Grant Application

The SEJF grant application is for all fund requests. Please fill out the application completely, creating and utilizing additional space as appropriate. Supplementary documents may be added in the appendix at the end of the document.

Each grant team is assigned a project coordinator; this individual will collaborate with the project team and provide feedback and insight on the application. For detailed application instructions, please refer to the *SEJF Grant Application Toolkit* on Canvas or ask a program representative directly.

Submit your completed application by emailing a scanned version (including signatures) to SEJF Manager Johnathan Riopelle. Applications must be signed by your advisor, all members of the project team, and all stakeholders in order to be reviewed. Email: johnathan.riopelle@wwu.edu.

Application Level: Please determine the amount of funding you will require and check the appropriate box:

X   Small Grant: Up to $5,000. Applications of this size will be reviewed by the SEJF Manager and the Interim Director of the Office of Sustainability. Small grants may be approved, declined, or sent to the SEJF Committee for consideration.

- Medium Grant: Between $5,001 and $35,000. Applications of this size will be reviewed by the SEJF Manager and the Interim Director of the Office of Sustainability for alignment and completeness and then provided to the SEJF Committee. The committee will review the grant, receive your presentation, and approve or decline the funding request.

- Large Grant: Over $35,000. To request funding at the level, you must already have submitted and received approval of your grant abstract. Please attach your approved abstract to the end of this application. Applications of this size will be reviewed by the SEJF Manager and the Interim Director of the Office of Sustainability for alignment and completeness and then provided to the SEJF Committee. The committee will review the grant, receive your presentation, and approve or decline the funding request.

SECTION 1: Project Concept.

a. Project Title: Music Department Sustainability and Inclusion Plan for Student Assessment and Performance

b. Statement of Purpose (This is a synopsis of the project that can serve as a one-minute elevator speech):

This project serves two purposes:
1. To support the transition from the current paper-based system for applied music assessments to a fully paperless system using the Jury System
2. To support equity and inclusion in the music curriculum with the purchase of new ensemble literature for the choir, bands, and orchestras by BIPOC composers.

c. Describe your proposed project in detail:

Purpose 1: The Jury System
All students taking applied lessons through the department of music must do a performance assessment at the end of the quarter. Performance majors do the assessment each quarter and Bachelor of Arts and Music Education majors twice a year. The current system is paper-based. Students who participate in the jury must:
- sign up for a jury time on a sheet posted on a board in the PAC.
- fill out a hard-copy jury/repertoire sheet and make multiple copies for faculty to write comments
- make multiple copies of sheet music for the faculty who are assessing the jury

After the jury performance, the paper jury/repertoire sheets and copies of sheet music are returned to students.

With a subscription to the Jury System, the process would become paperless. Students would sign up for a jury time online, fill out their jury repertoire sheet online, and upload a PDF copy of their sheet music. Faculty would be able to view the student's jury form and type in comments during the student's performance. The process would become faster, easier and less stressful for all concerned by integrating all aspects of the jury process into a single online application. Students would no longer be required to make photo copies of their jury forms and sheet music, a process that will be more difficult on campus with the elimination of coin-operated photocopy machines next year. Students will be able to scan their sheet music to a USB drive for free using the copier in the music library.

Purpose 2: Equity and Inclusion for performing ensembles
Our current ensemble performance library for band, choir, orchestra, jazz and chamber ensembles contains music primarily written in the nineteenth and twentieth centuries and does not include a wide representation of women and BIPOC composers. The department would like to make the performance curriculum more equitable and inclusive by programming works written by women and BIPOC composers. This grant will allow the department to purchase new scores and parts for the performance ensembles.

d. Who is the intended audience?

The intended audience for the Jury System would be all students enrolled in applied music lesson in the Music Department and would include music minors and non-music majors as well as music majors.

The intended audience for the updated ensemble performance repertoire would include both the students performing the new repertoire as well as students, faculty, and the public that attend the performances.

e. How many students will be directly affected?

There are approximately 260 students enrolled in applied lessons each year that would use the Jury system. The performance ensembles are open to all students on campus and have approximately 400 students participating throughout the year.

SECTION 2: Project Outcomes.

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

The goals of the Jury System subscription include:
- Reducing costs for students by eliminating photocopying.
- Eliminating unnecessary paper and photocopies
- Reducing stress for students by providing an easy, streamlined system for the assessment.
- Organizing assessment documents in one place for easy reference by students and faculty

The goals for the ensemble library update include:
- Providing students a performance experience that includes music written by composers from diverse backgrounds.
- Presenting music of women and BIPOC composers for public performance on campus.
- Provide students an opportunity to perform music written by living composers that reflects and amplifies the current times.

   b. How will your project positively impact the four pillars of sustainability at Western?
      1. Create economic vitality:

Providing students with a richer musical experience performing a more diverse repertoire making them a more attractive candidate after they graduate. The cost savings of the Jury system will contribute to the financial well-being of students.

      2. Promote human health:

The Jury System will streamline the jury process and reduce stress and contribute to the emotional well-being of students.
Enhancing the music library will generate representation with the performance repertoire which will contribute to the emotional well-being of students participating in ensembles.

      3. Protect local and global ecology:

The jury system will reduce paper waste and student vehicle travel to print and copy documents for their jury.

      4. Uphold social equity:

The Jury System will reduce barriers created by an arduous process with jury forms and copies of sheet music. The enhance library resources of music written by BIPOC composers will allow access to a diverse and representative library for non-BIPOC students.

   c. SEJF projects must align with Western's Sustainable Action Plan (SAP). Please determine how it advances one or more of the ten SAP chapters. For information on the SAP, please refer to the Canvas site, the SEJF Toolkit, or ask your program coordinator. The ten SAP chapters are:
      1. Built Environment

2. Campus & Community Engagement
3. **Curriculum and Research**
4. Dining Services
5. Grounds
6. Investments
7. Procurement
8. Student Life
9. Transportation
10. **Waste**

Primary chapter of alignment: **#3 Curriculum and Research and #10 Waste**

Explanation: **Curriculum enhancement by adding a more diverse and rich body of repertoire for students to play and sing; reducing waste by eliminating photocopies of jury forms and sheet music.**

d. The United Nations has developed seventeen sustainable development goals (SDGs) to transform our world. These goals address the full spectrum of sustainability. When we work locally to transform our community, we are in league with people around the globe striving to create a more just society. The UN's seventeen SDGs are:

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

Please list and explain the three United Nations' Sustainable Development Goals that your project primarily addresses.

1. #4, The addition of more diverse repertoire into the performing ensembles will enhance the quality of education for our students. The jury system will allow immediate feedback for students about their jury performance when the feedback is most helpful.

2. #10, Eliminating photocopies of jury forms and sheet music for student juries will reduce financial barriers for students who must pay for the copies from their own personal funds. Scanning of music can be done in the Music Library copier for no cost.

3. #12, Eliminating photocopies of jury forms and sheet music for student juries will reduce consumption.

e. 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 project, and all data must be provided to the SEJF Program upon completion of the project.

Metric	Description	How and when will you collect it?
Number of students	The total number of students participating in juries and using the Jury	The total number of students will be collected at the end of

	participating in juries		System during the two academic years of the pilot project: 2021-2023.		the spring quarter in 2022 and 2023.
	Number of new works added to the ensemble performance libraries during the project period, 2021-2023.		The total number of scores purchased by the department and added to the performance libraries.		The Music Office staff will collect data when the music is purchased.
	The number of public performances of music purchased through this project.		We will track the number of performances of the new repertoire and ensure that the new music is performed and not just added to the library. Success will be measured in how many scores that were purchased are actually performed		At the end of each quarter, the music office student staff will collect information from the ensemble directors about the repertoire purchased through this project.

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.

Restructure and Transform Task Force

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.

Patrick Roulet, Department Chair

Financial Agent: The project must have a budget authority to manage funds for all purchases. Should funds require transfer, this individual will have to provide a FAST Index and Activity Code to the SEJF Manager.

Program Coordinator: A member of the SEJF team will serve as the primary contact for the program and committee.

Name	Department/School	Position: Faculty/staff/student	Western email address	Signature to verify

	Students provide major/minor	*Students provide expected graduation quarter/year*		agreement
Team Advisor:	RTTF Task Force	Faculty/	Patrick.roulet@wwu.edu	
Team Lead:	Patrick Roulet	Faculty	Patrick.roulet@wwu.edu	
Team Member:	Christopher Bianco	Faculty	Christopher.bianco@wwu.edu	
Team Member:	Lucas Senger	Faculty	sengerl@wwu.edu	
Team Member:				
Financial Agent:	Heather Dalberg	Staff	Heather.Dalberg@wwu.edu	
For fund transfers FAST Index: Activity Code:				
Program Coordinator:	Johnathan Riopelle			

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. Include all activities that will occur both before and after funding approval, Insert additional rows as necessary.

