



### Medium Grant Application

The medium grant application is for requests from \$5,001 up to \$35,000. For detailed application instructions and further information about the program, please refer to the SEJF Grant Application Toolkit. Submit completed application by delivering a hard copy and emailing a scanned version (including signatures) to SEJF Manager Johnathan Riopelle at High Street Hall Room 22. Applications must be provided in both forms in order to be reviewed. Email: [johnathan.riopelle@wwu.edu](mailto:johnathan.riopelle@wwu.edu).

#### SECTION 1: Project Concept.

a. Project Title:

Ethnic Student Center Community Cabinet

b. Describe your proposed project:

This project is a 'food pantry' located within the Multicultural Center to provide easy access in the ESC communal kitchen, to target food insecurity among students who often spend all day on campus. There will be instant meals as well as bulk food items that students can cook with in the kitchen.

This project is targeted towards the many dedicated students of color frequenting the Ethnic Student Center on campus, where the majority of diversity, inclusion, and equity work is done by the unpaid labor of students of color. It is critical to support these students and their efforts whenever and wherever possible. Many of the students in the ESC spend upwards of 8 hours a day on campus and are unable to afford the overpriced and unfilling food on campus. The WELS Undergraduate Exit Survey of 2018-2019 recorded that around 71% of students reported that they cut the size of meals or skipped meals because there wasn't enough money for food, 37% of respondents indicated weight loss due to not having enough money for food, and students reported spending an average of \$200 a month on food (<https://wp.wwu.edu/oie/wels-undergraduate-exit-survey-2018-19/>). These sentiments are seen within the Ethnic Student Center as well, especially for our student leaders who do so much for their communities on top of being students and club leaders.

For the past 2 years, ESC staff have been attempting to support food insecurity in our community by providing snacks whenever possible and offering finals week breakfast, twice a quarter. The ESC does

not have the financial resources to continue to spend \$250 to grocery shop for food that has to be carefully rationed out to last the rest of the quarter. We often hear that many food insecure students depend on the food when it is out and have commented that when the food we put out is available, it is the only consistent meal they have been able to access during the day. Providing ready to go meals and food that is able to be cooked in the MCC kitchen will continue to help support giving students access to food in an environment they already feel comfortable in. This project will seek to accomplish three main goals:

1. Provide ESC Students with easily accessible food in an environment without judgement; students will not be restricted or questioned on the food they take, when they take it, or attest to their need for food.
  - a. The new Community Cabinet will be used to emphasize the importance of food equity in our community and avoid pre-existing stigma associated with the word food pantry.
  - b. The Community Cabinet will join forces with the WHOLE to provide accessible food on campus. Overflow food from the Community Cabinet that is canned, boxed, etc and not a ready meal will be placed in the 5th floor VU WHOLE location when possible for increased storage. The Community Cabinet/WHOLE collaboration will be joined together by a strong commitment to achieving food equity for students and will be developed further over the coming months with joint meetings between SAIRC and ESC staff.
2. To have a large enough budget to not financially burden the ESC as a student activities office while continuing to support basic student needs with continuous, sustainable access to food without rationing our limited supply.
3. To best serve students of color disproportionately affected by food insecurity on campus, to limit food inequity, and to better the overall health and well being of students.

**c. Who is the intended audience?**

The intended audience for this project is low income, food insecure Students of Color in the Ethnic Student Center. Many of these students are club leaders who spend much of their day in the MCC socially, doing their homework here, eating their meals and snacks here, cooking, hosting club meetings and events all within the MCC. Many of these students will spend over 12 hours on campus, meaning they'd have to bring upwards of 3 meals to campus, or pay for food through eateries on campus through Aramark which is often costly and unfulfilling, or go throughout the day without eating. Access to the cabinet will be available to all students who enter the Multicultural Center, and will not be monitored. The ease of access of having the Community Cabinet in the MCC kitchen comes with many benefits like the access to a refrigerator and freezer space and plenty of cabinet space to store perishables that the other food pantries are unable to hold. Being in a kitchen space also allows students to be able to cook/microwave the food right away in that space. This project will provide access to food in an already pre-existing safe and comfortable environment.

**d. How many students will be directly affected?**

Roughly 150 students. This number is the amount of students that typically frequent the Multicultural Center kitchen and social space in a week. This number is variable and varies if events take place in the MCC but can easily be as high as 300 students during a high traffic week such as midterms or finals.

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

To alleviate food insecurity for students of color in an accessible, safe environment where students already feel comfortable utilizing the services and can utilize easy access to food without the stigma that comes with many other need based programs.

