



SPF Application Form Section A - Cover Page

Fill out this Cover Page and save it to your files for future reference before uploading it on the SPF website.

Project Title The Kohlrabi Collective Unheated Greenhouse

In one to three sentence(s), explain what your project is about:

This unheated greenhouse aims at expanding the reach of the Kohlrabi Collective to ultimately increase the supply and distribution channels of student-grown sustainable food on both campuses. It also aims at reinforcing the bonds between student sustainable food and educational initiatives to raise awareness about agriculture and our food system.

Indicate the McGill campus(es) where your project will be implemented:

Macdonald **Downtown** **Gault Reserve** **Bellairs Research Institute** **Other (Specify):** _____

Approximate Budget Requested to the SPF (\$): \$3,500

Approximate Total Project Budget (\$): 3500
(incl. other sources of funding if applicable)

List 1 to 3 main item(s)/expense(s) for your project that SPF money will be used for *(incl. approx. % of total budget):*

-MOVEABLE UNHEATED GREENHOUSE STRUCTURE - 61%

Indicate which of the following team members...

... will be in charge of monitoring the project's budget *(maximum 1 person):*

Mathieu Ouellet

... will be the Project Lead *(Project Lead will be the contact person for the SPF Staff):*

Mathieu Ouellet

The Project Lead stays for the entire duration of the project:

Y **N**

If no, explain in a few sentences your leadership transition plan for one or both of the Project Lead for sustainable continuation of the project:

PROJECT TEAM MEMBERS *(read details about [SPF Evaluation Criteria #5](#) for more information)*

The SPF encourages your team to be inclusive of individuals who voluntarily self-identify as members of marginalized communities (e.g. women, Indigenous people, people of colour, LGBTTQI, student parents, members of ethnic minorities, immigrants, people with disabilities).

1. Project Team Member

First Name & Last Name	<u>Mathieu Ouellet</u>	Affiliation	<u>Undergraduate (UG)</u>
Phone <i>(daytime; only put #)</i>	<u>514-441-8005</u>	Specify if Other	_____
Email	<u>mathieu.ouellet2@mail.mcgill.ca</u>	Faculty/Unit/Organization	<u>MSEG</u>

2. Additional Project Team Member

First Name & Last Name	<u>Caroline Begg</u>	Affiliation	<u>Academic Staff (AC)</u>
Phone <i>(daytime; only put #)</i>	<u>514-398-8749</u>	Specify if Other	_____
Email	<u>caroline.begg@mcgill.ca</u>	Faculty/Unit/Organization	<u>Plant Science</u>

3. Additional Project Team Member

First Name & Last Name	<u>Florence Bieler</u>	Affiliation	<u>Undergraduate (UG)</u>
Phone <i>(daytime; only put #)</i>	<u>418-571-8928</u>	Specify if Other	_____
Email	<u>florence.bieler@mail.mcgill.ca</u>	Faculty/Unit/Organization	<u>MSEG</u>

4. Additional Project Team Member

First Name & Last Name	<u>Shaina Hayes</u>	Affiliation	<u>Undergraduate (UG)</u>
Phone <i>(daytime; only put #)</i>	<u>514-222-7193</u>	Specify if Other	_____
Email	<u>hayes.shaina@gmail.com</u>	Faculty/Unit/Organization	<u>MSEG</u>

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PROJECT TEAM MEMBERS (CONT'D)

5. Additional Project Team Member

First Name & Last Name _____ **Affiliation** _____ Choose one.
Phone (daytime; only put #) _____ **Specify if Other** _____
Email _____ **Faculty/Unit/Organization** _____

6. Additional Project Team Member

First Name & Last Name _____ **Affiliation** _____ Choose one.
Phone (daytime; only put #) _____ **Specify if Other** _____
Email _____ **Faculty/Unit/Organization** _____

7. Additional Project Team Member

First Name & Last Name _____ **Affiliation** _____ Choose one.
Phone (daytime; only put #) _____ **Specify if Other** _____
Email _____ **Faculty/Unit/Organization** _____

8. Additional Project Team Member

First Name & Last Name _____ **Affiliation** _____ Choose one.
Phone (daytime; only put #) _____ **Specify if Other** _____
Email _____ **Faculty/Unit/Organization** _____

To list more members, fill a 2nd Cover Page form and save it separately. You may then e-mail it to [SPF Staff](#) directly, also specifying your project title.

Has any member on your team been part of an SPF project in the past? Y N

If yes, list all the projects they have been part of: **Ag-Connect and Mseg (Caroline Begg)**

OPTIONAL:

If applicable, total number of team members voluntarily self-identifying as members of marginalized communities:

Represented marginalized communities: Choose one. Choose one. Choose one.

Specify if Other(s) and/or add more: _____

Relevant link(s): (to website(s) or social media)

If you plan to recruit volunteers to help implement your project, please indicate how many: 0

How did you learn about the SPF? Other (specify) **Specify if Other** **Word of Mouth**

Please check the boxes to confirm that you have read and agree to the following information:

- All of our project team members understand that the SPF is publicly funded and therefore, by default SPF projects are not confidential. We agree that if needed, the SPF Steward, the SPF Administrator and/or the SPF Working Group members read and/or share the application and/or communicate part of its content in the case where they would need to (e.g. to receive professional advice, connect our team to stakeholders, etc.).
- If our project is approved, all our project team members agree that their name, email, and phone number as well as their participation to the project be disclosed (e.g. for contact information or through our application and progress/final reports published on the SPF website). **If you do not check this box, the SPF staff will communicate with you to know whose information to remove before sharing your project online.**
- All of our project team members have read and understood the [SPF Terms & Conditions](#), and we confirm that we agree to respect them.
If any aspect of the [SPF Terms & Conditions](#) are unclear to you, contact the [SPF Staff](#) before you submit your application so that you can check this box in confidence. Also note that, if your project is approved, the Project Lead and the person monitoring the project's budget will have to confirm in writing (through email or signing the document) that they agree to the [SPF Terms & Conditions](#) before officially starting the project.

SPF Application Form Section B – Project Plan

Answer the following questions and save this form to your files for future reference before uploading it on the SPF website with Section A - Cover Page.

Project Title Kohlrabi Collective Unheated Greenhouse

Project Lead Mathieu Ouellet **Phone** 514-441-8005 **Email** mathieu.ouellet2@mail.mcgill.c

First & Last Name _____ **(daytime)** _____

Before you fill out this form, make sure you have consulted all related application documents online, including the [SPF Evaluation Criteria](#), the [SPF Glossary](#), the [SPF Project Flow Diagram](#), and the [SPF Sustainability Brief](#). Read all questions first before answering them. Answer **exactly** what is being asked: stay straight to the point, clear, and succinct. The character limit (including spaces) is indicated for each question.

Project Vision Student-grown sustainable food is widely available on both campuses due to strong bonds between groups

A vision depicts the ideal future that someone is hoping for. Thus, a vision is a dreamed aspiration that someone intends to lead or contribute to, and it does not necessarily need to seem realistic at this time. As such, tell us how you see McGill campuses in an ideal world once your project is completed successfully. The vision does not need to be completed within the timeline of the SPF funding.

Project Goal Expand the reach of the Kohlrabi Collective to increase the diversity and supply of student-grown sustainable food on both campuses for the McGill community and increase educational opportunities.

(225 char. max. ~30 words)

A goal is the overarching desired tangible realization (and thus change) to be achieved within the project's lifespan. The goal contributes to the project's vision in a palpable and realistic manner. The project's goal may last longer than the SPF funding period. In line with the SPF mandate, when achieved, your project's goal should result in a culture shift (e.g. change in ideas, habits, behavior).

1a. What is the specific sustainability-related issue/challenge that you see on McGill campus(es) that you want to address?

1b. What is your project idea and how will it help address this issue/challenge? (3000 char. max. ~485 words)

The main issue that we aim at addressing with the project is to increase the sustainable food production by students for students. At the same time, this would improve educational opportunities for students in various disciplines. Formed last year, The Kohlrabi Collective has been a fruitful collaboration between the MacDonald Student-run Ecological Gardens (MSEG), Organic Campus and the McGill Farmer's market. Our efforts resulted in a greater accessibility for McGill students of fresh organic vegetables grown directly on Mac Campus by McGill students. This year, we would like to push the collaboration further and expand the collective for an even greater reach. MSEG does not, at the moment, have its own greenhouse. For all their early seedlings, the team uses the Raymond Greenhouse on MacDonald campus. However, since the whole greenhouse has to be emptied and cleaned (solarized) at the end of June in order to destroy pests, nothing can be seeded later on. This reality forces MSEG to operate sub-optimally considering the space and man-power they have. For this reason, we are requesting financial support to acquire a small moveable unheated greenhouse to be placed on MSEG's farm. MacDonald Campus Farm Manager Paul Meldrum specifically requested the moveability of the greenhouse and we already have his approval to install it on the farm. This greenhouse will allow them to seed until late August and then increase their production to full capacity. This would greatly benefit The Kohlrabi Collective as well as all McGill students since we will be able to increase and diversify the offer of organic vegetables during the fall semester. Additionally, this production increase and diversification will allow to include the Out of the Garden Project (OGP) into the collective and distribute the vegetables to even more students on both campuses. OGP has a constant need of fresh fall greens that presently can't be produced since the need to be seeded mid-July. Having a greenhouse on site would also allow MSEG to transfer their seedlings right next to the field in early June, when the cool spring temperatures will have left. This would then eliminate the need to drive to campus back and forth each time something needs to be planted (which is almost every day) and then greatly reduce greenhouse gas emissions. The greenhouse will also provide more complete educational experience for all groups involved (see Stakeholders).

2a. List 1 to 3 main impacts you expect/wish your project to have on McGill structures, processes and/or systems. These must relate to the Project Vision and Project Goal you mentioned above. Specify how those impacts will positively transform peoples' behaviors/perspectives/habits on McGill campus(es).

2b. How will this continue after funding is spent (i.e. how will you institutionalize the project)? (1550 char. max. ~250 words)

-Extending the growing season to increase and diversify production of fresh greens and seasonal vegetables to improve the supply and distribution of sustainable student-grown food on both campuses. Show people that local food can be produced for a longer amount of time so that they will buy local rather than imported vegetables.

-Increase educational opportunities for many student groups, the local community and children that come for the farm tours. Teaching them that backyard food production in an unheated greenhouse and with minimal equipment is accessible and easy for them.

The greenhouse will be maintained by the members of the Kohlrabi collective, Farm to School, AgConnect and the McGill Permaculture Club.

3a. How do you intend to address social, environmental, and/or economic dimensions of sustainability in your project's objectives?

3b. Please also address how the project will be planned and managed/executed sustainably (e.g. material local sourcing, accessibility, etc.; see the [SPF Sustainability Brief](#)). (1045 char. max. ~165 words)

-Social: This facility would greatly improve labour efficiency, reduce stress and time wasted on travelling. It would also allow us to invest more time in educational outreach.

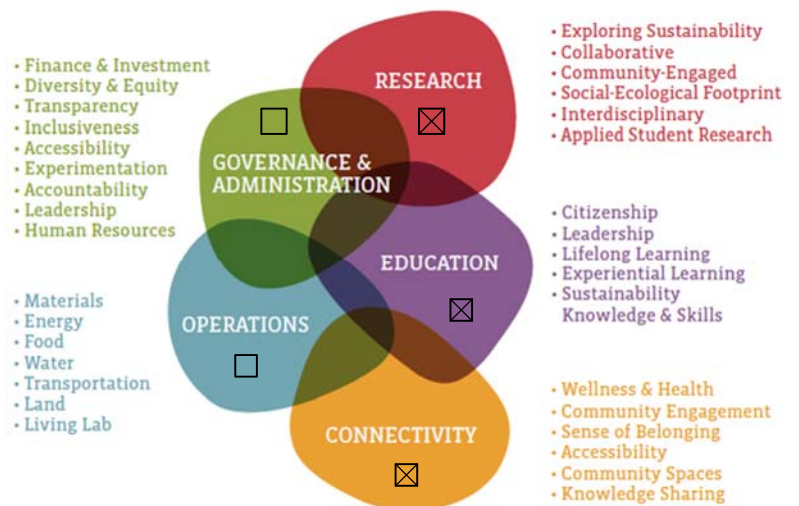
-Economic: The proximity will result in less loss of seedlings since it will be easier and water them daily.

-Environmental: Stopping to travel back and forth between both sites will decrease significantly greenhouse gas emissions.

All materials have been sourced as much as possible from local Canadian businesses. All maintenance and operations will be executed by project participants.

Beside appear the five categories in which the McGill students, faculty, and staff think the University can make a positive difference within society. The [McGill Sustainability Strategy, Vision 2020](#), describes a specific vision and goals for each of these categories, as they were defined by the McGill direct stakeholders through a comprehensive consultation process.

Vision 2020 Categories



4a. In the figure, check all the categories under which your project falls (Select only one if no other categories apply to your project).

4b. Among the categories that you checked, select the one that you think is most relevant to your project:

Dominant Category: Choose one.

5. List 3 to 5 key stakeholders on/off McGill campus(es) that will be involved with and/or impacted by your project, and indicate their respective role in your project.

Stakeholder's Name(s)	Affiliation	Role in the Project	Confirmed Support
Audrey Constance Wagner	McGill Permaculture Club	Beneficiary	Yes
Chelsea Kingsett	McGill Farmer's Market	Distribution Facilitator	Yes
Ingrid Laplante	AgConnect	Beneficiary	Yes
Anna Gottheil	Out Of Garden Project	Distribution Facilitator	Yes
			Choose one.

6. List the 4 most important objectives of your project and at least one key related activity that you need to conduct to reach each of these and your project impacts. Make your objectives and activities as S.M.A.R.T. as possible. Also indicate at least one output and a key success indicator per activity. (read instructions below; you can also refer to the [Sample Project Plan <5K](#) for guidance)

Of your 4 S.M.A.R.T. objectives, a minimum of one should relate to “monitoring” your project’s progress and effectiveness. Another objective should relate to “outreach” (e.g. raising awareness about your project’s topic, promoting your project in the McGill Community and/or calling for individuals’ participation), and two should be more specific to your project, i.e. “other” objectives. The nature of these “other” objectives is for you to decide and tailor to your project.

*For each of your 4 objectives, you should indicate at least one key **activity**.*

The bottom of the table is for you to list four additional activities that you think are crucial to the success of your project. As such, depending on what you think is important to having the impact(s) you envision, you may end up having three activities in total that relate to your monitoring objective (e.g. developing a survey, any other activity that will help you and other stakeholders learn through your project) or to outreach (e.g. producing and sharing a video about the project). In any case, since you have limited space, only indicate the objectives and activities that relate best to the impacts you listed under Question 2, and thus to sustainability at McGill.

*For each objective/activity, specify a key **success indicator** that you think should be used to assess its degree of achievement/completion. Your indicators can be qualitative or quantitative (e.g. number of participants, participant testimonials, website analytics, quantity of energy saved, etc.). See the document [Sample Indicators](#) for inspiration. Also indicate the **output(s)** that will be created as a result of each activity and objective, such as a deliverable (e.g. video, report), training, website, network, design plan, or any other output adding value to the project and helping reach its objectives/impacts.*

Type of Objective/ Activity		Main S.M.A.R.T. Objectives / Activities (125 char. max. ~20 words)	Resulting Output(s) (15 char. Max.)	Responsible Team Member(s) and Time (initials + if paid, estimated # of hours to complete objective/activity) (35 char. max.)	Start Date (MM-DD-YY)	End Date (MM-DD-YY)	Related Key Success Indicator – do not forget to include targeted numbers for each (ignore the check boxes for now) (75 char. max. ~10 words)	
Objective #1	Other	Increase and diversify the production of greens later in the season.	Weight of greens	Mathieu Ouellet	06-21-17	09-15-17	Total weight of the increase production in relation to past years	<input checked="" type="checkbox"/>
Related Activity	Other	Design a checklist for the additional seeding that we're going to do in the future greenhouse	Checklist	Mathieu Ouellet	06-21-17	09-15-17	1 finalized protocol and checklist for production in the greenhouse	<input type="checkbox"/>
Objective #2	Other	Establish and build an unheated moveable greenhouse system	Greenhouse	Florence Bieler	05-01-17	11-15-17	1 greenhouse	<input type="checkbox"/>
Related Activity	Other	Have the project participant gain lasting knowledge and experience	List of insights	Florence Bieler	05-01-17	11-15-17	1 page report at the end of the season	<input type="checkbox"/>
Objective #3	Outreach	Increasing awareness of the availability of sustainable food	Newsletter	Florence Bieler	06-17-17	11-15-17	18 newsletters distributed	<input checked="" type="checkbox"/>
Related Activity	Outreach	Develop informative sections in the newsletter about season extension and explain how to implement it at home	Newsletter	Florence Bieler	06-17-17	11-15-17	1 survey at the end of the season	<input type="checkbox"/>
Objective #4	Monitoring	improve stress management	Happiness	Shaina Hayes	05-01-17	11-15-17	Less days off work sick	<input checked="" type="checkbox"/>
Related Activity	Monitoring	Improve labor efficiency	Hours saved	Shaina Hayes	05-01-17	11-15-17	More hours available for educational outreach	<input type="checkbox"/>
Add'l Activity	Choose an item.							<input type="checkbox"/>
Add'l Activity	Choose an item.							<input type="checkbox"/>
Add'l Activity	Choose an item.							<input type="checkbox"/>
Add'l Activity	Choose an item.							<input type="checkbox"/>

7. Now, about the check boxes: Select a total of 3 success indicators that you wish to track and report on during your project. These 3 indicators should be the most relevant to your goal and to creating a culture of sustainability at McGill. They should also be relatively easy to monitor.

When selecting your indicators, make sure that you will have/plan the time and resources you will need to allocate to monitor them throughout the course of your project. Before you start your project, the SPF may ask you to change a chosen indicator for another that seems more pertinent to the SPF or to the University sustainability reporting. Note that, in addition to these three indicators, you will be asked to track four other generic ones that will be specified in the Award Letter.

You will be required to indicate progress towards your final 7 indicators in your progress and final reports to the SPF. Because the SPF values the experiences and learning that occurs during your project (not only results), these reports will also gather related information through open-ended questions.

We have selected the 3 Success Indicators that we wish to monitor during the project:

- BUDGET -

Please refer to the [SPF Guide to Budgeting](#) to complete your project's budget.

REVENUES

Indicate any funding you will receive or anticipate receiving to complete your project, including funds from McGill Departments and Units.

Reminder: If your project is approved, any financial contributions from McGill department/unit will need to be confirmed with a letter or email from its Financial/Budget Officer at the beginning and end of the project.

	(A) Funding Source(s)	(B) Amount	(C) Status
1.	Sustainability Projects Fund (SPF)	\$3,502.35	Unconfirmed
2.	MacDonald Student-run Ecological Gardens	\$1,215.00	Confirmed
3.			Choose one.
4.			Choose one.
REVENUES GRAND TOTAL - add all (B)		\$4,717.35	

EXPENSES

1. Salaries & Wages (only if applicable)

If applicable, indicate the job position(s) under your project and the associated costs. See the [SPF Guide to Budgeting](#) for further instructions.

(A) Position Title	(B) ~# of Hours per Week	(C) ~# of Week	(D) Hourly Wage* (\$)	(E) Subtotal (\$) (B x C x D)	(F) 20% Benefits	(G) Total Cost (\$) (E x F)	(H) Funding Sources**
Project overhead	30	1	\$11.25	\$ 337.50	1.2	\$ 405.00	2
Construction manager	30	1	\$11.25	\$ 337.50	1.2	\$ 405.00	2
Irrigation manager	30	1	\$11.25	\$ 337.50	1.2	\$ 405.00	2
				\$ 0.00	1.2	\$ 0.00	
Expenses Subtotal 1 - add all (G)						\$1,215.00	

Do you already have a specific person in mind for filling the above position(s)? Y N

Do you have a personal and/or professional affiliation with the above position(s)? Y N

If you answered 'Y' to one or both of the above questions, please disclose:

Project Overhead - Mathieu Ouellet
 Construction manager - Shaina Hayes
 Irrigation manager - Florence Bieler

2. Other Expenses

Indicate all of the expenses associated with your project; think back to all of your project's activities and all of the items that you need to complete them. It may be beneficial to group by category (not required); if you do so, please use the following categories: Materials-Supplies, Equipment, Printing, Events, Transportation, One-time Profess. Fees, and Misc.

(A) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**	(A) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**	
Greenhouse frame	1	\$1,300.00	\$1,300.00	1	Hose	1	\$75.00	\$ 75.00	1	
Helix Earth Anchor	8	\$13.50	\$ 108.00	1	Horseclamps	7	\$1.00	\$ 7.00	1	
Tying string	2	\$21.80	\$ 43.60	1	Reducing tee	1	\$7.50	\$ 7.50	1	
Benches	2	\$600.00	\$1,200.00	1	Gate Valve	1	\$14.00	\$ 14.00	1	
Shelve brackets	8	\$29.00	\$ 232.00	1	Watering wand	1	\$34.50	\$ 34.50	1	
Irrigation mainline	1	\$138.00	\$ 138.00	1	Shipping costs	1	\$271.00	\$ 271.00	1	
Ball Valve	3	\$17.00	\$ 51.00	1			\$0.00	\$ 0.00		
Male adaptor	5	\$2.75	\$ 13.75	1			\$0.00	\$ 0.00		
Insert tee	1	\$7.00	\$ 7.00	1			\$0.00	\$ 0.00		
Expenses Subtotal 2 - add all (D)				\$3,093.35	Expenses Subtotal 3 - add all (D)				\$ 409.00	

EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3) **\$4,717.35**

* See the [SPF Guide to Budgeting](#) for the conditions and Hourly Wages applicable to hiring under the SPF.

** To indicate the one or many Funding Source(s) that will pay for the expenses, use their respective number as you listed under Revenues (e.g. SPF = 1).

Thank you! After you save a copy of your file, you can now upload this form and Section A - Cover Page on the SPF website to complete the application process. The SPF staff will contact your team within two weeks to provide feedback. Congratulations on applying to the SPF!