

SAF Annual Proposal Form

Question 1. * (Indicates a required field)

Proposing Group

(i.e. Career Services, Sustainability Club, Campus Events Board, etc.)

Sustainability Office

Question 2. *

Department/Organization

(i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)

Facilities Services

Question 3. *

Contact Person

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

Alexa Russo

Question 4. *

Contact Email

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

arusso45@uw.edu

Question 5. *

Contact Phone

Please include the phone number of the contact person. This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

425.260.9506

Question 6. *

Faculty/Staff Member

Please discuss your request with a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) before submitting your request and include the name and title (i.e. John Smith, Club Adviser) of that individual. **IMPORTANT: This person will also be listed as the budget owner.**

Cassie Lubenow, Sustainability Coordinator

Question 7. *

Faculty/Staff Member Email

Please provide the email of the faculty or staff member you discussed your request with. **Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation.**

clubenow@uw.edu

Question 8. *

Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding. How does your proposal support the 21C initiatives?

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives:

<http://www.uwb.edu/21stcentury>

The main goal of the fund would be to promote sustainability on campus, through stewardship and collaboration among a diverse variety of disciplines and backgrounds. The fund would support a student position working on sustainability projects, as well as a budget allocation that any students could apply for to use for their own campus sustainability projects.

UW Bothell includes sustainability as one of the 7 priority areas of the campus 21st Century Initiative and defines the priority as developing environmental and human sustainability as a signature initiative. Key goals to realize this as a priority include:

- *To gain national distinction for leadership, scholarship and teaching in sustainability issues.*
- *Promote community partnerships in sustainability activities, including collaboration with Cascadia Community College and UW Seattle.*
- *Build on interdisciplinary and cross-programmatic studies and research in environmental and human sustainability.*
- *Value the development of sustainable and healthy human communities.*
- *Promote a green campus, with the wetlands as a centerpiece, to embody sustainability and serve as a research and teaching laboratory.*

This request would directly support this priority area of the 21st Century Initiative, and allow students to be a primary driver on campus towards achieving this priority. While the campus has made important achievements working towards sustainability, there is currently no funding source dedicated specifically for this purpose and funding is often a limiting factor in moving forward with sustainability projects.

This fund would open a channel for students to directly work towards campus sustainability through projects that are important to them. We believe that students possess the innovation and collective influence to champion sustainability both on campus and in the community. Through creating a community of sustainably invested individuals, we can inspire others to steward their own projects and actions toward a more prosperous future.

We hope to fund a diverse selection of project types, seeking innovative ideas and inventive ways of developing these projects, as well as actively engaging and interacting with the campus community on a daily basis. Projects can fund anything from events promoting environmental justice to purchasing improved recycling and composting infrastructure. This fund would allow for students to make decisions on projects they are vested in, as well as gain experience in sustainability-related work, and in the project management process of developing and seeing projects of this scope through. This fund will provide students with the ability of seeing their funding go toward something that they are concerned and passionate about, as it will be centered on student interest and decisions.

Question 9. *

Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service. Explicitly describe how does this program directly and indirectly benefit our community campus?
- If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, please provide that information here.

At a time when addressing environmental and social issues is increasingly important, this fund is critical to the continued establishment and development of sustainability on campus. This fund will allow for students to play an active role in the planning and implementation of sustainability focused

projects, encouraging students to champion their own sustainability-centered ideas. With the limited and competing resources and interests on campus, having a dedicated fund for which to focus our efforts and priorities toward sustainability is crucial to advancing sustainability on campus. Students have the power to drive change and this fund will provide the necessary resources to make revolutionary change happen, instead of simply taking a backseat and relying on administration to do it for them. The projects that are supported by this fund will provide students with valuable experience to take into their future jobs, including planning projects and events, working with a budget, and experience in the field of sustainability. The success of this fund will have not been measured before on this campus, as it is an original proposed fund at UW Bothell.

Question 10. *

New Request or Previously Funded

Has this request been funded in the past? If yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations.

New Request

Question 11. *

Estimate number of students that will benefit from your proposed program/service.

In 200 words or less, please do the following:

- Indicate the benefits of your proposed program for students.
- Estimate how many currently enrolled students will likely benefit from your proposed service or program.
- Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

Through this fund, all students will be provided with the opportunity to steward their own projects around sustainability, with the chance to gain experience in green practices and valuable job skills to take into future careers. The projects supported by this fund will provide students with experience in planning projects and events, budget management, and in the field of sustainability. Students will also benefit from participating in events and initiatives, allowing for this pool of money to impact a wider student audience. Student project proposals will be considered against criteria; including campus community benefit, and initiatives that benefit the larger student body and other campus stakeholders. This fund will create a space for students to harness their passions for sustainability while actively impacting both the campus and the earth.

The benefits of sustainability are not simply limited to a group of people or a public entity. These benefits extend beyond our reach to the non-human species; the crows, the bees, all organisms will benefit from a more sustainable world through the projects that we initiate on campus. We have the ability to be an example for other universities of a successful fund and sustainable campus. This fund

will allow UW Bothell to make progress towards the 21st Century Initiative's goal of gaining national distinction for sustainability.

Question 12. *

How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would you track how the event/program/service went? How would you track how successful it was and what you could change in the future?

There will be various factors taken into consideration when assessing the success of the fund. Aspects such as student engagement, positive environmental and social impacts, and project implementation will be important indicators of the success of this program. To track student engagement, we will consider the number of people that attend and participate in each event. For environmental and social impacts we will use metrics developed by the Association for the Advancement of Sustainability in Higher Education (AASHE) and look to peer institutions for best measurement practices for each project. Tracking the project success will vary based on the type of project, there are various factors to be considered, such as total positive environmental and social impacts or avoided negative impacts, student reach, benefit to students and campus community, and budget and time feasibility.

AASHE is a reputable sustainability association with a university reporting protocol that many universities (including ours) submit to, outlining and scoring the sustainability components that we have on campus. This protocol, which ranks Universities on sustainability in the United States and Canada, contains sections that ask about student engagement, participation and governance relating to sustainability by students. This protocol can be used as a tool to assess the success of the program.

Question 13.

Additional Information

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

Question 14.

Salary/Wages

Describe the funds you are requesting in detail below. Benefits will be calculated on the spreadsheet accordingly. Please detail the number of positions, hours per week/salary, salary, etc. If there are differences or distinctions in positions, please explain. Please show your math; for example: (1 student working X# hours per week at \$X per hour for X weeks).

Through the funding we receive, we plan to hire one student to run the fund. This student will be paid \$15/hour and will work up to 19 hours a week during the academic year (30 weeks which will total to \$8,550). This student will oversee an allocated budget amount dedicated to planning events, and the student will play a key role in the fund allocation decisions, dissemination of money. \$8,590 of the remaining funds will be allocated for funding projects, and the lasting \$2,500 will be held for programming and events. Students will be eligible to apply for funding to go toward projects and initiatives that advance campus sustainability. The decisions on which projects to approve or deny will be made by the Chancellor's Advisory Committee on Environmental Sustainability. This committee meets monthly and is open to participation by students, staff, and faculty.

(1 student working 19 hours a week at \$15/hour for 30 weeks)

Question 15.

Programming/Events

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. Please put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

We are asking for a total of \$20,000 to go toward hiring a student, event programming, and funding student projects.

Question 16.

Facilities Rentals/Set-Ups

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up. If you need assistance with estimated costs, please speak to a staff/faculty member. Please put total dollar amount of facilities in the bottom of this box and on the spreadsheet.

N/A

Question 17.

Printing & Photocopying

Describe the funds you are requesting in detail below.

Please put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.

N/A

Question 18.

Office Supplies

Describe the funds you are requesting in detail below.

Please put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.

N/A

Question 19.

Food/Refreshments

Describe the funds you are requesting in detail.

Please review the food policy/food form for the University policies before submitting your request at the following link:

[http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-\(1\).pdf](http://www.uwb.edu/getattachment/food/food-approval-form-and-cover-(1).pdf)

Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.

If there is a food-related event then we will use project funds to cover the cost

Question 20.

Equipment Rentals/Purchase

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

Please put the total dollar amount of equipment rentals/purchase in the bottom of this box and on the spreadsheet.

Any equipment rentals or purchasing will be taken care of through the events budget.

If there is an event that needs this we will use project funds to cover the cost

Question 21.

Transportation

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put total dollar amount of transportation in the bottom of this box and on the spreadsheet.

N/A

Question 22.

Meals and Lodging for Travel

Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at them following link: <http://www.gsa.gov/portal/category/21287>

Please note that hotel bookings are typically done through the University.

Please put the total dollar amount of meals and lodging in the bottom of this box and on the spreadsheet.

N/A

Question 23.

Operations

Describe the funds you are requesting in detail below.

Please put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet.

Phone lines should be calculated at \$10 per line per month.

<https://itconnect.uw.edu/service/campus-telephone-services/>

N/A

Question 24.

Other

Please include any other expenses that don't fall under any of the above categories in detail. Please distinguish between "training" and "professional development" dollars here. Please put the total dollar amount of other in the bottom of this box and on the spreadsheet.

N/A

Question 25. *

Total Amount Requested

Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.

\$20,000

Question 26. *

Terms and Conditions

By submitting this application, you are agreeing to the terms and conditions below:

- I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentaffairs/safc/safbylaws>
- I understand that once submitted, adjustments cannot be made to the total amount requested above.
- I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 3, 2017 and Friday, February 10, 2017. Someone from my group will be available to attend a brief hearing scheduled during that time frame.