**SECTION 2: Project Alignment.**

**a. How will your project positively impact the four pillars of sustainability at Western?**

This project will positively impact three out of the four pillars of sustainability at Western by upholding social equity, creating economic vitality and promoting human health. By providing free access to food without judgement, the Community Cabinet will be positioned to provide food to some of the most involved students on campus which will promote social equity. This cabinet is to target low income students and will help provide them with food to ease economic issues in their lives and create economic vitality. Lastly, access to food is a critical part of human health and having filling meals and healthy access to food to make it through the day is essential to promoting human health.

**b. How does your project align with Western's Sustainable Action Plan and other campus sustainability goals or initiatives? Please reference specific SAP initiatives.**

This project aligns with Western's Sustainable Action Plan by incorporating the often left out components of sustainability such as equity, environmental justice, social justice. WWU Ethnic Student Center welcomes the recentering of equity and social justice in Western's commitment to sustainability and this project engages with the newly beginning conversations about redefining sustainability. This project connects with "goal 2: Western's culture and community engagement efforts reflect a strong commitment to sustainability". This project also aligns with WWU's Strategic Goal #5, to serve as a model for institutional effectiveness, innovation, diversity, and sustainability, by supporting efforts of sustainability and diversity through access to a food pantry targeted for a diverse population.

**The United Nations has developed seventeen sustainable development goals (SDGs) to transform our world:**

- 1. No Poverty**
- 2. Zero Hunger**
- 3. Good Health and Well-being**
4. Quality Education
5. Gender Equality
6. Clean Water and Sanitation
7. Affordable and Clean Energy
8. Decent Work and Economic Growth
9. Industry, Innovation and Infrastructure
- 10. Reduced Inequality**
11. Sustainable Cities and Communities
12. Responsible Consumption and Production

- 13. Climate Action
- 14. Life Below Water
- 15. Life on Land
- 16. Peace and Justice Strong Institutions
- 17. Partnerships to achieve the Goal

**How does your project align with the United Nations' Sustainable Development Goals?**

Providing students who often struggle with food insecurity with free and easily accessible food means students are able to perform better, focus more, go to class and work and not be hungry. Food is a human right and essential for students to survive not only in life but to thrive in university. Equipping the ESC with a food pantry is part of the Ethnic Student Center's commitment to reducing inequality, zero hunger, and good health and well being by supporting the lives of students of color to the highest degree.

- d. **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</i> or <i>quantitative</i> )	Description
Quantitative	QR code located on cabinet for (optional) survey for feedback; survey would be compiled and reviewed quarterly. QR code surveys will be ongoing and will offer participants a chance to win a \$50 FredMeyer gift card each quarter. The gift card will be an incentive for students to fill out the survey as it is enough to supplement 1-2 weeks of groceries for an individual student.
Quantitative	(currently ongoing, will continue) Daily photos of the Community Cabinet to track how fast food is taken, how much needs to be replaced and what items are most needed in the kitchen; this will be referenced and evaluated every time food needs to be restocked.

**SECTION 3: Project Participants.**

- a. **Team Information: A team should consist of two to five individuals, including the team 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. The advisor should also be able to provide

**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.

**Financial Agent:** The project must have a budget authority to manage funds for all purchases.



Name	Department/School Students provide major/minor	Position: Faculty/staff/student Students provide expected graduation quarter/year	Western email address	Initial to verify agreement
<i>Team Advisor:</i>	Moya Lojewski	Staff	moya.lojewski@wwu.edu	ML
<i>Team Lead:</i>	Daniela Tierra	Student/Summer 2020	tierrad@wwu.edu	DT
<i>Financial Agent:</i>				

**b. Project Stakeholders**

Does your project involve labor, include involvement, or require permission from organizations, departments, or individuals on campus? These project partners are your stakeholders. All stakeholders must provide a signature of approval for this project. For more information, please refer to the SEJF Grant Toolkit.

Key questions to identify your potential stakeholders:

- Who will impact or be impacted by implementation of the project?
- What financial or emotional interest do they have in the project, positive or negative?
- What information will they want, and what is the best way of communicating with them?
- What is their current opinion of your proposal? Is it based on accurate information?
- Who influences their opinions generally, and who influences their opinion of you? Do some of these influencers therefore become important stakeholders in their own right?
- Who else might be influenced by their opinion? Are these individuals also stakeholders?
- If they aren't likely to be amenable, what will win them around to support your project?
- If you are not able to win their support, how will you manage their opposition?

