waste reduction". These workshops will directly teach students the basics of waste reduction, and encourage them to live as waste free as possible, while giving them tools that are widely accepted as ways to cut down on waste.

This project also works towards goals in the UN's Global Sustainable Development Goals, sections 11B (Sustainable Cities and Communities), 12.1-12.8 (Responsible Consumption and Production), and 13.3 (Climate Action) will be addressed in our education based discussion. Section 11B is supported by teaching students about resource efficiency, reusing old items, purchase only sustainable items, making sure the food and resources you use are necessary and local, and inclusion reducing stigma around food banks and letting students know this is an option for them, and teaching about food privilege. The project supports section 12 by teaching efficient use of resources, teaching how to reduce food waste levels, "and ensuring that people everywhere have the relevant information and awareness for sustainable development and lifestyles in harmony with nature." Section 13.3 is taught by directly educating students and raising awareness on climate change.

SECTION 3: Project Participants.

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

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 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.

Name	Department/School Students provide major/minor	Position: Faculty/staff/student Students provide expected graduation quarter/year	Western email address
<i>Team Advisor:</i> Kate Darby	Environmental Studies Department	Assistant Professor	darbyk@wwu.edu
<i>Team Lead:</i> Lauren Sanner	Environmental Studies BA, GIS minor, environmental justice minor	Sustainability Reps Mentor Graduate Spring 2021	sannerl@wwu.edu
<i>Team Member:</i> Grace Shields	Environmental Studies BA	Sustainability Reps Mentor Graduate Spring 2021	shieldsg2@wwu.edu

b. Project Stakeholders

Does your project involve labor, include involvement, or require permission from organizations, departments, or individuals on campus or in the community? These project partners are your

stakeholders; list them below. Each stakeholder must provide a signature of approval for this project. Insert additional rows as necessary. More than two stakeholders may move your application into the medium grant process. For more information, please refer to the Small Grant Toolkit.

Wild Essentials Collection (Co.)

c. Will any Associated Students clubs be involved?

n/a

d. Each SEJF Project team is required to meet with their project coordinator on a regular basis. This individual will provide support and advisement on your project. Communication with your project advisor is necessary for your project to proceed. Initial below to acknowledge this agreement.

SEJF Project Coordinator	Initials	Date
Turner Campbell		
Team Lead	Initials	Date
Lauren Sanner		

SECTION 4: Project Timeline.

a. Describe your project’s progress and promotional activity. Outline all tasks that are required to complete the projects, and all means in which you will promote the project to the campus, in the table below. Insert additional rows as necessary. Rows- action, purpose, initiation, completion

ACTION	PURPOSE	INITIATION	COMPLETION
Receive approval from hall council to host events/space request	Get hall council space	Monday April 29th	By Monday May 6th

Assist Wild Essentials Co. in reserving space for tabling if needed	Acquire space/ table to advertise curriculum		No date
Create-Advertisements via canvas OR submit info to OS Graphic Designer	advertise	TBD	By Friday May 10th
Put up posters and door tags	advertise	By Sunday May 12th	By Tuesday May 14th
Meetings with Dani Spady and Wild Essentials Co.	Partnership in project, updates, workshop planning	Thursday April 4th	May 30th
Create Curriculum for brochures and discussion/ presentation	Education aspect of workshops	Monday April 29th (ish)	By May 20th
Advertise for workshops/ curriculum at Wild Essentials Co. Selling Day	advertise/ education aspect of project	TBD	TBD
Decide on Giveaway products/ where to get them from	Entice event attendance, show examples of other reusable/ low waste items besides wraps	No date	By Sunday April 21st
Coordinate with RDs and RAs to send email advertisements to residents	advertise	Monday April 29th	Friday May 24th
Workshops	Host the events	Tuesday May 28th	Thursday May 30th

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b. *Where will the project be located?*

The residence hall commons in the Ridge and Fairhaven, as well as Mathes/Nash.

c. *Planned project completion date:* May 31st, 2019

d. Project final report due date : Project coordinator initials:

SECTION 5: Project Budget.

a. 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 (see 5b.). Insert additional rows as necessary.

Item	Cost Per Item	Amount	Total Cost	Location
Compensation Wild Essentials Co.	15/hr	8 hours x 2	240.00\$	SEJF
Advertisements-	0.35\$	100 Sheets	35.00\$	OS
Beeswax Wrap Ingredients-				
100% cotton Cloth	\$1/cubic meter	34 (m3 squares)	\$34.00	
Organic Beeswax	\$20/lb	3 lbs	\$60.00	Ragfinery
Jobba Oil	\$8/4oz	2 4oz bottles	\$16.00	BrambleBerry
Rosin/powder rosin	\$10/square	6 squares	\$60.00	Brambleberry
Breakfast Griddle/Toaster Oven	0	4-5	0	Quist Violins
Paint Brushes	0	9	0	Borrow
Stir Sticks (chopsticks, popsicle sticks)	0	5	0	Borrow
Drying Rack (string)	0	1 bundle	0	Borrow
Giveaways-				
Reusable Coffee Mugs	0	6 mugs	0	
Reusable Bulk/ Veggie Bags	\$3.99/each	12-15 bags	\$59.85	OS
RagFinery Sewing Bags	\$10.00/a bag	9 bags	\$90.00	Co-Op
Reusable food containers	\$13.95/each	6 containers	\$83.70	Ragfinery Co-Op
Food for each event-				
Hummus	\$6.25	3 containers	\$18.75	
Gluten Free Chips	\$3.25	6 bags	\$19.50	Co-Op
Strawberries	\$3.99	6 containers	\$23.94	Co-Op
Blueberries	\$6.99	3 containers	\$20.97	Co-Op
Cuties	\$4.99	3 bags	\$14.97	Co-Op Co-Op
Brochure				
Printing	\$0.50/ double sided sheet	100	\$50.00	WWU Campus
				TOTAL: \$826.68

a. Additional funding sources: The SEJF Committee 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.

