

Campus Sustainability Fund Spring 2022 Annual Grant Proposal Application

Thank you for your interest in the new Campus Sustainability Fund! This application form may be used to apply for Spring 2022 Annual Grant funding in amounts from \$5,001 - \$100,000 through 5 PM on March 31st, 2022. Only applications that include thorough and thoughtful responses will be considered. Incomplete proposals will not be reviewed.

Please review our Spring 2022 grant information, including our eligibility and evaluation criteria here: sustainability.arizona.edu/csf

Please have a completed budget sheet ready to submit before starting this application. The template can be found here: <https://arizona.box.com/s/23d2mtihkkrx95c42luhk4k5omtqrwt>. After opening the link, click "Download" at the top right corner and it will download as an Excel Sheet.

All character limitations within this proposal include spaces.

For approved projects to receive funding, the project's department must have a STDFEE account as CSF funding can only be transferred to another STDFEE account. If your project's department does not have a STDFEE account set up, we recommend that it be a 265XXXX account. Although not required, we encourage you to use the same range to match the Sustainability Fee account: 2657605. Approved proposals will also be required to complete the Campus Sustainability Fund's Letter of Agreement before funding is dispersed where more details on this will be provided to the Fiscal Officer.

All funding must be used by the end of fiscal year 2023 (June 30, 2023). Unused funding as of this date will be returned to the Fund for reallocation for future funding opportunities.

** Please contact emilyhaworth@arizona.edu for questions, help in completing the budget template, or any other issues. **

Email *

rileyconklin@email.arizona.edu

Contact Information

Each project proposal requires a primary and secondary project manager as well as a fiscal officer. If the primary project manager is a student who graduates in May 2023, the secondary project manager must be a staff or faculty member OR a student who graduates AFTER May 2023.

Projects where the primary and secondary project manager are both students require the involvement of a staff or faculty member within the applicable department.

Primary Project Manager Name *

The primary project manager is responsible for completing this application, answering questions posed by the Campus Sustainability Fund's Committee, and completing all required reporting on project progress and outcomes.

Bridgette Riebe

Primary Project Manager Status *

Student

Staff

Faculty

Other: _____

Primary Project Manager Email *

bnobbe@email.arizona.edu

Primary Project Manager Department Name *

Associated Students of of the University of Arizona

Secondary Project Manager Name *

The secondary project manager is responsible the back-up for the primary project manager if they are unable to complete any of the requirements of the Campus Sustainability Fund, particularly completing required reporting on project outcomes.

Richard (RJ) Reliford

Secondary Project Manager Status *

Student

Staff

Faculty

Other:

Secondary Project Manager Email *

relifordii@email.arizona.edu

Secondary Project Manager Department Name *

Associated Students of of the University of Arizona

Departmental Employee Contact Name *

Projects where the primary and secondary project manager are both students require the involvement of a staff or faculty member within the applicable department. The departmental employee contact must be a staff or faculty member within your department who is responsible for monitoring the project's budget and reporting if both project managers are unavailable. If this does not apply to you, type N/A for these responses.

N/A

Departmental Employee Contact Email *

N/A

Departmental Employee Contact Department Name *

N/A

Fiscal Officer *

The fiscal officer is a staff member within your department who is responsible for financial transactions and who will support reporting by pulling requested expenses against awarded funding and ensuring that funding is spent within awarded categories.

Estella Trevers

Fiscal Officer Email *

etrevers@email.arizona.edu

Fiscal Officer Department Name *

Associated Students of of the University of Arizona

Tell Us About Your Project

Official Project Name *

Please be specific but concise as this name will appear on reports and our website. Creativity is encouraged!

Campus Pantry Bulk Foods Program

Requested Funding Amount *

Please enter this amount after completing the budget sheet and populate the total amount here. If you are requesting multi-year funding, please format it as the following: \$67,800 (FY23), \$60,200 (FY24), \$50,400 (FY25)

\$10,000 (FY23), \$10,000 (FY24), \$10,000 (FY25)

Primary Project Category *

Please select one category that best encompasses the nature of your project.

- Water
- Energy
- Waste
- Transportation
- Food
- Social Sustainability (including Social/ Environmental Justice)
- Natural Environment
- Campus Life (Health & Wellbeing, Behavior Change)
- Research and Academics
- Carbon Reduction
- Art
- Built Environment
- Policy

Secondary Project Category *

Please select a secondary project category. If not applicable, select the same category again.

- Water
- Energy
- Waste
- Transportation
- Food
- Social Sustainability (including Social/ Environmental Justice)
- Natural Environment
- Campus Life (Health & Wellbeing, Behavior Change)
- Research and Academics
- Carbon Reduction
- Art
- Built Environment
- Policy

Background and Context *

Please provide any relevant background about your organization/team including your mission and/or expertise. Please also lay out the rationale for the proposed project such as context on the issue that your project would address. This section is meant to give us more information about you, while also giving you more space below to talk toward your proposed project. Responses are limited to 3,000 characters including spaces.

The Campus Pantry is a student-run organization that has been in operation since 2012, with a mission to alleviate food insecurity on campus. Over the years we have been exposed to the increasing and evolving basic needs of our users and community. The Campus Pantry provides a variety of free food and hygiene items three times a week to staff, faculty, and students who are experiencing food insecurity. Each year we grow in size as a staff and in the capacity in which we operate. During the start of the pandemic, we saw a slight decrease in users solely due to the decrease in the number of people on campus. This semester, however, we have nearly tripled the number of users and distributed a record amount of items. This school year alone, we have been helping around 1200 users per week or about 400 people per distribution. Giving out, on average, upwards of 2000 pounds of food per day. With this considerable increase of our users from last school year, our purchase orders and subsequent waste produced have multiplied as well. For instance, our rice order has more than quadrupled from 50 bags a week to 216 bags. Likewise, the same trend follows with our oatmeal, dried pinto bean, and dried chickpea orders. All items can be purchased in bulk for a fraction of the packaging and cost.

In order to provide a sustainable future for the pantry and provide a greater array of culturally nourishing food options, we must look towards alternatives that minimize impacts financially and environmentally to ensure we can provide an effective amount of supplemental groceries to our users. Additionally, even as the size of our orders increases each week, we still do not meet the demand of our users. Within the first hour of distribution, we are almost always guaranteed to run out of items that could be purchased in larger quantities. With the ongoing food shortages, it has been increasingly difficult to acquire single-serve items as well, which has been a part of our traditional practices. By implementing a bulk foods program, we seek to reduce the scarcity of our most popular items, as well as eliminate as much waste as possible that comes with the packaging of individual servings.

Switching to a bulk foods method comes with many benefits in terms of supply and reduction of waste. However, this program requires the Pantry to rely on our users to provide their own reusable food-safe packaging which can be quite expensive. Assuming our users are facing insecurity on multiple levels, we cannot ask them to provide their own materials to participate in this initiative. This is why we are asking for this grant in order to ensure full accessibility to the bulk foods distribution. We want to ensure each of our users has the opportunity to participate in receiving the items they need as well as ensure single-use bags are not being utilized for the program.

Project Description *

Please provide a description of your project. Please include information on the need your project fills and how it does so. Include objectives, an anticipated timeline, and expected impact(s). Responses are limited to 3,000 characters including spaces.

The no-waste bulk foods project is intended to fulfill three main objectives: reduce the amount of single-use plastic packaging produced from certain non-perishable items, provide a wider variety of food products that are not currently affordable in smaller quantities, and increase the quantity of the inventory of items we have at the pantry to ensure everyone has equal access to food we provide. We intend the bulk foods program to be soft-launched in mid-May of 2022 through the summer in order to gauge the effectiveness and remedy any obstacles that may appear. This program has been in development since the fall of 2021 and has undergone numerous assessments internally. We have determined its feasibility and would need the period until the start of the 2022 Fall semester to engage in meaningful dialogue with our users in order to adapt to their feedback. The logistics of the program will be discussed later in the application.

We expect to meet each of these objectives with the implementation of the bulk foods program with the intention of becoming more comprehensive in addressing basic needs insecurities. For instance, currently we only stock long-grain white rice regularly in the pantry because it is the most accessible type of rice to buy. However, many of our users have expressed their need for other varieties of rice in the sense that certain types are what are traditional to their cultures and diets. By providing alternatives to white rice, we would be providing culturally nourishing food to some of our users. Having so few options to choose from does not always meet the needs of users, especially those who are international students or those whose diet is not represented in the pantry as effectively as it could be. Providing the correct foods to our users is essential to combating food insecurity in the sense that if they are not able to eat what we provide, we are excluding them from the opportunity to receive supplemental groceries. At the Campus Pantry, we have to constantly adapt to the needs of the campus community, and with the bulk foods program, we would be able to increase the accessibility of our service to fulfill the necessities of our users.

Project Summary Snapshot *

Please provide a short summary of your project. This summary will be used on our new website and other Office of Sustainability materials, if approved. Think of this as a hyper-concentrated summary limited to just a few sentences. Responses are limited to 800 characters (~60-100 words).

The Bulk Foods Program is an exciting new initiative of the Campus Pantry intended to increase the inventory and variety of food items available at our distributions. With this program, users will be able to choose from an array of dried food items such as rice, beans, and grains to be stored in reusable containers. Containers will be provided free of charge and can be brought back to any distribution to be refilled in order to reduce the number of single-use plastics produced from packaging.

Project Feasibility & Logistics *

Please provide a description of the work that has been completed so far to make this project feasible. Have all relevant partners been contacted/coordinated with? Please identify them in your response. Have you received reasonable quotes for supplies? What research has been completed to lay the foundation for this project? Proposals that have not thoroughly pre-planned may be rejected outright. Responses are limited to 3,000 characters including spaces.

Regulations on the distribution of non-packaged items have been taken from a variety of sources to help guide the protocols we wish to implement. There appear to be no clear regulations in place for the situation we are attempting to create or regarding refill distributions in general. In Arizona, there are no available statutes controlling the process of refill stations, nor do the FDA/USDA provide guidance specific to handling. The majority of the regulations are surrounding labeling procedures and general food safety handling. For this reason, we will use regulations applicable to self-service food stations and bulk foods packaging to serve as a proxy for best practice. The rationale behind this synthesis originates from the assumption that the process we want to create acts as a hybrid between the self-serve and repackaging models. An overview of the existing regulations are listed below, followed by a work plan of implementation.

Storage - Bulk products will be purchased and stored in covered containers that are easily cleanable and with close-fitting covers on racks within designated storage areas. Unopened products will remain there until used. Products will be repackaged into food-safe airtight containers in a separate sanitized area before distribution. All necessary labels for products will be placed on the containers each time the bins are refilled in accordance with FDA guidelines "Self-service bulk foods--nutrition labeling by placard, or on original container displayed clearly in view 21 CFR 101.9(a)(2) and 101.9(j)(16)" Only one package of the bulk product will be used for each bin, the containers properly washed and sanitized before each use.

Sanitization/Personnel- The workstation will be properly sanitized before packaging, at least twice during distribution times, and once at closing. (Federal regulations require this to be done once every 8 hours for non-temperature-controlled food.) All staff restocking containers and distributing the products will be required to wash their hands before they start working as well as wear gloves throughout their shift. Gloves will be replaced when leaving the station or switching tasks. Staff will be barred from eating/drinking around food. Clean aprons will be worn by staff members as well.

Distribution- Using sanitized utensils, staff will refill a user's container to control the amount of exposure a product faces. There are no available regulations regarding this process, however, we expect the containers given to us by the user to be visibly clean and resealable. If the containers are not visibly clean, we will provide them with an alternative option.

Traceability- To ensure we are able to identify which products are given out during specific distributions and to ensure staff members are accountable for the distribution of any refilled products, a catalog of information will be kept. The dates, product numbers, weights, and personnel operating the refill station will be recorded daily.

Environmental Sustainability Outcomes *

Please provide a brief description of how you expect your project to advance environmental sustainability on campus. Responses are limited to 3,000 characters including spaces. A definition of environmental sustainability is provided in our Spring 2022 Information.

As mentioned in previous answers, the goal of this project is to eliminate the use of single-use plastic packaging for our most popular products that can be purchased in bulk quantities. On a weekly basis, we purchase around 200 1 pound bags of rice, 120 1 pound bags of dried beans, and 300 pouches of instant oatmeal. All these can be obtained in quantities of 50 pounds or more to then be redistributed into reusable bags or containers. The elimination of mass quantities of single-use plastics in our operation has the potential to keep 3200 plastic bags for rice out of landfills, the ocean, and municipal water supplies each semester. Consequently reducing greenhouse gas emissions and the creation of microplastics that are dangerous to the environment. The alternative we are proposing can have a lifespan of up to five years and potentially longer if properly cared for. In the past, the Pantry has not been able to front the costs associated with purchasing reusable products, but this funding opportunity will help us invest in the future of our planet and the future of our students.

Social Sustainability Outcomes *

Please provide a brief description of how you expect your project to advance social sustainability on campus. Responses are limited to 3,000 characters including spaces. A definition of social sustainability is provided in our Spring 2022 Information.

The bulk foods program not only benefits the sustainability of the environment but also provides a more comprehensive support system for users through the addition of more curated food items. We will be able to provide a variety of non-perishable rice, grains, and beans to users that are essential to their diets and culture. We will be able to stock an adequate amount of food products as well so everyone has the opportunity to receive the items purchased in bulk instead of having to forego certain products if we have run out. Purchasing more rice per week in our traditional fashion has not always been successful due to food shortages, but bulk items can be more reliable to order. In addition, providing reusable containers for our users to personally have, eliminates the need and worry of trying to find the funds needed to participate. We have found that if a person is suffering from one basic needs disparity, they often are affected by others. In this case, buying reusable containers may pose a challenge forcing a person to give up an essential item in order to receive another through the pantry. We can ensure equitable implementation of the program if all materials are provided throughout the duration of the program.

Student Leadership & Involvement *

Please provide a brief description of how you expect your project to benefit students on campus regarding the creation of leadership opportunities or student engagement. What leadership opportunities exist within your proposal? If you plan to hire/ or involve students, please describe in what capacity. For example, if you plan to hire students, create an internship, or seek student involvement, please describe relevant details thoroughly (wages, responsibilities, duration of job, extent of involvement, how you will solicit/ market these opportunities etc.). Responses are limited to 3,000 characters including spaces.

Like the Pantry itself, the Bulk Foods Program will be entirely operated by our student staff during each distribution. The Graduate Assistant will be responsible for maintaining a steady inventory of items, deciding which items to include in the program, and purchasing the correct reusable containers. Likewise, the operations director will be responsible for directly overseeing the distribution of items and ensuring proper safety procedures are executed to the fullest extent. Staff members will also be responsible for manning the bulk foods station during each distribution. This program fosters collaboration within the team and teaches staff how to interact with users to receive and implement any feedback given by users about the logistics of the program. It is a program that will develop skills of self-sufficiency and interpersonal communication for each staff member to utilize in future experiences. Interactions with users also foster a space where they have the ability to ask questions about our sustainability efforts and how they can further our same goals in their own lives.

Education, Outreach, & Behavior Change *

Please provide a brief description of how you expect your project will communicate its impacts to the campus community. How will your project educate the campus community and/or incorporate outreach and behavior change? How are you reaching beyond the "sustainability choir?". Responses are limited to 3,000 characters including spaces.


We intend to utilize social media and in-person conversations with our users to promote sustainability within our community. It can often go unnoticed by our users of the amounts of waste we produce on a daily basis, and raising awareness of the quantity of waste we produce can cause further behavior change. Visibility is an important tool for change in the sense that problems cannot be addressed unless they are understood accurately and comprehensively. Making the change to a bulk foods model will allow the pantry to engage in conversations about sustainability while also explaining the procedures of our new program. We will be able to provide numbers illustrating the waste we have previously created with our orders compared to the new model. This will give a perspective as to how a small change can provide exponential impacts. The conversation about sustainability also offers the opportunity to connect with other members of the campus community who may have not heard about the pantry previously, opening the doors to them receiving a crucial resource during their time on campus.

Project Budget *

Please provide a completed project budget using our Budget Template. The template can be found here:

<https://arizona.box.com/s/23d2mtihkakrx95c42luhk4k5omtqrwt>

Using the link, click "Download" at the top right corner and it will download as an Excel Sheet. You will need to sign into Box if you haven't used it prior. Please save your Excel sheet as: Project Name_Budget Template

 Campus Pantry ...

Supporting Document

Not required, but please upload any relevant documents here, including annual reports, FM budget quotes, maps, images of the product or equipment to be purchased, etc.

This form was created inside of University of Arizona.

Google Forms