

Project Development Guide



Choose Your Goal

Choose a primary goal that you want to achieve with this project. Review the three pillars and brainstorm what angle would have the greatest impact.



Identify Your Target Audience

Who would benefit most if this was achieved? Are you targeting a specific audience with this goal? How can you most effectively target this audience?



Who Can I Partner With

Partnering is an excellent way to get your application noticed. What UWT group or organization on campus would aid in you achieving this goal? How could it benefit them?



Make A To-Do List

Our Application requires a Letter of Intent (LOI), Implementation Plan, and Funding Plan. Don't be intimidated- check out our resources or schedule a 1:1 with one of our Team members. We'd love to help!



Set A Date & Execute

Now that you've identified your angle, be prepared to utilize your implementation plan if your project is accepted! We're looking forward to working with you.





CHOOSE YOUR GOAL

Projects should address at least one sustainability pillar including environmental, social, or economic. Projects must center student voices, needs, demonstrate student leadership and involvement, and prioritize accessibility, safety, and student wellness. If a project is not visible or interactive, strategies for student awareness must be created.

Ensure that project is reasonable and deliverable in your proposed timeframe..

Please review the project guidelines section on our website. Projects that do not meet the criteria will be denied.

IDENTIFY YOUR TARGET AUDIENCE

Once you've identified your goal, consider who would most benefit from this project. Consider your target audience when brainstorming marketing, partnerships, and event planning.

Consider how your target audience will influence your marketing approach.

Check out UWT's Registered Student Organizations & Use them as a resource!

Get ideas from your peers, professors, and family!

WHO CAN I PARTNER WITH

- Project Partners can aid in reserving spaces, homing materials or products, advertising your project, and assisting you with the process itself.
- Reach out to other applicable student supporting funding services to increase budget.
- Provide HSF with a letter of support if a partnership is confirmed.

Giving Garden- uwgarden@uw.edu
 UWT Pantry- pantry@uw.edu
 West Coast Grocery- zurchera@uw.edu
 Center for Student Involvement- uwtsi@uw.edu
 UW Y Student Center- cinamasu@ymcapkc.org

UWT Facilities Management- facility@uw.edu
 UWT Transportation Services- transit@uw.edu
 PAWS- uwtpaws@uw.edu
 ASUWT- asuwt@uw.edu

SET A DATE AND EXECUTE

If you're requesting funding for an event, consider the following when setting a date.

- Consider what day of the week student participation may peak. For example, students are less likely to participate on a Monday in comparison to a Thursday.
- Set a reasonable time. Consider class-times and other event dates and times.
- Communicate with any partners and assure that the projected date is reasonable and executable.

MAKE A TO-DO LIST

We require prepared documents in our application. Large Grants are especially competitive, so plan ahead and ensure the criterion are met.

Letter Of Intent: A document that outlines your proposed agreement to HSF.

Project Budget Plan: A document that outlines the financial plan for your proposed project including estimates of costs and funding sources.

Implementation Plan: A detailed plan that outlines the steps necessary for implementing your proposed project.

Contact Information:

Genevieve Conley: gmconley@uw.edu
 Project Development Specialist: hsfproj@uw.edu
 Diversity, Equity, & Inclusion Specialist: hsfdiversity@uw.edu
 Outreach Coordinator: hsfoutreach@uw.edu

RESOURCES

- How To Apply PowerPoint
- Funding Guidelines
- Eligibility

Available @ <https://www.tacoma.uw.edu/involvement/hsf>

CHOOSE YOUR GOAL

IDENTIFY YOUR TARGET AUDIENCE

WHO CAN I PARTNER WITH

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RESOURCES

HSF PRESENTS Project Development Draft

Letter Of Intent:

Implementation Plan:

Project Materials & Budget:

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Socio-Economic

Project Topic Ideas:

- Providing Free Product Access
- Promoting Local Businesses

Funded Project Example:

Free Reusable Menstrual Product Kits

Economic

Project Topic Ideas:

- Creating On-Campus Student Opportunities
- Student Cost-Reduction Solutions

Funded Project Example:

Giving Garden Solar Panel Installation

Eco-Environmental

Project Topic Ideas:

- Accessible Sustainable Products
- Global Warming Action

Funded Project Example:

Drag Brunch

Project Idea Guide

Social

Project Topic Ideas:

- On-Campus Education Tools
- Indigenous Community Protections

Funded Project Example:

Neonatal Abstinence Syndrome (NAS) informational brochure

Socio-Environmental

Project Topic Ideas:

- Community Awareness Events
- Sustainably-Driven Policy Change

Funded Project Example:

Cultivating awareness and connection to marine ecosystems in Tacoma's youth

Environmental

Project Topic Ideas:

- Biodiversity Loss Prevention
- Pollution & Waste Reductions

Funded Project Example:

UWT Waste Sorting