Funding Source	Status	Amount
Nash/Mathes Hall Council		
SHADO or BGK Hall Council		
Fairhaven Hall Council		

It's important to recognize that while these workshops could take place using solely hall council funds, the workshops would be at a largely decreased scale. When using hall council funds, students must go shopping for necessary materials with RAs or hall council Eboard members who are p-card trained. If our project team were to use only hall council funds for this project, there would be a far longer process of attaining multiple budget requests from all the different regions of campus, as well as get them approved by separate regions. From there, our team would need to acquire necessary materials for each event, exhausting time and resources we could be spending elsewhere. Additionally, hall councils all spend their funding differently, and many are working to put on big end of the year events which may use most of the money they have left for this school year. By going to different hall councils for funding, our team may get different amounts of funds from different regions, making our events less consistent. Due to all of this, our team would choose one region to hold an event on campus, undermining the goals of our project, as well as scale. Because all students moving off campus could benefit from gaining tools to become more sustainable after they move, it is unrealistic to show bias for one region. Therefore, while workshops could potentially take place obtaining solely hall council funds, this project would be nowhere near the scale our team desires.

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? This must be communicated to the appropriate stakeholder.

Ongoing cost	Amount	Responsible Stakeholder	Signature
N/A			

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c. 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.

Metric (<i>qualitative or quantitative</i>)	Description	Impact
Qualitative	Teaching sustainable lifestyle choices and impacting the community is hard to put into numbers, so surveys will be issued at the end of each event to understand how the community feels about the quality of our work. This survey will be completed in the form of survey monkey's QR code online form, where students can scan the code and fill out the survey any time. Groups of students may also be asked in person for feedback.	This will reveal if the quality of our events is at the standard we strived for. Surveys will also let our project team know if we educated attendees in the best, most efficient way possible.
Quantitative	Amount of people attending one event, as well as measuring demographics of people attending- ex. Major, age group, residence	This will give us information about how well we reached different audiences around campus, as well as in the community.

d. Is there any additional information about the project that you would like to share?

Our project team believes the SEJF is the appropriate source of funding for this project, not only because of efficiency and time, but because of the project's goals align directly with Western's Sustainability Action Plan, rather than hall council's. While it is important to note this event could

happen without the SEJF, it could not happen to the scale our team plans on. By choosing to be supported by solely hall council funds, our team may acquire different budgets from the different hall councils, resulting in inconsistency as well as possibility of not being able to afford all necessary materials for a successful event. By asking multiple different hall councils for funds we begin to lose the ideals we have outlined in our grant. This is not to say we do not value the input of hall councils as we are going to multiple for feedback, but their ideals do not align directly with our team's goals to represent Western's Sustainability Action Plan and the SEJF's mission. Most of the events hall councils put on are catered towards student enjoyment in the dorms, rather than having events that are sustainable or ethical. It is unrealistic for our team to be responsible for requests of every hall council, as well as combine our own ideas and input from our faculty advisor and business partner.

While it is optimal for there to be one source of funding for this particular project, our team acknowledges the amount of time and effort it would take for a SEJF staff member to go to all necessary vendors and acquire materials, and are happy to suggest alternative ideas. Our team's first choice would be to have access to a prepaid purchase card. This would allow our team to gather all materials required on our own time, and eliminate the burden for a staff member to do so. Additionally, our team would be able to get discounts on beeswax wrap materials which Wild Essentials Co. has acquired by partnerships with other local businesses. Other options include transferring money to a university department, and having our team's advisor or another staff member become responsible for spending grant funds. While this may be a good fit for some projects, our project team does not believe this is the best option, although our advisor is willing to do so if needed. The exchange of grant funds from multiple parties adds a large amount of bureaucracy to an event that should not be biased, or "gate kept". Transferring grant funds also takes more time and paperwork on everyone's part, something we have little of if we hope to reach the freshmen before they move off campus. Because this is a small grant, environmental studies faculty may be hesitant to take on the work of a grant small as ours when there are other people available to do this. Another possible option is to purchase necessary materials with our own personal funds and be reimbursed, but as we are students this is not our first choice though it is possible. Additionally, this grant's goals align with ideas and values the SEJF is striving for, such as making steps to become more ethical. In conclusion we believe the SEJF is the best source of funding for our project because this grant represents the ideas in Western's SAP, as well as the SEJF's mission.

Sustainable Action Fund Grant Program

SMALL GRANT - 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 SEJF Grant Program Manager, Johnathan Riopelle at Viking Commons Room 24 or by scanning the application and emailing it to johnathan.riopelle@wwu.edu.

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

Sustainable Action Fund Grant Program Manager, Johnathan Riopelle

High Street 22

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 received and is ready for funding review.

Comments:

Once your application is submitted, the Sustainable Action Fund Grant Program Manager and Director of Sustainability will determine funding for your SEJF Project.

Seth Vidaña, Director of Sustainability, Western Washington University

High Street 31

Phone: (360) 650-2491

Signature: _____ **Date:** _____

This signature approves funding for the project.

Comments: