



**Grant Application
2022-2023**

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

*Note: if you are requesting a large grant (over \$35,000) you must first submit a Large Grant Abstract. Abstracts must be reviewed and approved by the Sustainability Engagement Institute Director before a final application can be submitted. Ask a program representative for a copy of the Large Grant Abstract template.

Each grant team is assigned an SEJF project coordinator; this individual will collaborate with the project team and provide feedback and insight on the application. Teams are expected to meet on a regular basis with their SEJF project coordinator.

The research and writing components required for this application take, at minimum, a month to complete. Last-minute requests may not be accepted. For detailed application instructions, please refer to the *SEJF Grant Application Toolkit* or ask your project coordinator.

Submit your completed application by emailing a scanned version (including signatures) to the SEJF Grant Program Coordinator, Zinta Lucans. Applications must be signed by your advisor, all members of the project team, and all stakeholders in order for them to be reviewed. Email: lucansz@wwu.edu.

Application Level: Determine the amount of funding you will require and check or highlight the appropriate category:

X	Small Grant: Up to \$5,000. Applications of this size will be reviewed by the Sustainability Institute Director. 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 Sustainability Institute Director 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 Sustainability Institute Director 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: Professional Development for Urban Planning Students: Presenting & Networking at the WA American Planning Association (APA) Conference
- b. Statement of Purpose: Attend the WA APA Annual Conference to present on WWU's engagement with communities in Washington state to increase their climate resilience through comprehensive plan updates, to network with professional planners, and to share conference experiences and insights with the WWU community following the event.
- c. Describe your proposed project in detail:

There are two parts to the project:

1. Attend the WA APA Conference:

Attend and present at the WA APA conference being held in Vancouver, WA October 11-13. Dr. Tammi Laninga and Lindsey MacDonald, Associate Director of WWU's Sustainability Engagement Institute, along with several students, have been invited to present a session at the conference titled "Building Community Resilience: Comprehensive Plan Recommendations for Climate Mitigation & Adaptation." In the session, we will share case studies from class projects where we have worked with communities to integrate climate policies into comprehensive plans to enhance community resilience and sustainability.

**note: Requested funding will cover only Dr. Laninga's travel and attendance to the conference, along with the students'. Lindsey MacDonald's travel and attendance will be covered by alternative funding.*

2. Host conference Share Out Seminar for WWU students:

Host a Share Out Seminar, in conjunction with the Western Urban Planners student club, to share experiences and insights from the WA APA conference with students in the College of the Environment and the larger WWU community. Give lessons learned on conference etiquette and networking and share insights about the planning profession gleaned from sessions and informal interactions.

- d. Who is the intended audience? The primary audience are UPSD students who will attend the conference. The secondary audience are those at WWU who attend our share out seminar where we provide highlights from the conference and share insights learned from our session and others that we attend.
- e. How does this project directly impact the Western student community? How many students will be affected? Students who attend the WA APA conference (6-8 students) will be directly impacted by gaining professional presentation experience, networking with professionals in their chosen career field, and by learning new and innovative planning strategies for addressing complex and contemporary issues in urban planning. Up to 9 students will attend the conference. Another 20-30 students could attend the Share Out seminar that is hosted by the Western Urban Planners student club.

SECTION 2: Project Outcomes.

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

There are two primary goals for the project:

- Provide professional development opportunities for urban planning students by attending and presenting at a state-wide conference attended by professional planners.

- Extend the professional development experience and lessons learned with the boarder WWU community by sharing the ideas and excitement from the conference with those not able to attend.

b. How will your project positively support the four pillars of sustainability at Western?

1. Create economic vitality: The presentation at the WA APA Conference will showcase how communities can incorporate climate change policies into their comprehensive plans. By adopting climate mitigation and adaptation policies, communities can enhance their sustainability and resilience, which are key to economic vitality.
2. Promote human health: If communities incorporate climate adaptation and mitigation strategies into their comprehensive plans, as suggested and illustrated by our presentation, this could result in reduced GHG emissions, increased community walkability, proactive hazard mitigation and reduction efforts and more. These actions would promote human health.
3. Protect local and global ecology: Much of the policies associated with climate change adaptation and mitigation, such as building outside of flood plains and riparian habitats, reducing GHG emissions and increasing use and reliance on renewable energy will result in local and global ecological restoration and protection.
4. Uphold social equity: Climate change impacts are exacerbating social inequalities and disproportionately impacting low income and underrepresented communities. Adopting climate change policies in comprehensive plans is a first step in taking action to amend, revise and reform land use regulations that will redress historic inequities and promote social equity.

c. How will your project positively 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 Sustainability Engagement Institute’s website (sustain@wwu.edu) 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: Campus & Community Engagement: Objective 2.5

Explanation: Presenting at a regional professional conference will “ensure Western representation is present at formal and informal public meetings” to share and promote sustainability practices and opportunities (Strategy 2.5.1, p. 16).

Additional chapter(s) of alignment, if applicable: Student Life: Goal 2

Explanation: Attending the conference and hosting a share out seminar at Western afterward is an example of “structured community and campus-based co-curricular learning experiences, [where] students gain knowledge

and insight of sustainability in practice” (Goal 2, p. 23). By attending conference sessions, students will learn how professional planners apply principles of sustainability and resilience in their plans and programs.

d. How will your project address the UN Sustainable Development Goals (SDGs)? *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 | 10. Reduced Inequality |
| 2. Zero Hunger | 11. Sustainable Cities and Communities |
| 3. Good Health and Well-being | 12. Responsible Consumption and Production |
| 4. Quality Education | 13. Climate Action |
| 5. Gender Equality | 14. Life Below Water |
| 6. Clean Water and Sanitation | 15. Life on Land |
| 7. Affordable and Clean Energy | 16. Peace and Justice Strong Institutions |
| 8. Decent Work and Economic Growth | 17. Partnerships to Achieve the Goal |
| 9. Industry, Innovation, and Infrastructure | |

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

1. Quality Education: Students will prepare and present slides to a professional planning audience. They will also be able to attend other sessions, learning about innovative solutions to complex issues facing the profession in several areas. Students will also have the experience of hosting a share out seminar at WWU where they provide professional development tips learned from attending a professional conference.

2. Climate Action: A critical step in taking real action toward climate mitigation and adaptation in communities is through policy reform and revision. Students will share their research and recommendations for climate friendly policies that can be incorporated into comprehensive plans that could result in more resilient and adaptable places.

3. Sustainable Cities and Communities: Students attending the conference will learn about strategies and tools that cities can use to address a wide range of planning issues including housing access and equitable transportation and learn how they can become advocates for policy reforms in their communities.

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

Metric	Description	How and when will you collect it?
Conference Attendance @ WA APA	Number of students that attend & present at the conference Number of people who attend our conference session	Direct Count
Feedback from session audience @ WA APA	Input received from people that attend our conference presentation	Written notes from the comments/questions section of the presentation Written feedback from conference organizers based on session feedback forms
Share Out Seminar @ WWU	Number of students that attend workshop/seminar after the conference at WWU	Sign-in Sheet

SECTION 3: Project Participants.





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

Project Advisor (Faculty or Staff) Student proposals must include a staff or faculty advisor. The role of the advisor is to assist and guide the team during the development, implementation, and post-implementation stages of the proposal process.

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 someone with 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: <i>Students provide major/minor</i>	Position: Faculty/staff/student; <i>Students provide expected graduation quarter/year</i>	Western email address	Signature to verify agreement
<i>Team Advisor:</i>	Dr. Tammi Laninga	Faculty	Laningt@wwu.edu	
<i>Team Lead:</i>	Vivien Coop	UPSD Student	coopv@wwu.edu	
<i>Team Member:</i>	Gil Gepte	UPSD Student	gepteg@wwu.edu	
<i>Financial Agent:</i>	Diane Knutson	UEPP Department, Admin Services Manager	Diane.Knutson@wwu.edu	
For fund transfers	Diane Knutson			
Program Coordinator:	Zinta Lucans	SEJF Program Coordinator	lucansz@wwu.edu	Zinta Lucans

SECTION 4: Project Timeline.

- a. Describe how your project will progress, both before and after the approval of your proposal. Outline all tasks that are required to complete the project, including all the means in which you will promote the project on campus, in the table below. Insert additional rows, as necessary.

Action	Purpose	Initiation	Completion
Attend WA APA Conference	Present, Network, Learn	Oct 12	Oct 13
Host Share Out Seminar @ WWU	Share with other students about new and innovative planning strategies for addressing complex and contemporary issues in urban planning.	Fall 2022 – exact date TBD	Fall 2022

- b. When is the planned project completion date? December 2022
- c. When will final metrics and a final report be submitted to the SEJF Program? *This should be completed no later than one month after the project completion date.*

SECTION 5: Project Stakeholders.

- a. Does your project involve labor/participation or require permission from organizations, departments, or individuals on campus? Who will be impacted if this proposal is implemented? All stakeholders must provide a signature of approval for this project.

Stakeholder Name	University Department and Position	Involvement in Project	Stakeholder signature of approval
N/A			

- b. Who will be the project owner upon completion of the project? Which individual/office/department will take over the project? This owner should also be listed as a stakeholder. N/A
- c. Does your project propose a temporary or permanent facility or property modification? N/A

If so, is a Project Owner Form attached to the appendix of this application? *Please ask your project coordinator for this form.*

SECTION 6: Project Budget.

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
Lodging	\$395/night	2	\$790
Travel (carpooling)	\$0.625 x 254 miles x 2 (RT)	3	\$952.5
Registration (faculty – Dr. Tammi Laninga)	\$405	1	\$405
Registration (student)	\$100	8	\$800
Per Diem	\$74/pp x 2 days	9	\$1332
Total project budget			\$4,279.50

Additional funding source(s), if applicable	Status	Amount
Total of all other funding sources		
Total requested funds from SEJF		

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
N/A			

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.

WA APA Conference Abstract

WA APA Session - Fall 2022

Vancouver, WA

October 11-13, 2022

Title: Building Community Resilience: Comprehensive Plan Recommendations for Climate Mitigation & Adaptation

Our session falls squarely into the "Advancing Climate Change Resiliency" theme by highlighting how communities can adopt climate change policy into their comprehensive plans to plan for greater resilience.

The 2022 Washington Legislature failed to pass legislation that would have amended the Growth Management Act to require communities to integrate climate change policies into their comprehensive plans. However, communities all across Washington are facing the effects of climate change in multiple forms from more intense storms, increased risks of flood, more intense wildfires, persistent droughts and more. The American Planning Association's 2020 *Climate Change Policy Guide* has many recommendations for climate change policies that communities could be adopting.

Over the last two years, students in Western Washington University's urban planning program have worked with smaller jurisdictions to recommend mitigation and adaptation strategies for their comprehensive plans. Their work has been supported by WWU's Sustainable Communities Partnership (SCP) Office, Whatcom County, members of Resilient Methow, and Washington's Department of Commerce. The ultimate goal is to help communities be more resilient and adaptable to changing climate conditions in ways that are acceptable and supported by community members.

In this session, students and faculty in WWU's urban planning program and staff from SCP will share:

- 1) case studies where we made climate mitigation and adaptation policy recommendations for different comprehensive plan elements
- 2) how we worked with communities to understand what policy recommendations would be most acceptable to their constituents, and
- 3) our methods for reviewing, identifying and recommending policies.

Our work has taken place with communities in Whatcom and Okanogan counties, but it is transferable to other jurisdictions, who can learn how to integrate similar types of climate friendly language into their own comp plans.



**GRANT APPLICATION
PROPOSAL REVIEW PROCESS**

Please arrange a meeting with Zinta Lucans, SEJF Program Coordinator for the Sustainability Engagement Institute, to review your drafted proposal. Once your project proposal is complete, sign and deliver it via email to: lucansz@wwu.edu.

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

Zinta Lucans
SEJF Program Coordinator, Sustainability Engagement Institute, Western Washington University

Signature: _____ Zinta Lucans _____ Date: 9/26/2022

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

Grace Wang
Director, Sustainability Engagement Institute, Western Washington University

Signature: _____ Grace Wang _____ Date: 09/27/2022

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