Stakeholder Name	University Department and Position	Involvement in Project	Stakeholder signature of approval
Ethnic Student Center	Associated Students	Initiator of project, will maintain community cabinet	
SAIRC	Associated Students	Collaborate with SAIRC's WHOLE program	

*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.wvu.edu/sustain/programs/saf/apply](http://www.wvu.edu/sustain/programs/saf/apply)*

**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
Implementation of bi-weekly Grocery Shopping to stock pantry. One large trip will take place monthly for staples at Smart Foodservice, and biweekly shopping will be at Fred Meyer and will take place for perishable items that can not be bought in bulk due to storage	To provide consistent access to a fully stocked pantry	Spring Quarter 2020	Ongoing
Implementation of committee to manage Community Cabinet	To distribute the workload of grocery shopping, stocking, making grocery lists, answering questions,	Spring Quarter 2020	Winter Quarter 2021

	becoming educated on food insecurity, conducted research		
Community Cabinet becomes part of the WHOLE locations	To promote consistency and accessibility within the AS, to avoid confusion about two similar pantries and instead unite them	Spring Quarter 2020	Winter Quarter 2021
Quarterly research and analysis conducted	To track the progress and use of the Community Cabinet	Spring Quarter 2020	ongoing
SEJF Funds run out		Winter Quarter 2023	Spring Quarter 2023



b. Where will the project be located?



The top two photos show the cabinet and ESC freezer on October 1, 2019 and the bottom 2 show the cabinet on October 3, 2019. This is photographed to show how heavily utilized the ESC is as a food source when food becomes available. There was no online or pre-existing advertisement to tell students there was food available, only a sign created on the day of stating the food was available to any student who needed it.

This project will be located on the 7th floor of the Viking Union, in the Multicultural Center Kitchen and Social Space cabinets. Due to limited physical storage for food in the cabinets, excess food (for restocking purposes) will be placed in the 5th floor of the Viking Union in the other currently existing food pantry, the Western Hub of Living Essentials (WHOLE) as well as in storage in the 5th floor Viking Union ‘cages’ aka storage units for the ESC. These are currently being used primarily for event supplies for annual events that we do not often use but there is plenty of available space to store non-perishable food.

**c. Planned project completion date:**

**Spring 2023**

**SECTION 5: Project Budget.**

- e. 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. The SEJF Program 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.**

*Example of a future grocery trip:*


Budget item (Staple Foods)	Cost per Item	Quantity	Cost
Mashed Potato Cups	\$1.25	20	\$25.00
Frozen Burritos	\$3.00	4	\$12.00
Uncrustables	\$7.50	4	\$30.00
Dry Pasta	\$2.00	3	\$6.00
Pasta Sauce	\$3.00	4	\$12.00
Instant Oatmeal	\$1.25	20	\$25.00
Instant Rice	\$2.50	10	\$25.00
Instant Ramen	\$0.50	30	\$15.00
<b>Total project budget</b>			<b>\$150</b>

**Total Budget**

Budget item	Cost	Frequenc y	Cost
Grocery staples (listed above)	\$150	54	\$8,100
Seasonal/Perishables Produce	\$150	54	\$8,100
Van Rental or Parking/Gas	\$30	54	\$1,620
\$50 Fred Meyer Gift Card	\$50	9	\$450
<b>Total project budget for three years</b>			<b>\$18,270</b>
<b>Cost/academic year</b>			<b>\$6,090</b>
<b>Total requested funds from SEJF</b>			<b>\$18,270</b>

The Community Cabinet will require \$6090/yr to operate. For this project, we will accept the full amount or accept funding for each year, on a recurring basis until the funds are paid out.

- f. 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
\$1850/quarter	\$5,550yr	Ethnic Student Center	

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

Perishable/Seasonal Produce budget will be allocated to providing fresh, nutritious food to students as well as an additional budget for providing food based on continuous student feedback on what they need in the cabinet.

The support of this project is crucial to supporting students of color on this campus. Having a safe, welcome environment is a huge part of the community building we try to accomplish in the ESC and much of that cannot be accomplished if students do not consistently have their basic needs met.

SMALL GRANT APPLICATION  
PROPOSAL REVIEW PROCESS

Once your project proposal is complete, it must be signed and delivered to the SEJF Manager, Johnathan Riopelle, at High Street Hall Room 22. Please also email application to [johnathan.riopelle@wwu.edu](mailto:johnathan.riopelle@wwu.edu).

Please set an appointment with the SEJF Manager to review your draft proposal before submitting your application. You will not need to meet with Seth Vidaña, Director of Sustainability.

Johnathan Riopelle, Sustainability, Equity, & Justice Fund Manager, Western Washington University  
High Street Hall Room 22  
Available by appointment  
Email: [johnathan.riopelle@wwu.edu](mailto:johnathan.riopelle@wwu.edu)  
Phone: (360) 650-4501



Signature: \_\_\_\_\_

Date: 2/18/2020

*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.*

Once your application is submitted, the Sustainability, Equity, & Justice Fund Program team will determine funding for your project. The Director of Sustainability will then review the team's assessment.

Seth Vidaña, Director of Sustainability, Western Washington University  
High Street Hall Room 22  
Phone: (360) 650-2491

Signature: \_\_\_\_\_

Date:

*This signature approves funding for the project.*

Comments: