



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.

SECTION 1: Project Concept.

a. Project Title: Sustenance for a Resilient WWU

b. Describe your proposed project:

This project is designed to increase food access and educate about sustainable food systems. We are seeking this funding in response to the challenges presented by COVID-19, specifically. These distributive means of provisions and education will be diverse in order to overcome barriers to access. The avenues will include: 1) the purchase of food items for WHOLE Pantry to distribute via pop-up food pantries, 2) food gift cards for students who do not have access to campus, and 3) a free farmers market. Each distribution will include information flyers with recipes and quick facts about the food items.

Numbers one and two, above, have already been piloted, but require additional funding to continue through the spring quarter. There are university-vetted processes for those items in place, but funding is the limiting factor to their success. These systems have been initiated by the Students in Need Working Group that is currently focused on food security, led by Leti Romo in collaboration between Western's Office of Financial Aid, Western Hub of Living Essentials (WHOLE) Pantry, Associated Students, Off-Campus Living, the Western Foundation, Western Success Scholars program, Dining Services, and Residence Life.

As part of this process, students in need are directed to a website housed within the Office of Student Life (<https://wp.wwu.edu/officeofstudentlife/covid-19-student-assistance/>) that encourages them to fill out this survey (https://www.az1.qualtrics.com/jfe/form/SV_85F4Qt5BIqgx56B) with their needs (housing, food, financial, technology, other). Approximately twenty-five students have filled out this form expressing food needs. When students request food assistance, they are directed to pop-up pantries, offered meal swipes within the dining hall, or provided with grocery gift cards, depending on their circumstances (access to campus, for

example). It is important that we continue to have resources to offer students when they fill out the form expressing food needs. While some students have filled out the form, there are likely some students who will not fill out the form, but are food insecure, and would benefit from various food distribution mechanisms.

For the first pop-up pantry, 140 food kits were distributed, paid for by the Students in Need Working Group. Dining Services assembled the meal kits, transported them to the distribution location, and assisted in the distribution. The pop-up pantry was open from noon until 4:00 p.m. The kits were distributed by WHOLE Pantry and Outback Farm staff, who wore masks and practiced social distancing and safe-handling procedures. Students showed their Western ID to get access to the service. They were also allowed to pick-up a kit for housemates. The event went smoothly, and students expressed gratitude. Increased demand is predicted as the word gets out about the opportunity.

Moving forward, Dining Services is willing to continue to assemble the meal kits, transport them, and assist in the distribution. The pop-up pantry first happened in Fairhaven College next to the dining hall but will be moved to Viking Commons moving forward. This new location has been vetted, and procedures identified by key personnel for its use. While student ID is required to utilize this service, user information is not recorded; this decreases shaming that may be experienced by students and therefore maximizes access and effectiveness.

For the gift card distribution, the process is managed by Renee Gayden, Office Assistant for the Dean of Student Life, and all gift cards are provided online. Enrolled students will be allowed to request a \$50 gift card through the Office of Student Life survey to provide for basic needs during the COVID-19 crisis. Students may request and receive a gift card every two weeks for the duration of the crisis or until funding has been depleted. This is a valuable alternative for students who have moved outside of Bellingham, and for individuals who cannot make the current pop-up pantry or dining hall times. The gift cards will, however, be provided to any student who requests one, regardless of location.

The third means of distribution, the free farmers market, has not been utilized in the current academic year. It will be modeled on the proven systems of Viking Supported Agriculture, the Bellingham Farmer's Market, and the WWU pop-up pantry. The Office of Sustainability has agreements with six farms in the local area who are providing food for faculty, students, and staff who sign up for the Community Supported Agriculture programs. We will need to set up similar agreements for one-time food delivery days. As modeled at the Bellingham Farmers Market, produce will be bundled so that students can grab bags without touching anything other than their produce.

As soon as funding is secured, there will be one food pantry per week, and one produce pickup per week. Depending on WWU staff availability and farmer ability to drop-off produce, these pick-ups may or may not happen on the same day each week.

c. Who is the intended audience?

The target audience is enrolled Western students who are having trouble obtaining food to sustain themselves right now. However, any enrolled student will be eligible to receive this food. Food insecurity can be hard to define and may look different for different individuals. Thus, we will not use a formula that excludes any current students. Students are encouraged to identify their own need and take advantage of the services.

d. How many students will be directly affected?

It is uncertain whether there will be significant repeat customers for these services, and data collection will be done in a way to not require the identification of unique individuals. It is therefore difficult to project the number of individuals who utilize the three distribution channels. Additionally, the impact of the provisions will extend beyond the students who receive them, as it is expected that students will share with friends and family

members. Having stated this, this project projects to provide close to 2,500 kits, gift cards, and produce pick-ups worth of food.

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

The goals are to 1) feed hungry students, and 2) increase education on healthy, local, and sustainable foods. The outcomes include:

- a) Students are able to be more present in their coursework
- b) Students feel healthier
- c) Students feel cared for
- d) Students have an increased level of knowledge and understanding about our food systems

SECTION 2: Project Alignment.

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

- 1) Protects local and global ecology: individuals cannot care for the planet until they have cared for themselves! Also, where possible, we will purchase food that is good for the environment.
- 2) Upholds social equity: food should be a basic right. This project prioritizes feeding students who are struggling with food access.
- 3) Creates economic vitality: where possible, we will support local farmers and vendors, which is a key component for supporting our local economy (pop-up items, farmer's market)
- 4) Maintains human health: everyone should have access to food to sustain themselves. During uncertain times, this project helps people maintain health through access to food.

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

- Goal 3 from Dining Services Chapter: "Provide resources and opportunities for the campus and community to increase understanding and engage in sustainable food practices."
 - "Objective 3.3: Explore funding options to offset increased costs to students as UDS works to meet Real Food Challenge and other local and regional food commitments beginning in 2017."

With money being a particularly acute barrier for food access during COVID-19, this project is one way to make real food more accessible to students in need. Further, the flyers that will be distributed in association with food will provide avenues for learning more about sustainable food systems (recipes, information about local farmers providing food, etc.).

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

- | | |
|-------------------------------|-------------------------------|
| 1. No Poverty | 4. Quality Education |
| 2. Zero Hunger | 5. Gender Equality |
| 3. Good Health and Well-being | 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?

While many of the SDGs apply, tangentially, the highlighted goals above are linked most directly. Increasing food access on Western’s campus is one way to reduce poverty, hunger, and inequality. Also, if we can increase food access while also supporting sustainable systems within our local communities, we will have more sustainable and thriving communities.

- 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 or quantitative</i>)	Description
Number of meals provided	The number of kits, gift cards, and produce distributed will all be tracked by staff administering each of these systems/pick-ups. The types and quantities of food purchased will also be tracked to understand who we are supporting with purchases, and what kind of environmental practices are supported through purchases.
Feedback from survey (link shared at all food distribution events)	We will encourage folks to fill out an anonymous survey that asks about impact of receiving food.
Dollars provided to local and sustainable farms/businesses	All purchases made by Dining Services and ESS will be tracked to determine how many dollars we keep locally, and how many dollars support sustainable sources (using Real Food Challenge definition of sustainable, and Dining Services definition).

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	Position: Faculty/staff/student Students provide expected graduation quarter/year	Western email address	Initial to verify agreement
<i>Team Advisor</i>	Leti Romo	AS Equity and Identity Resource Centers Assistant Director	Leti.romo@wwu.edu	
<i>Team Lead:</i>	Lindsey MacDonald	Office of Sustainability, Interim Director	lindsey.macdonald@wwu.edu	LM
<i>Team Membe</i>	Lorrie Bortuzzo	Western Success Scholar’s Program	lorrie.bortuzzo@wwu.edu	
<i>Team Membe</i>	Terri Kempton	Outback Farm Manager	kemptot@wwu.edu	
<i>Team Membe r:</i>	Karen Deysher	Coordinator for Student Advocacy and Identity Resource Centers	deyshek@wwu.edu	
<i>Team Membe</i>	Julia Burns	Office of Off Campus Living Manager	burnsj21@wwu.edu	
<i>Team Membe</i>	Christian Urcia	Student Life Assistant Director	urciac@wwu.edu	
<i>Team Membe</i>	Emily Gerhardt	ASVP for Student Services	gerhare2@wwu.edu	
<i>Team Membe</i>	Renee Gayden	Student Life Office Assistant	Renee.gayden@wwu.edu	
<i>Financi al</i>	Leti Romo	AS Equity and Identity Resource Centers Assistant	Leti.romo@wwu.edu	

- 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
Steve Wadsworth	Dining Services	Purchasing food for pop up pantries at wholesale rate, then providing receipts for sustainability/local food tracking.	
Lindsey MacDonald	Office of Sustainability	Collect, synthesize, house, and distribute data from all aspects of project	

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. Please ask your project coordinator for this form.

SECTION 4: Project Timeline.

- 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
Pop-up Pantry	Food access on campus	ASAP: spring quarter on a weekly basis.	When funds run out (summer or fall)
Gift Cards	Food for folks who cannot access campus	Ongoing as soon as funding available.	When funds run out (summer or fall)
Free Farmer's Market	Fresh produce to students	ASAP: spring quarter on a weekly basis	When funds run out (summer or fall)
Food information fliers	Food education	As soon as grant is approved,	End of spring quarter

		materials will be developed.	
Data collection for food security	To understand the student food security issue and its relation to the COVID-19 crisis.	Once distribution commences	Upon closure of distribution channels
Data synthesis and distribution	Office of Sustainability will report to the SEJF Program on successes, challenges, and best practices revealed by data	Summer 2020	Fall 2020

b. Where will the project be located?

Pop-up pantry and free farmer's market will be located in the Viking Commons. The gift cards will all be handled online. Data will be housed in the Office of Sustainability.

c. Planned project completion date:

All will be complete by the end of fall quarter, 2020, but possibly much sooner if demand is high.

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.

Budget item	Cost per Item	Quantity	Cost
WHOLE Pantry food items (\$1500/event, which each serves 150 students)	\$1500	8	\$12,000
Gift cards	\$50	50	\$2,500
Free farmers market	\$1500	8	\$12,000
Print materials	\$150	1	\$150
Total project budget			\$26,650
Additional funding source	Status	Amount	
Viking Supported Agriculture Donations	Pledged by VSA subscribers (currently setting up donation mechanism with Western's Foundation). Will purchase additional food if this funding comes through.	~\$750	
Total of all other funding sources			\$750
Total requested funds from SEJF			\$26,650

- 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
N/A			

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



**MEDIUM GRANT APPLICATION
PROPOSAL REVIEW PROCESS**

Please set an appointment with the SEJF Manager to review your drafted proposal. Once your project proposal is complete, it must be signed and delivered to the SEJF Manager, Johnathan Riopelle, at High Street Hall Room 22, and also emailed application to johnathan.riopelle@wwu.edu. You will not need to meet with Seth Vidaña, Director of Sustainability.

Completed medium grants applications are presented to the SEJF Committee for consideration. The SEJF Manager will provide you with dates and information for your presentation once your application is complete and submitted.

Johnathan Riopelle, Sustainability, Equity, & Justice Fund Manager, Western Washington University

High Street Hall Room 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.

Brian Burton, Associate Vice President for Academic Affairs , Western Washington University

Phone: (360) 650-3389

Signature: _____ **Date:** _____

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

Comments: