

WOX Grant Application Form for 2022

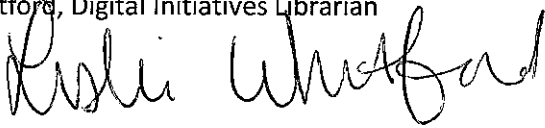
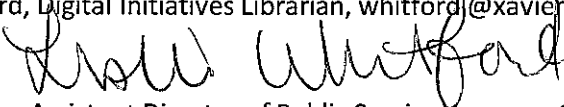
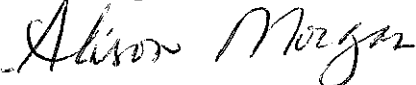

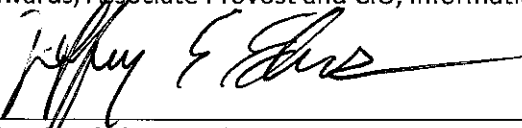
12/6/21

Use and completion of this Application Form is required for submission of your grant. Only Applications using this template will be considered for an award.

The completed WOX Grant Application must be emailed to cassidycoxs@xavier.edu **and** a paper copy with appropriate signatures mailed or hand delivered to Cyndi Meyer, Alumni Building ML 5630 by 5 p.m. **March 1, 2022.**

NOTE: Applicants are encouraged to seek proposal assistance through the Office of Grant Services. Please contact Shari Howell by phone at 745-1904 or email at howells3@xavier.edu as early as possible and at least 10 business days before the due date.

PROPOSAL FOR WOX GRANT

Title of Proposed Project: Xavier University Library Makerspace Additions for Laser Cutting
Amount Requested: \$2,600
Name of each applicant, their position and signature: Leslie Whitford, Digital Initiatives Librarian 
Add ALL appropriate signatures below as outlined in the Guidelines document for the WOX Grant Awards. For each approval needed, please type the person's name, title, email address, and <u>have them physically sign the Application.</u> Leslie Whitford, Digital Initiatives Librarian, whitford@xavier.edu  Alison Morgan, Assistant Director of Public Services, morgan@xavier.edu  Ken Gibson, Library Director, gibsonk6@xavier.edu  Jeff Edwards, Associate Provost and CIO, Information Technologies, edwardsj11@xavier.edu 
Provide a brief abstract that clearly and concisely states the aim of your project, anticipated value for XU students and/or faculty, and the indicators of success: (maximum 350 words) The Xavier University Library Makerspace is seeking a grant from the Xavier Women of Excellence to expand the laser cutting capabilities. The Makerspace is a thriving, collaborative, and creative space on campus in which students, faculty, and staff work together to create, design, innovate, problem-solve, and build things. The EpilogLaser Mini Laser system is a heavily used machine in the Makerpace. With this grant, we plan to expand our material and functionality offerings. We will purchase a rim-style rotary attachment and additional

lens for more detailed engraving. We will also purchase supplies specifically for the rotatory attachment as well as an expanded selection of wood and acrylic blanks for engraving.

A wide variety of academic departments utilize the Makerspace and with these additional items, we hope to expand our offerings for students and faculty alike. This grant would kickstart an initiative to create a one-stop-shop for making needs on campus.

NARRATIVE

Please provide a detailed project description (in #1) and answer the questions below (#2 - #8) Limit the length of your answers (including project description) to three single-spaced, typed pages.

1. Provide a detailed description of your project; what will take place, where, when, and who will be involved in the project, and the timeline. (maximum 1 page)

With the WOX grant, the Makerspace will expand our laser cutting capabilities with new machine attachments and a wider variety of materials to engrave and/or cut. We will purchase a rim-style rotary attachment and additional lens for more detailed engraving. We will also purchase supplies specifically for the rotatory attachment (metal water bottles, glassware) as well as an expanded selection of wood and acrylic blanks for engraving.

A wide variety of academic departments utilize the Makerspace and with these additional items, we hope to expand our offerings for students and faculty alike. This grant would kickstart an initiative to create a one-stop-shop for making needs on campus. We foresee the materials being used for class projects, club and intermural team swag, and small business items.

- July 2022: we will purchase of the new attachment and lens for the laser machine plus the expanded selection of materials.
- July 2022/August 2022: once acquired, the library staff and Makerspace student workers will learn how to attach and use the rotary arm and lens. They will also learn how to laser engrave on the new metal, glass, wood, and acrylic materials.
- Fall semester 2022: the Makerspace will hold targeted sessions for students and faculty in departments like Art, Education, FYS, and Entrepreneurial Studies. Materials will be used for demonstration and project purposes.

2. How does this proposed project enhance the mission and purpose of Women of Excellence?

In the original WOX grant for the Makerspace, the submitter stated: "a makerspace at Xavier will help inspire our women students to learn how to use cutting edge and disruptive technologies, experiences that will help them gain design and critical thinking skills while here, and give them competencies that employers will look for when they are job-seeking." The additional parts and supplies for the laser machine will further this mission by expanding opportunities for our women students to explore a wider variety of projects.

3. How will this project further the mission of Xavier University to "engage and form students intellectually, morally and spiritually, with rigor and compassion, toward lives of solidarity, service and success?"

Having new technology and supplies for students to use in creative pursuits both in and out of the classroom is an essential piece of the Makerspace's mission. The expansion of what the Makerspace offers beyond space and tools to also include supplies will further support how the Makerspace provides access to technology that is almost limitless in its possibilities and can be used to improve and enhances the lives of its users. Expanding the Makerspace offerings increases what can be designed, created, and built that will solve a problem, fill an existing need, or supply an existing demand.

4. Why is this project important? Does it address a gap within existing University programs?

The Makerspace laser machine is used by students from all departments and as demand has increased, it is apparent that additional parts to expand the machine's capabilities will only increase the creative output from our users. Because the Makerspace is open to all students, it is important we continue to explore new opportunities to enhance what is offered to students. Having supplies on hand will encourage students to follow creative pursuits in a timely and cost-effective manner. With limited access to supply stores in the area

and in recognition of the financial challenges facing the student population, providing supplies in the Makerspace will ease the burden on creativity.

5. What is the expected outcome of your project? How many people (faculty, staff, students) will be engaged in your project? If the project will continue beyond the Grant timeline, what are your plans for future funding?

Successful outcomes of the addition of laser machine capabilities and supplies:

- Further the original outcomes of the initial WOX Makerspace grant to “build and support the community of “makers” on campus, who come together to create objects, problem-solve, and collaborate in a creative and innovative environment.”
- Increase collaboration with students and faculty in departments that already utilize the Makerspace: art, chemistry, education, entrepreneurial studies, occupational therapy, physics, sports management, and many First Year Seminars.

6. How will you measure the success of your project, if funded? What are the qualitative and quantitative measures that you will use to assess impact and effectiveness?

- Keep statistics on use of the laser machine, while maintaining the privacy of our users (who uses the machine, how often, and for what, including supplies)
- Routinely survey users about how they use the laser machine and their supply needs
- Track and document what departments have assignments that encourage students to use the laser machine and how it is used
- Survey laser machine users on the assistance provided by student workers in using the machine and software associated with the process

7. If your project is funded, how will the WOX Giving Circle be recognized as having played a role in the success / completion of your project? Give specific examples.

If awarded the grant from the Women of Excellence, we will include this on all publicity for promoting the laser machine on websites and social media. We will invite members of the WOX Giving Circle to participate in a demonstration workshop on the expanded capabilities of the Makerspace laser machine. We will also create signage using the new attachments expressing our gratitude at the WOX continued generosity in regards to the Makerspace.

8. If you are applying for a 2-year grant, please explain why a 2-year award is important to the success of your project. (Note: these are projects that will take 2 years to complete, not for 2 years of funding for the same project). N/A

BUDGET

What is the amount of funding requested?

Laser Machine Enhancements: \$1,566.13

Supplies/Materials: \$982.50

Estimated shipping: \$50.99

TOTAL REQUEST: \$2,599.62

Below please provide a **detailed** budget with justification/need for each itemized expense.

- If your project requires students to be paid, that payment must be included as an itemized expense. For example, if your project requires 2 student coordinators, the role needs to be specified and included as an itemized expense. [i.e. Student workers: 2 students*\$8.10/hr*10 hrs/week*12 weeks= \$1,944; Student worker fringe benefits - \$1,944*1%(stated fringe benefits rate for full-time students) = \$19.44]. Note: Students must be paid as an employee and cannot be given stipends.
- If more than 25% of your budget is allocated toward food and incentives, specific detailed rationale and explanation for these expenses should be provided.
- Include a detailed list of supplies and equipment necessary to complete your project.
- If your project's total budget is greater than \$10,000 per year, other sources of support must be stated and appropriate documentation from other funding partners must be provided.
- All costs, including student pay rates, must follow University policy. Your budget for these items should take this into account. Please contact Shari Howell (howells3@xavier.edu) to discuss budget questions.

Laser Machine Items	Price	Quantity	URL	Catalog Product Description
Rim-Style Rotary Attachment - Mini & Helix	\$1,231.00	1	https://shop.epiloglaser.com/collections/epilog-laser-accessories/products/mini-helix-rotary-attachment	Our Standard Rim-Style Rotary Attachment is ideal for engraving cylinder items with your laser. From glasses, to mugs, to wine bottles, to flashlights, the Rotary Attachment can quickly and easily adjust to size for a wide variety of products. Designed for ease of use, you can quickly engrave a glass, move to a wine bottle, then to a vase without removing the attachment. There is no need to measure diameters, as the product just sits on the rim-drive wheels and turns as it is engraved. Works only with the Mini 24 and Helix laser systems.
1.5" Lens: Highest-Resolution Engraving - Mini & Helix	\$321.00	1	https://shop.epiloglaser.com/collections/epilog-laser-accessories/products/1-5-lens-highest-resolution-engraving-mini-helix	1.5-inch lens assembly is designed for the highest-resolution engraving and etching of extremely small fonts. Includes: full assembly (lens, mirror, housing, and air assist tube) + focus gauge.

Shipping estimate	\$14.13	1		
Total	\$1,566.13			
			-	
Supplies to use with Rotary Attachment	Price	Quantity	URL	Description
Acopa 16 oz. Customizable Mixing Glass / Pint Glass - 24/Case	\$15.99	1	https://www.webstaurantstore.com/acopa-16-oz-customizable-mixing-glass-pint-glass-case/5515139.html	This Acopa 16 oz. glass boasts a simple design and exceptional clarity so you can serve a variety of drinks at your restaurant, bar, or pub. Great for cider, soda, and water, in addition to a variety of beer, this glass is sure to become one of your go-to glasses!
Acopa Rustic Charm 16 oz. Customizable Drinking Jar / Mason Jar with Handle - 12/Case	\$12.49	1	https://www.webstaurantstore.com/acopa-16-oz-mason-jar-drinking-jar-with-handle-case/55316JAR.html	This mason jar glass can be used for anything from beverage service at your bar, restaurant, or event to DIY wedding favors! Commonly used for drinking purposes, this mason jar with handle will add a fun flair to your signature cocktails. You can also fill this jar with candy, flowers, or candles for a complementary accessory to your tabletop decor.
Acopa 25 oz. Customizable Beer Mug - 12/Case	\$55.49	1	https://www.webstaurantstore.com/acopa-25-oz-beer-mug-case/5536225.html	Made of crystal-clear glass, this mug is ideal for serving up a variety of beers on your menu! Though designed for your popular brews, this large 25 oz. mug is also great for showcasing water, fountain sodas, or even specialty homemade floats! The classic design of this glass mug is reminiscent of traditional beer steins, helping to bring a modern but nostalgic twist to any decor.
Acopa Rustic Charm 4.75 oz. Mini Mason Jar with Handle and Solid Lid	\$12.99	1	https://www.webstaurantstore.com/acopa-4-75-oz-mini-mason-jar-with-handle-and-solid-lid-case/5537106SOLID.html	This Acopa rustic charm 4.75 oz. mini mason jar with handle and solid lid features a crystal-clear glass construction and miniature design. It works well in a variety of settings, including retail applications - even as a centerpiece. Use it at weddings, receptions, or corporate events. It's great for housing favors for your guests!

- 12/Case				
26 oz. Stainless Sports Water Bottles-- Metalic Blue	\$10.20	12	https://www.discountmugs.com/ product/sb105-26oz-stainless- custom-sports-bottles/	These stainless steel water bottles are great promo items for your sports team, group or event. They're made with completely BPA Free materials, hold up to 26 ounces of your favorite hydrating drink, and come with contrasting black plastic screw on caps with carabiner insert capabilities (carabiner sold separately). The neck of the bottle features a protruding ridge to ensure a seal-shut closure, and prevent spills.
26 oz. Stainless Sports Water Bottles-- Black	\$10.20	12	https://www.discountmugs.com/ product/sb105-26oz-stainless- custom-sports-bottles/	These stainless steel water bottles are great promo items for your sports team, group or event. They're made with completely BPA Free materials, hold up to 26 ounces of your favorite hydrating drink, and come with contrasting black plastic screw on caps with carabiner insert capabilities (carabiner sold separately). The neck of the bottle features a protruding ridge to ensure a seal-shut closure, and prevent spills.
20 oz. Aluminu m Water Bottles-- Silver	\$9.10	12	https://www.discountmugs.com/ product/ab101-20oz-custom- aluminum-water-bottles/	Keeping your customers hydrated while working out, during 5ks, or just out and about is easy with these 20 oz. custom aluminum water bottles. Available in colors such as black, blue, brown, fuchsia, gold, green, orange, pink, purple, red, silver, yellow and white, these custom aluminum water bottles are ideal for a number of your promotional and outing events. Our 20 oz. personalized water bottles are BPA Free and feature a twist cap with attached carabiner clip and strong single insulation body.
20 oz. Aluminu m Water Bottles-- Blue	\$9.10	12	https://www.discountmugs.com/ product/ab101-20oz-custom- aluminum-water-bottles/	Keeping your customers hydrated while working out, during 5ks, or just out and about is easy with these 20 oz. custom aluminum water bottles. Available in colors such as black, blue, brown, fuchsia, gold, green, orange, pink, purple, red, silver, yellow and white, these custom aluminum water bottles are ideal for a number of your promotional and outing events. Our 20 oz. personalized water bottles are BPA Free and feature a twist cap with attached carabiner clip and strong single insulation body.
Shipping Estimate	\$10.00			
Total	\$570.1 6			

Wood Supplies	Price	Quantity	URL	Description
1/4" x 12" x 12" Baltic Birch B/BB Sheets	\$3.50	50	https://woodpeckerscrafts.com/baltic-birch-plywood-1-4-x-12-x-12/? ga=2.247546049.710057810.1645540083-1036416816.1645540083	Premium B/BB Baltic Birch Plywood is known for strength and durability. Graded according to the Russian standard, our 6mm 1/4-inch plywood has a single piece face and a veneer back. The thick layers and smooth face of these Baltic Birch plywood sheets are designed for smooth sawing and laser cutting, making it the perfect plywood for easy woodcutting. With great holding power for glue and screws, this is the ideal plywood for woodworking, CNC and laser cutting, wood burning, and crafting.
Woodpecker Shipping Estimate	\$10.99	1		
Round Bamboo Coaster 3.75"	\$1.52	36	https://www.jpplus.com/round-bamboo-coaster?sku=BRC3-EA	Protect your home furniture and enjoy the perfect beverage with a round bamboo coaster. Easily personalized with initials or a favorite family design while bringing a natural look and catch your visitors' eyes. Also available as a set of 4 (Item: # BRC1). Designed for rotary engraving, laser engraving, UV-LED printing and Heat Transfer printing. Hand wash only.
Square Bamboo Coaster 3.82" x 3.82" x.33"	\$1.38	36	https://www.jpplus.com/square-bamboo-coaster-4-x-4?sku=BSC1-EA	Protect your home furniture and enjoy the perfect beverage with a square bamboo coaster. Easily personalized with initials or a favorite family design while bringing a natural look and catch your visitors' eyes. Also available as a set of 4 (Item: # BSC2). Designed for rotary engraving, laser engraving, UV-LED printing and Heat Transfer printing. Hand wash only. This bamboo is a natural material, and each coaster is unique in color and natural patterns. This original substrate offers excellent opportunities for those unique projects that can set you apart from the crowd.
JPlus Shipping Estimate	\$10.00	1		
Total	\$300.39			
Acrylic Supplies	Price	Quantity	URL	Description
DIY Blank Clear Acrylic Sheets 8"x 10" (includes	\$33.99	1	https://www.koyalwholesale.com/products/diy-blank-clear-acrylic-sheets?variant=31723789123632	Clear blank acrylic, plexiglass, lucite sheets Thickness 0.125" 1/8" Rectangle shape acrylic sheets only Stand is NOT included and sold separately High-quality transparent acrylic with polished edges Both sides are protected with easy to peel off plastic masking

6 sheets)				
DIY Blank Clear Acrylic Sheets 5" x7" (includes 12 sheets)	\$29.99	1	https://www.koyalwholesale.com/products/diy-blank-clear-acrylic-sheets?variant=31723789090864	Clear blank acrylic, plexiglass, lucite sheets Thickness 0.125" 1/8" Rectangle shape acrylic sheets only Stand is NOT included and sold separately High-quality transparent acrylic with polished edges Both sides are protected with easy to peel off plastic masking
DIY Blank Clear Acrylic Sheets 4" x 6" (includes 12 sheets)	\$25.99	1	https://www.koyalwholesale.com/products/diy-blank-clear-acrylic-sheets?variant=31723789058096	Clear blank acrylic, plexiglass, lucite sheets Thickness 0.125" 1/8" Rectangle shape acrylic sheets only Stand is NOT included and sold separately High-quality transparent acrylic with polished edges Both sides are protected with easy to peel off plastic masking
Clear Acrylic Base Stands (set of 6)	\$25.99	2	https://www.koyalwholesale.com/products/clear-acrylic-base-stands?variant=31724103532592	Set of 6 clear blank acrylic, plexiglass, lucite base stands 3" x 3.25" rectangle shape base stand holder Thickness 0.3" Opening 1/8" Fits 1/8" thick acrylic High-quality transparent acrylic with polished edges Both sides are protected with easy to peel off plastic masking
Shipping Estimate	\$10.00	1		
Total	151.95			
Estimated Total	\$2,599.62			