



Sustainable Action Fund Grant Program

MEDIUM GRANT APPLICATION

2018-19

This application is for requests from \$5,001 up to \$35,000. For detailed application instructions and further information about the program, please refer the *Medium Grant Application Toolkit* located on our website at www.wvu.edu/sustain/programs/saf/apply/.

Submit completed application 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. Applications must be provided in both forms in order to be reviewed. Email: johnathan.riopelle@wvu.edu.

SECTION 1: Project Concept.

- a. Project Title:

WOHESC Conference Scholarships

- b. Describe your proposed project:

We propose to bring up to 20 Western students to the Washington-Oregon Higher Education Sustainability Conference, taking place March 2-4 at University of Oregon in Eugene, OR. This combined Washington-Oregon sustainability conference is the premier regional campus sustainability conference and is a great opportunity to be exposed to issues of social justice, environmental education, food security, carbon emissions and many other themes under the broad umbrella of “sustainability”. The conference is also good place for Western students to link up with other student advocates from across the state and potential employers for future internships and jobs. The conference tracks this year are: Equity and Diversity, Engagement, Academics, Operations & Facilities and Community. This year’s keynote is Jessica Black, Director of the Center for Indigenous Health, Culture and the Environment, and Associate Professor of Environmental Science at Heritage University. Once the conference is over, we propose a post-conference meet-up of all of the scholarship recipients to talk about the ideas gained from the conference. Given that student employees are able to affect a broad range of students on campus through their programs and initiatives, our priority is providing opportunities to students employees. Attendees will include up to 10 student staff from the Office of Sustainability, and 10 “at large” students through a campus-wide scholarship opportunity. Slots not filled by the Office of Sustainability will be offered up to students across campus. We will engage scholarship recipients post-conference through gathering sometime in March or April to discuss the ideas gathered from WOHESC and how we may implement them on campus.

- c. Who is the intended audience?

The direct intended audience for this grant is the students of Western, including student staff of the Office of Sustainability. The indirect audience is the students, staff, and faculty who interact with the attendees of the conference including student staff of the Office of Sustainability.

- d. How many students will be affected?

20 students will be affected directly through attending the conference. OS student staff and their programs interact with hundreds of students each quarter.

- e. How long will the project last?

The project will be complete once we have completed our post-conference conversation, sometime in March or April.

SECTION 2: Project Goals.

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

The goals of this funding request are:

- Advancing knowledge of campus sustainability initiatives at Western for student staff directly working within sustainability initiatives at Western.
- Exposing student employees to the myriad of topics under the subject of “sustainability”
- Connecting students and staff to colleagues and jobs/internship opportunities at in the Pacific NW region.

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

Students attending the conference will be able learn strategies to advance the concept and practice of sustainability at Western Washington University and connect to others in the region working on issues of sustainability at their own campus.

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

The project ties into a general goal of incorporation of new sustainability knowledge and action into Western’s sustainability activities. Project also ties into execution of Western’s Sustainability Action Plan which depends on incorporating new knowledge and strategies into the activities of sustainability-related student staff.

SECTION 3: Project Participants.

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

Team 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.

Team 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 Lead: Seth Vidana</i> | Office of Sustainability | Staff | Seth.Vidana @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. For more information, please refer to the Medium Grant Toolkit.

| Name | University Department and Position | Involvement in Project | Stakeholder signature of approval |
|--|---------------------------------------|---------------------------|--------------------------------------|
| No additional stakeholders are necessary for project completion. | | | |

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.wwu.edu/sustain/programs/saf/apply

c. Will any Associated Students clubs be involved?

| Club | Involvement in Project | Club representative signature |
|--|------------------------|-------------------------------|
| We will be advertising the scholarship opportunity to all AS social and environmental clubs. | | |

d. Each SAF 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.

| | | |
|--------------------------------|-----------------|-------------|
| SAF Project Coordinator | Initials | Date |
| | | |
| Team Lead | Initials | Date |
| Seth Vidana | SV | 11-12-19 |

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.

| Action | Purpose | Initiation | Completion |
|--|--|-------------------------------|------------|
| Advertise WOHESC scholarship opportunity across campus | To gain scholarship applications | 2/4 | 2/10 |
| Complete reservations & registration | To allow entry for student attendees | 2/11 | 2/14 |
| Leave for WOHESC | “ | 4/2 | |
| Return from WOHESC | “ | 4/4 | |
| WOHESC debrief meeting | To share lessons learned and discuss how to move ideas into implementation | Sometime in March/April, 2020 | |

- b. Where will the project be located?

Conference will take place at University of Oregon. Conference follow-up will take place at Western.

- c. Planned project completion date:

We will hold the conference follow-up meeting sometime in March.

- d. Project final report due date: 5/15/19 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 | Quantity | Cost |
|---|---------------|----------|-----------------|
| WOHESC Registration Fee | \$99 | 20 | \$1,980 |
| Meals, per diem | \$375 | 20 | \$7,500 |
| Hotel stay (two students per room, two nights) | \$109 | 20 | \$2,180 |
| Travel (via charter bus) | \$150 | 20 | \$3,000 |
| Ground transportation (taxi, scooter, etc.) | \$25 | 20 | \$500 |
| Total project budget | | | \$15,610 |
| Total of all other funding sources, listed below | | | \$0 |
| <i>Total requested funds from SAF</i> | | | \$15,610 |

- a. Additional funding sources: The SAF Committee encourages the identification of additional funding sources to augment SAF 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 |
|--|--------|--------|
| We are not seeking additional funding sources. | | |

- 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 |
|------------------|--------|-------------------------|-----------|
| No ongoing costs | | | |

- 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 |
|---|---|--|
| Number of individual sessions attended by scholarship recipients. | This will give us a sense of the breadth of learning. | The higher the number of sessions attended, the broader the learning for Western. |
| Number of attendees at post-conference conversation. | This will give us a sense of how individuals were impacted by the conference and the desire to put the ideas gleaned by the conference into action. | The higher the number of people at the post-conference conversation, potentially the higher the impact of the conference on individuals. |

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

No further info.



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MEDIUM 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 SAF Grant Program Coordinator, 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 Coordinator to review your draft proposal before submitting your application.

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 confirms that the application has been accepted for SAF committee review; it does not indicate funding approval.

Comments:

Seth Vidaña, Director of Sustainability, Western Washington University

Viking Commons, Room 25

Phone: (360) 650-2491

Signature: _____ **Date:** _____

This signature confirms that the application has been accepted for SAF committee review; it does not indicate funding approval.

Comments: