



**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](mailto:lucansz@wwu.edu).

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

	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.
x	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:** Attending the American Planning Association (APA) National Conference 2023
- b. **Statement of Purpose:** The WWU Urban Planning Club aims to bring awareness to the following goals on a local and national level:
  - climate change adaptation and resilience
  - environmental sustainability
  - housing affordability, accessibility, and diversity

These goals are best represented in sustainable cities and communities. Western is a small university, and students are only exposed to what our university and this region can expose us to; however, traveling to the American Planning Association (APA) national conference expands our perspectives and gives us opportunities we wouldn't otherwise have. We will bring professional experience back to Bellingham and improve the Urban Planning program at Western for the economic and environmental vitality of the university. We aim to promote wellbeing and uphold social justice.

- c. **Describe your proposed project in detail:** Urban Planning Club members aspire to present several posters – representative of several projects relating to environmental sustainability and urban planning – at the APA National Conference in Philadelphia, Pennsylvania (April 1 – April 4, 2023) that will highlight the following topics:
  - **Project #1, Climate Change Mitigation and Adaptation Language:** The goal of this project is to assist municipalities with integrating climate change mitigation and adaptation language into their community's comprehensive plans and municipal ordinances. This project provides methods for small governments to outline sustainable goals and policies while avoiding controversial language. With this project, small government will have access to a template with goals and policies that strive to provide multimodal transportation access, reducing suburban sprawl through avoiding minimum lot size requirements, and other land use improvements that simultaneously reduce greenhouse gas emissions and reduce harmful environmental impacts.
  - **Project #2, Housing Needs Assessments:** This project will detail the relevant steps and importance of completing a Housing Needs Assessment. While not required of many counties, this assessment is an essential component in the Comprehensive Planning process for cities and counties across the nation.
  - **Project #3, An Indigenous Worldview on Climate Change Adaptation:** Indigenous nations are leading the global climate change adaptation movement with adaptation strategies informed by Indigenous traditional ecological knowledge and Indigenous worldviews. This project asks and answers two primary questions: What are our missing plans, and what are our plans missing? In other words, this project delves into the need for climate change-specific plans and the adaptation strategies from Indigenous worldviews that must be included in climate change-specific plans.
- d. **Who is the intended audience?** The Urban Planning Club is the intended audience for this grant. The club consists of, on average, about 20 undergraduate student attendees and 2 graduate students. Additionally, there are 6 officers who oversee club event planning, communications, and social media.
- e. **How does this project directly impact the Western student community? How many students will be affected?** Twenty students in the Urban and Environmental Planning & Policy (UEPP) Department will benefit from the opportunity to engage with professional planners from across the nation. Students will have an opportunity to educate government officials and planning professionals on the importance of a deep analysis of environmental policy, climate change adaptation, and housing needs in their community. Students attending the conference will have opportunities to share their experience with the greater WWU community after returning from the

conference, bringing attention to the UEPP department and the several degree programs offered to students interested in Urban Planning.

## SECTION 2: Project Outcomes.

- a. **What are the goals and desired outcomes of your project?** The primary goal for this project is to expose Urban Planning students to professional development opportunities through presenting their work at a national conference of professional planners. A desired outcome through attending this conference is to provide students with an opportunity to network and connect with professional planners across the nation. A second goal is to share the professional development experience through attendance of the National APA Conference with students, faculty, and staff of the WWU community through an event following the conference.
- b. **How will your project positively support the four pillars of sustainability at Western?**
  1. **Create economic vitality:** The projects presented at the APA National Conference will showcase how communities can improve upon climate change and housing policies in their comprehensive plans. By adopting climate mitigation policies, climate adaptation policies, and housing needs assessments, communities can enhance their sustainability and resilience, which are key to economic vitality.
  2. **Promote human health:** Protecting and improving human health is an interdisciplinary task. Climate change action and language as well as housing equity and accessibility are interdisciplinary approaches to safeguarding and promoting human health. Urban planning as a field is interdisciplinary in nature, and a national conference for urban planning is a shining opportunity to address human health in both the students' projects and the multitude of other projects at the conference. Altogether the projects presented at the conference aim to promote human health from a wide array of disciplinary lenses.
  3. **Protect the environment:** Many 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 are aimed to protect the environment. Urban development will always come into contact with the environment. After learning about climate change adaptation and mitigation strategies that protect the built and natural environment at the conference, Urban Planning students can help advise future development on WWU's campus to protect the environment, as there will continue to be new buildings and development on campus in the future.
  4. **Uphold social equity:** Climate change impacts are exacerbating social inequalities and disproportionately impacting low income and underrepresented communities. Adopting climate change-related 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. This project would uphold social equity because this project provides networking opportunities to students who might not otherwise have the resources or opportunity to travel to the National APA conference.
- 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**

Presenting at the APA National 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). In addition to presenting projects at the conference, students will submit posters to WWU’s Scholar’s Week to share with the WWU community about sustainable urban development topics.

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

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.

**Additional chapter(s) of alignment, if applicable: Built Environment**

Presenting and watching presentations at the APA National Conference can better inform students on strategies to help “reduce the carbon intensity of university energy supply sources and achieve 100% net university carbon reduction” (Goal 1, p. 30). Students can then bring back those strategies to share with WWU students and faculty and improve WWU’s carbon footprint in the future. Urban Planning as a field is fundamentally interdisciplinary in nature. Therefore, students can learn about methods to achieve carbon reduction and net neutrality in the built environment from an engineering lens, social justice lens, and environmental lens.

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                                     | <b>11. Sustainable Cities and Communities</b> |
| 3. Good Health and Well-being                      | 12. Responsible Consumption and Production    |
| <b>4. Quality Education</b>                        | <b>13. Climate Action</b>                     |
| 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          |
| <b>9. Industry, Innovation, and Infrastructure</b> |   |

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

1. **Quality Education:** Urban Planning students will have the opportunity to attend sessions presented by professional planners from across the nation. Sessions will provide students with a new learning environment that addresses complex problems throughout the planning profession (transportation, housing, etc.) through creative, innovative, and sustainable methods. Students attending the conference will create and present a

project on assisting municipalities and small governments with drafting Housing Needs Assessments and Updating Comprehensive Plans with Climate Mitigation and Adaptation language. Following the conference, students will share about their experience of leading an APA session through hosting a share out seminar at WWU where students provide professional development tips learned from attending a national, professional planning conference.

2. **Industry, Innovation, and Infrastructure:** Students attending the conference will learn in APA sessions how to implement and plan for resilient infrastructure in their communities. Learning from professional planners what their experiences are in their jurisdictions and what innovative designs have been developed throughout the nation. This will give students a unique opportunity to take sustainable, creative ideas used by other planners and create them in communities/towns/cities they work in.
3. **Sustainable Cities and Communities:** Urban Planning students attending the conference will learn sustainable methods and strategies that professional planners from across the Nation are using to address complicated planning issues such as access to housing and expanding equitable/multimodal transportation. Attending these sessions will allow for students to learn how they can use these strategies to improve policy and planning in their communities.
4. **Climate Action:** Two of the projects that the Urban Planning students aim to present at the APA National Conference are wholly fixated on climate change impacts, adaptation, and resiliency. Not only are all Urban Planning students able to learn more about climate action from their peers' projects, but, given climate change's heightened future impacts, students can also learn about climate action from a plethora of climate related professional projects. Climate action is becoming increasingly inseparable from urban planning and community development; the projects and presentations in the 2023 APA National Conference reflect this.

- 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?
Individual Post-Conference Questionnaire	Students who attended and/or presented at the APA National Conference will be answering an “Individual Post-Conference Questionnaire” that records what experiences they had, what hard and soft skills they worked on at the conference, and their personal review of their successes at the conference.	The “Individual Post-Conference Questionnaire” will be completed when the APA National Conference ends. This questionnaire will also help the students prepare for what they will share about the conference during the “Post-Conference Symposium.”
A Post-Conference Symposium	Students who attended and presented at the APA National Conference will have a symposium-style “share-out” to review the successes and areas of improvement regarding their projects and experiences at the conference. The audience for this symposium is intended to be Urban Planning students who did not attend the conference, Urban Planning faculty, and any other WWU students and staff who wish to attend. Attendees will be tracked as a metric to evaluate project success.	This “Post-Conference Symposium” will be held during Spring Quarter at one of the WWU Urban Planning Club weekly meetings.
Posters at WWU’s Scholars Week 2023	Students who attend and present projects at the APA conference will also submit posters to the WWU Scholars Week and convey to the greater Western student population urban planning projects and how to practice sustainability in a professional realm. The number of individuals that students present/talk with during the Scholar Week event will be tracked as a metric of to measure the project’s success.	The WWU Scholars Week will be held from May 15-19th, 2023. Students will submit project proposals and present these during the event.
Impact of Individual Student Participation	Twenty participating students will be directly impacted by the opportunity to attend the conference. Participants will have the opportunity to attend a total of 13 different conference sessions over four days, on topics including: <i>Climate Emergency, Health Equity and Nature, Housing Affordability Availability and Accessibility, Political Shifts and Polarization, and Population Diversity and Inclusive Design, and others.</i>	The success of this metric will be collected at the time of conference attendance. Students’ notes and knowledge gained from this participation will be used to develop ongoing academic work, as well as presentations for the Post-Conference Symposium, and Posers for WWU Scholar’s Week.

### SECTION 3: Project Participants.



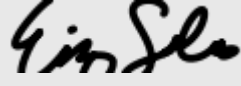
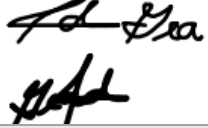



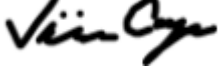
Team Information: A team should consist of two to five individuals, including the team advisor.

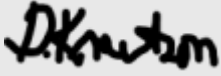
Project Advisor (Faculty or Staff) Student proposals must include a staff or faculty advisor. The role of the advisor is to assist and guide the team during the development, implementation, and post-implementation stages of the proposal process.

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	Laninat@wwu.edu	
<i>Team Lead:</i>	Jasmine Fast (Senior)	UPSD Student	Fastj2@wwu.edu	
<i>Team Member:</i>	Emily Salcedo (Senior)	UPSD Student	salcede2@wwu.edu	
<i>Team Member:</i>	Gil Oswald Zhaxael T. Gepte (Senior)	UPSD Student	gepteg@wwu.edu	
<i>Team Member:</i>	Aysha Nygren (Senior)	UPSD Student	nygrena2@wwu.edu	
<i>Team Member:</i>	Kayla Nygren (Senior)	UPSD Student	nygrenk2@wwu.edu	
<i>Team Member:</i>	Julian Medina-Schroeder (Senior)	UPSD Student	medinaj4@wwu.edu	
<i>Team Member:</i>	Vivien Coop (Senior)	UPSD Student	viviencoop@outlook.com	

<i>Financial Agent:</i>	Diane Knutson	UEPP Department, Admin Services Manager	knutsod3@wwu.edu	
For fund transfers  <i>FAST Index:</i>  <i>Activity Code:</i>	<i>Diane Knutson will supply this information upon approval of the proposal.</i>			
<b>Program Coordinator:</b>	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
<b>Planning Club meeting brainstorming</b>	Collaborate to form project ideas to present at the conference	12/07/22	03/31/2023 (Projects and their corresponding posters will be finalized before the conference begins)
<b>APA Conference Registration</b>	Register all students and faculty planning to attend the conference.	01/20/2023	01/20/2023
<b>Logistics Planning</b>	For all students and faculty attending the conference, hotel rooms and flights must be booked and purchased.	1/25/2023	If this grant application is approved, all hotels and flights will be booked and purchased.
<b>Transportation Planning</b>	For all students and faculty attending the conference, transportation must be planned to transport everyone: <ul style="list-style-type: none"> <li>• From Bellingham to the SeaTac Airport in Washington</li> <li>• Around Philadelphia during the conference</li> <li>• From the SeaTac Airport to Bellingham</li> </ul>	01/20/2023	01/23/2023 Completed
<b>Poster Drafting</b>	All students who are going to present a poster at the APA National Conference must draft their posters and submit them to the American Planning Association event organizers.	01/04/2023	03/31/2023 (Posters will be finalized before the conference begins)

- b. When is the planned project completion date?

The first portion of the project will be completed on April 4th, when the conference officially ends, and all students and faculty return to Bellingham. The second section of the project will be completed on April 12th

after a share out session is conducted by students attending the conference.

- 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.***

The final metrics and final report will be submitted to the SEJF Program by May 10th. The final phase of the 10 project is the Post-Conference Symposium, which is set to take place on April 12th during the Wednesday weekly WWU Urban Planning Club meeting. One month after the Post-Conference Symposium is May 10th.

**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.**

The Urban & Environmental Planning & Policy department within the College of the Environment

- c. **Does your project propose a temporary or permanent facility or property modification?**

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

n/a

**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
Per diem - Full day (4 days)	\$79.00 per day	20*4	\$6,320
Departure Flight from Seattle to Philadelphia (Alaska Airlines) 3/31 7:45 AM (SEA) - 3:50 PM (PHL)	\$700 roundtrip	20	\$14,000
Return Flight from Philadelphia to Seattle (Alaska Airlines) 4/04 5:15 PM (PHL) - 8:17 (SEA)			
Lodging - Philadelphia Marriot (4 students/room + 1 faculty/room) March 31 – April 4 = 5 nights * (close estimate) *	\$1,932.00 per room	5	\$9,660.00
Conference Registration tickets - Student	\$135 per student	20	\$2,700
Conference Registration - Faculty	\$785 per faculty	1	\$785
Incidental expenses (if needed)	\$10 per person	21*4	\$840
<b>Total project budget</b>			<b>\$34,305.00</b>

Additional funding source(s), if applicable	Status	Amount
n/a	-	-
<b>Total of all other funding sources</b>		-
<b>Total requested funds from SEJF</b>		<b>\$34,305.00</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/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.

Website for the 2023 National Planning Conference in Philadelphia: <https://www.planning.org/conference/>

Here are additional details, based on likely questions:

- Submissions for poster topics have not yet been opened. The project team will be meeting with Dr. Tammi Laninga to discuss this process in more detail, since she is an active American Planning Association member and understands the finer details of submitting poster proposals.
- Who gets to go to the conference? There has been a lot of interest from members of the Urban Planning club; since space is limited, priority will be given to Seniors and graduate students who will not have an opportunity to attend the national conference as students next year.
- Traveling by plane is heavy on carbon emissions, especially for such a large group; how can we make this project more sustainable on that front? This is being addressed. We are thinking of participating in volunteering events, such as a work party with the Outback Farm or Inspiration Farm.
- There is an online option for this conference. Why do we think it's worth traveling across the country – i.e., what will we get in person that we cannot get online? By going in person, we're able to provide students the experience of a professional networking opportunity with seasoned planning experts from across the nation. Following several years of conferences paused due to the pandemic, we feel it is extremely important to get our Planning students the in-person experience that has been lacking in our academic environment for years. Planning is such a unique field, there is no "one size fits all". The opportunity for our students to speak to other planning professionals about our experience planning in our community is much more impactful in-person. An online zoom option for networking such as this is not nearly as impactful, and many professionals are not available to have one-on-one zoom meetings with students.



**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](mailto: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.

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

Signature: \_\_\_\_\_ **Zinta Lucans** \_\_\_\_\_ Date: 01/25/2023

*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: \_\_\_\_\_ Date: \_\_\_\_\_

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