Action	Purpose	Initiation	Completion
Free Trial Period for Jury System Software	To see if the system is viable and would work at WWU	Fall Quarter, 2020	Fall Quarter, 2020
Subscribe to Jury System	Continue testing effectiveness with piano, percussion, and woodwind students and faculty for winter quarter juries; identify bugs to be fixed before full roll out.	Winter Quarter, 2021	Winter Quarter, 2021
Train faculty and students in the system and expand roll out to other areas of department	Work out bugs from winter quarter.	Spring Quarter, 2021	Spring Quarter, 2021
Ensemble directors for band, choir, and orchestra research repertoire by BIPOC composers	To create a list of music to order for the ensemble library	April, 2021	May, 2021

Do an inventory of current sheet music in the ensemble libraries	To organize current literature and clear out music that is incomplete or no longer usable to create room for new repertoire in the library.	Spring Quarter, 2021	Fall Quarter, 2021
Order new repertoire for ensembles	To provide new literature for directors as they select repertoire for the 2021-22 academic year.	May, 2021	June, 2021
Catalog new repertoire and add to the instrumental ensemble library	To ensure that directors have a record of what ensemble literature is now available.	Summer, 2021	Fall, 2021
Band, orchestra, and choir directors program newly acquired repertoire for all student ensembles.	To provide students with meaningful performance literature that represents a diverse group of BIPOC composers.	Fall, 2021	Ongoing
Jury System used for all juries in all areas of the department	To provide a 2-year testing period to see if the software is working as needed for our students.	Fall, 2021	Spring, 2023

    b.   Where will the project be located?

The ensemble library is housed in PA 29.

    c.   Planned project completion date:

The acquisition, cataloging and organization of new repertoire will be completed by December, 2021 but the performance of the new repertoire will be ongoing with no completion date.

    d.   Who will the project owner be upon completion? This individual, office, or department is a stakeholder—see next section.

The Music department would be the owner of the new ensemble repertoire.

SECTION 5: 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.

    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
Music Faculty	Music Department Faculty	Users of the Jury System for end of quarter juries	
Music Students in applied lessons	Music Department students	Users of the jury system	
Ensemble Directors	Music Department	They will program and direct students in performances of the new literature	
Students in performing ensembles- majors and non-majors	Music Department	Students participating in the ensembles will learn and perform this new repertoire	

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 6: Project Budget.

f. 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
Jury System single signer set-up	$450	1	$450
Jury System one-year subscription (2021-2022)	$400	1	$400
Jury System one-year subscription	$400	1	$400
Ensemble Music Purchase w/shipping & handling	$3,750	1	$3,750
Total project budget			$5,000

Additional funding source	Status		Amount
Total of all other funding sources			
Total requested funds from SEJF			

g. 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/year	Responsible Stakeholder	Signature
New ensemble music purchase by BIPOC composers	$3,000	Patrick Roulet, Music Department Chair	Patrick Roulet (electronic signature
Jury System subscription	$400	Patrick Roulet, Music Department Chair	Patrick Roulet (electronic signature)

SECTION 6: Appendices.

Provide any additional documents, references, or information here. For large grants, attach the approved abstract in its entirety at the end of this document. When possible, provide documents rather than URLs.

MUSIC JURIES LLC

dba

The Jury-System

INVOICE
#2021-05

901-454-5034
sales@jury-system.com

3229 Executive Hills Rd.
Las Cruces, NM 88011
901-454-5034

Department of Music
Western Washington University
516 High Street
Bellingham, WA 98225

Date: 2/11/21

Description: Initial setup and subscription to The Jury-System™

Description	Quantity	Unit Price	Cost
Setup fee for site with Single Sign-On	1	$ 450	$ 450
One year subscription to The Jury-System with Single Sign-On	1	$ 400	$ 400
		Subtotal	$ 850
		Total	$ 850

Thank you for your interest in The Jury-System. ACH details available on request, or a check should be made payable to Music Juries LLC. Payment can also be made by credit or debit card at https://jury-system.com

GRANT APPLICATION
PROPOSAL REVIEW PROCESS

Please set an appointment with the SEJF Manager to review your drafted proposal. Once your project proposal is complete, sign and deliver it to the SEJF Manager, Johnathan Riopelle, via email: johnathan.riopelle@wwu.edu.

Completed medium and large 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

Signature: _____   Date: _____

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

Lindsey MacDonald
Interim Director of the Office of Sustainability, Western Washington University

Signature: _____   Date: _____

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

Comments: