



Sustainable Action Fund Grant Program

LARGE GRANT APPLICATION 2018-19

This application is for requests over \$35,000. For detailed application instructions and further information about the program, please refer the *Large Grant Application Toolkit* located on our website at www.wvu.edu/sustain/programs/SEJF/apply/.

The large grant application completes the large grant funding request process. The large grant application approval process is competitive; all applications will be reviewed concurrently by the committee after presentations by teams, and the committee will fund those that most closely align with the SEJF mission and offer the most value to the Western community. A large grant abstract must be submitted before completing a large grant application.

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 Hall 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: Environmental Community Center

b. Describe your proposed project:

This application requests a grant to aid the kickoff and development of the Environmental Community Center (ECC) at Huxley College. The ECC is envisioned as a student-centered space, which will provide several resources such as a textbook lending library, workstations/space, a place to have or warm-up a meal, community space, and be a home-base for student organizing. Most importantly, the ECC seeks to provide a safe and culturally affirming space for students, in particular for students of color and minority groups currently underserved and underrepresented within Huxley College. The grant will help fund the development and acquisition of resources, develop a student paid-position to administer the ECC, and provide for renovation of the final facility to better accommodate the needs of students.

The student position will insure that time is dedicated to programming and community building as the foundation for the long-term success of the space. Responsibilities will include booking the space for student clubs, collecting data of all space use, and monitoring and overseeing the renovation of the space as it progresses. The position will also develop events and programming to increase student success and retention. The position will collaborate with the Environmental Justice Coordinator position to further the conversation around environmental justice and social equity at Western. The position will be scheduled for eight hours per week during the academic year, and will be initially supervised by the Huxley Diversity Recruiter and Retention Specialist.

c. Who is the intended audience?

Many students have expressed the need for a student-centered space within the college that would provide resources, a sense of belonging, and provide a home-base for student organizing and initiatives worked on by students. Incoming students are an audience as well. As new students begin their journey in Western's campus, it is important to provide spaces of identity for current and incoming students, as such spaces allow for outreach between students and faculty/staff. The ECC would be a place where anyone interested in learning about Huxley College can come in and get to meet current Huxley students and faculty, and to learn about key resources and involvement opportunities. Others who were identified as an audience are faculty and staff within Huxley and across our campus. Many faculty within Western are working and supporting students in their initiatives. Providing a space where meetings and workshops can take place will allow for more facilitated collaborations between students and faculty.

d. How many students will be affected?

Currently, Huxley College is home to about 900 students. Of which 80% are white, 0.8% Black, 0.6% American Indian/AN, 2.6% Asian, < 0.5% Native Hawaiian/PI, 8.5% two or more races, 6.4% Hispanic/Latino, and 54% Female. Each of these minority populations will be positively affected by the establishment and further development of this space. Outside of Huxley's demographics, the university has a total enrollment of about 16,000 students, with a plan to increase enrollment. As the Washington State population becomes increasingly diverse, accommodations such as this space will make Western more responsive to the needs of students.

e. How long will the project last?

The project is intended to be a permanent center. The first phase of this project is to inaugurate the final space, with a student position that will eventually be funded through Huxley College to ensure the continuity of the space after the two-year period that SEJF covers. The student position, along with Shalini Singh and the support from Huxley Administration, will ensure that the ECC continues to support students beyond the period of SEJF funding.

SECTION 2: Project Goals.

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

- To create a safe, belonging, culturally affirming space for Huxley students, in particular for Students of color and minorities historically and currently underserved and underrepresented.
- To provide key resources to facilitate student success within Huxley and the university at large.
- To facilitate and provide for student organizing, activists, leaders and to provide a home-base for all the work being done by students.

- To facilitate collaboration between faculty and students, and to create a sense of community that will represent the college as a whole, which is currently one of many issues that students have identified.
- To be a key resource among others at Western, and to be part of such a network of resources serving students across our campus.
- To create a space where sustainability and environmentalism at western can be evaluated and addressed, and where intersectionality within the environment and student identities can be explored and empowered.

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

The ECC is envisioned as a space that facilitates community development, as well as the sharing of ideas, and as a place where action can take place and be supported. Being a space within an environmental college, the ECC will provide a place sustainability and environmental justice conversations can happen, such activities can consist of presentations and workshops relating to sustainability, including speaker series and caucus spaces with speakers brought on by the Environmental Justice Minor and student-coordinator.

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

The Sustainability, Equity, & Justice Fund in its mission defines itself as “... a program that promotes sustainability by providing students with the opportunity to create and implement projects that positively impact environmental, social, health, and economic practices on our campus and in our community.” This project aligns with improving the impact in environmental, social, health, and economic practices through education via workshops and events, committee formations, fostering student leadership and organizing, as well as providing students with a home-base for their work in our campus community, such as students working to reduce food insecurity. One example of how this project aligns with the SEJF is that a food pantry is intended to be housed within this space, which would be a connection with other food pantries across our campus such as the one located in the 5th floor of the Viking Union. Hosting workshops on self-care, as well as physical and mental health, and resources across campus coming to students at ECC to promote their services. The ECC will be open to all WWU students to learn about Huxley College, sustainability and environmental justice, as well as for prospective students to learn about involvement opportunities and the environmentalist culture of Western as a whole.

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 Advisor:</i> Rebekah Paci Green	Huxley - Environmental Studies	Associate Professor	Rebekah.Paci- Green@wwu.edu
Shalini Singh	Huxley Diversity Recruiter and Retention Specialist		Shalini.Singh@ wwu.edu
<i>Team Lead:</i> Dario Castellon	Huxley - Urban Planning	Spring 2019	casteld3@wwu. edu
<i>Team Member:</i> Fajr Yousaf	Huxley- Geography Lead for 2019-2020 year	Spring 2020	yousaff@@ww u.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 Grant Toolkit.

Name	University Department and Position	Involvement in Project	Stakeholder signature of approval
Steve Hollenhorst	Huxley College Dean	Support & Space Policy	
Grace Wang	Huxley - ENV5 Chair	Support & Space Policy	
Shalini Singh	Huxley Diversity Recruiter & Retention Specialist	Support, resources, advising for students	

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 SEJF website: www.edu/sustain/programs/SEJF/apply

c. Will any Associated Students clubs be involved?

Club	Involvement in Project	Club representative signature
ESU - Environmental Student Union	Maintain use of space, hold workshops, and administer space activities in the meantime of grant approval.	

- 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
Team Lead	Initials	Date

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. This schedule is tentative, pending space approval.

Action	Purpose	Initiation	Completion
Community & Equity Committee creates hiring sub-committee for new student position	Ensuring that both faculty and students are involved in process	June	August
Student position description created	Help ECC develop communications and programing for first year centered on community building.	June	July/August
Community & Equity Committee reviews furniture purchase needs and arranges purchase with Project Lead.	Help find furniture based on student needs and input.	September	November
Student position description posted through HR	Opens up the application to any student at WWU to work on this position.	September	September
ECC Ground Breaking -Committee or Shalini Singh	Kickoff event for ECC.		October
Position closes	Gives enough time for interviews and decision by November.		October
Interviews	All month of November	November	November
Decision on Student position			December 15th

Student Position Planning and Start of tasks	Trains new student employee on work tasks		Winter 2020
Annual end of year celebration	Annual event to take place at end of Spring term. (related to Huxley BBQ in fall)		Spring 2020

b. Where will the project be located?

The current location of the space is Arntzen Hall 221 & 223, but the project will remain incomplete until a definitive determination of location is made. This determination will be made by Space Administration, in collaboration with Huxley College and all appropriate stakeholders.

c. Planned project completion date:

Spring 2021, pending final location determination.

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
Labor/Renovation contracts	Wall, Furniture, Kitchenette - Estimate based on WWU Architects (scalable*)		\$100,000
Promotion/PR	\$2,000		\$2000
Student Employee	\$15/hr ~ 66 weeks	8 hours per week	\$8,000
Food/Supplies/Materials	\$5,000		\$5,000
Total project budget			\$115,000
Total of all other funding sources, listed below			\$XXX
Total requested funds from SEJF			\$115,000

*This budget line is the high-estimate based upon the amount of space sought for the project, as provided by WWU Architects using Arntzen Hall 221 & 223, the current space, as our model. The amount is scalable, as

not all of this funding will necessarily be required. Entire budget will encumbered by SEJF program for use in final location.

- 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

Long-term funding will be considered through Huxley College, based upon the success of the initial two-year student position funded by this grant. Precedent for this model is provided by the Environmental Justice Minor Coordinator and the Outback Farm Manager, two positions that the SEJF has already funded.

- 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
PC/Printer maintenance			
Cleaning			

- 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
Check-in Form	Students check-in when entering the space.	Know how many students use space per day/week/month & what they came in for.
Lending Library	Students fill out requests for books. Keeps data on # and kind of books requested	Can tell us what book are needed the most, how many students request, and can even tell us how much students save (\$).

Surveys

Surveying on resources (evaluation), and usage by students.

How much resources are being used, and do they work? Are we leaving any students out of space?

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



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LARGE 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 Hall 22

Available by appointment

Email: johnathan.riopelle@wwu.edu

Phone: (360) 650-4501

Signature: _____ **Date:** _____

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

Comments:

Seth Vidaña, Director of Sustainability, Western Washington University

High Street Hall 31

Phone: (360) 650-2491

Signature: _____ **Date:** _____

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

Comments: