



EMORY



Application

1. How does your project address one of the core elements of the Break Free from Plastic Pledge (highlight one or more element listed below)?

- implementing strategies to annually reduce single-use plastic use;
- using viable alternatives to single-use plastic and implementing purchasing guidelines to eliminate the procurement of unnecessary single-use plastic in the future;
- investing in education, resources, and infrastructure to reduce single-use plastic use on individual and institutional levels;
- and increasing effort to eliminate plastic bags, plastic straws, and Styrofoam on campus in accordance with Atlanta’s Ordinance 19-O-1418.

2. Team and Project Information: fill out the chart below.

Team Leader	Mark Johnson
Title of Project	Break Free from Plastic
Funding Amount Requested (Maximum \$5,000)	\$2500
Associated Department, Lab, Office, or Student Organization	Woodruff Library Service Desk, User Services
Building and Room Number	Robert W. Woodruff Library, Room 207

3. Project Personnel: For each team member, please submit the following information:

Name	Role	Email Address
Mark Johnson	Team Leader	mark.johnson@emory.edu
Kandace Clifton	Tote Bag Designer	kandace.evonne.clifton@emory.edu
Lyndon Batiste	Manager, User Services	lyndon.batiste@emory.edu

4. **Provide a short summary (2-3 sentences) of each team member's skills and experiences as relevant to the completion of the proposed project. If your project requires any guidance, approval, or partnership from parties beyond the team described here, please identify those parties and needs:**

Mark Johnson will be the project manager. He will work with the approved tote bag vendor, Emory Communications and Marketing, and the Office of Sustainability to arrive at a sustainable tote bag for distribution at the Library Service Desk. The tote bag will have shared Library/Sustainability branding that will highlight Emory's effort to break free from plastic.

Kandace Clifton is the Library Service Desk Coordinator. She is also a skilled graphic designer who will work on the new tote bag design.

Lyndon Batiste is the unit manager and will exercise oversight.

5. **Is this project being proposed by a student and/or implemented by an all-student team?** No, this project is the initiative of library staff.

6. **If the application is an all-student team, please provide the contact information for your faculty/staff advisor below after getting their consent.** N/A

Faculty/staff advisor's name:

Email:

Faculty/Staff advisor expectation: As an advisor to this project, I accept the role of guiding this student or student team as they develop a proposal, as they respond to additional requests from the Office of Sustainability Initiatives Team, as they implement their project, and as they complete a final report.

Date of faculty/staff advisor's acknowledgement of this expectation:

7. **Project Description:** Provide a detailed description of the goals, activities, methods, and success indicators of the proposed research, project, or behavioral change.

This project is part of a continuing effort to replace the use of plastic and other non-degradable materials with products that are friendly to the environment. In this

case, we are asking for assistance as we make another large purchase of a bag that is reusable and 100% cotton. Continuing to make improvements in our purchasing decisions is a priority for User Services team. It helps create a sustainable environment and, importantly, models how simple purchasing decisions are a significant way to advance our goal of creating a more sustainable environment. Additionally, we will create a bag the branding of which calls attention to our shared concern for sustainability. We will promote the use of these bags in our digital signage and library blogpost.

8. **Project Timeline:** Project teams will be notified on a rolling basis about funding of their proposals. All funds must be expended by June 26th, and all projects must be completed by August 31st, 2026. With these parameters in mind, please provide a detailed timeline for project implementation and completion.

Once the project is approved, a design will be proposed and submitted to the vendor (Pinnacle Promotions). Typically, production takes several weeks to complete. The goal is for purchase, payment, and delivery to be completed within the stated guidelines. The entire project will be completed by August 31st, 2026, just in time for the new academic year.

9. **Project Outcomes:** Provide a list and/or description of outcomes should the project be successful. For example, answer the question “How will you demonstrate to campus community members that your proposed project has been successful and advanced Emory’s sustainability goals?” Proposals with clear and compelling outcomes are more likely to be selected for award.

The compelling outcome will be a sustainable tote bag that not only is itself evidence of Emory’s commitment to sustainability but also contains branding and messaging that promotes breaking free from plastic. The tote bags will be distributed as needed for about a year at the Woodruff Library Service Desk, impacting the whole Emory community.

10. **Budget:** In the chart below provide an itemized description of expenditure with short explanations and justification. \$5,000 is the maximum for requesting funds.

Where possible, please develop your budget via products available from Emory Express or Emory-approved vendors. This can increase negotiated rebates to

Emory, reduce post-award delays, ensure we do not pay sales tax unnecessarily, and provide other benefits.

Item Description (Please include details on the specific item desired, with relevant information like make, model #, size, etc.)	Website link to item (if applicable)	Unit Cost	Unit Count	Total Cost
Preferred item: 5oz Cotton Canvas Grocery Tote (including 2- color brand printing) from Pinnacle	Penny Wise Cotton Canvas Tote Bag Pinnacle Promotions Or The Cotton Grocery Tote Pinnacle Promotions	Approx. \$2.50	1000	\$2500
Total Request				\$2500

11. Budget Explanation and Justification: In this section, please carefully explain the need and use for each item listed in the table above. If you already have received partial funding for this project from another entity, please list that entity below and which aspects of the project are already funded. If uncertainties exist in project budget, please note them here. Projects with incomplete budgets or justifications will not be considered for funding.

Based on previous purchases, tote bags cost approximately \$2.50 apiece. We plan on purchasing 1000 tote bags which should last about one year. We are asking for a \$2500 grant. Any overage will be covered by library User Services.

12. Creating a Lasting Impact: The BFFP Incentives Fund is a one-time-only funding opportunity. Please describe how your project will create or encourage a lasting impact despite the one-off nature of this funding (e.g., building funding into your regular budget for purchasing zero-plastic items in the future, reusing materials, doing educational outreach, etc.).

Due to a previous grant, the Library Service Desk was able to transition away from tote bags made of plastic and polypropylene to tote bags made of cotton. This

project will serve the same purpose but also highlight Emory's commitment to "break free from plastic".

13. If any of the items listed in your budget proposal cannot be purchased through Emory Express or another Emory-preferred vendor, please explain why below.

All items will be purchased via Emory Express.

14. Projects that propose the installation of items in buildings or on Emory grounds may require approval from relevant departments or entities, including and up to, the Board of Trustees. If your project may require such approval, please describe below whether those approvals have been received, or demonstrate how they will be pursued, within the timeframe of the grant.

There will be no installation or alterations on Emory grounds. However, approval for branding will be secured from the Emory Office of Communications and Marketing.

Applicant Acknowledgements

Please initial to indicate that you have read and understand all guidance in this application.

__MJ____

Initials

Please initial to confirm that your submitted budget totals to no more than \$5,000.

__MJ____

Initials

Please list any questions or concerns you have in complying with the project guidelines and limitations.

Please submit your completed application in this Word document via email to emorysustainability@emory.edu by or before Friday, May 15, 2026.

On behalf of the OSI team, thank you for your time and effort! Emory is a better place because of innovators like you!