

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 Educatioanl Honey Bee Hive

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

Improve Macdonald Campus apiary society by purchasing and assembling a FlowHive. This hive will allow for easy extraction of honey with only the turn of a tap. We will create a safer environment for the bees and an educational resource for students interested in apiary studies.

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 (\$): \$1,060.00

Approximate Total Project Budget (\$): \$1,060.00

(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):

FLOWHIVE CLASSIC CEDAR = 1500 (EXCHANGE RATE, SHIPPING, COLONY) +
MARKETING = 165, TOTAL = 1665\$

Indicate which of the following team members...

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

Erin Brown

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

Erin Brown

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, LGBTTTQI, student parents, members of ethnic minorities, immigrants, people with disabilities).

1. Project Team Member

First Name & Last Name	<u>Erin Brown</u>	Affiliation	<u>Undergraduate</u>
Phone (daytime; only put #)	<u>514-969-1742</u>	Specify if Other	_____
Email	<u>erin.brown3@mail.mcgill.ca</u>	Faculty/Unit/Organization	<u>Ag.Env.Sc</u>

2. Additional Project Team Member

First Name & Last Name	<u>Ociane Canada</u>	Affiliation	<u>Undergraduate</u>
Phone (daytime; only put #)	<u>510-759-6295</u>	Specify if Other	_____
Email	<u>ociane.canadas@mail.mcgill.ca</u>	Faculty/Unit/Organization	<u>Ag.Env.Sc</u>

3. Additional Project Team Member

First Name & Last Name	<u>Chloe Trépanier</u>	Affiliation	<u>Undergraduate</u>
Phone (daytime; only put #)	<u>4188500074</u>	Specify if Other	_____
Email	<u>chloe.trepanier@mail.mcgill.ca</u>	Faculty/Unit/Organization	<u>Ag.Env.Sc</u>

4. Additional Project Team Member

First Name & Last Name	<u>Caroline Begg</u>	Affiliation	<u>Academic Staff</u>
Phone (daytime; only put #)	_____	Specify if Other	_____
Email	<u>caroline.begg@mcgill.ca</u>	Faculty/Unit/Organization	<u>Natural Resource Sciences</u>

SPF Application Form

Section A - Cover Page

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: 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) <https://www.honeyflow.com/shop/flow-hive/flow-hive/p/133>

If you plan to recruit volunteers to help implement your project, please indicate how many: 5

How did you learn about the SPF? Through a Friend _____ Specify if Other _____

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.

Thank you! Save this form to your files for future reference and fill Section B 'Project Plan' of the SPF Application Form to complete the process.

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 Educational Honey Bee Hive

Project Lead Erin Brown **Phone** 514-969-1742 **Email** erin.brown3@mail.mcgill.ca

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 To have a safe and accessible honey bee colony on campus for educational purposes.

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 (225 char. max. ~30 words) 1) To provide a safe environment for honey bees. 2) To teach students of all ages about apiary sciences. 3) To more easily produce sustainable honey and agriculture.

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)

1a. Bees are vital in the pollination of food crops. Nevertheless, bees are being threatened by urgent issues like colony collapse disorder which is causing cascade effects for many honey-bee dependent plants, including common fruits like: apples, raspberries and tomatoes, all of which are produced on the MacCampus. Therefore, a healthy honey bee population is vital to sustainable agricultural success at McGill. Through the use of a FlowHive, we can ensure the survival of honey bees on campus.

1b. The FlowHives extract honey with the turn of a knob to ensure minimal disturbance to the colony. The Flow frame consists of already partly formed honeycomb cells. The bees complete the comb with their wax, fill the cells with honey and cap the cells as usual. When we turn the knob, the cells split vertically inside the comb forming channels allowing the honey to flow down through the cells to the base of the frame and out of the hive while the bees are undisturbed on the comb surface. The hives also have a glass pannel, which will allow students to see into the colony without any worry of stings or disturbance to the colony. Therefore, we can ensure a safe environment both for students and the bees to learn about apiculture. We will use the hive for educational purposes, both for the McGill students and the Farm-to-School club, teaching students about the importance of sustainable honey. Having a safe hive will allow students to develop an interest in this otherwise non-accessible field. We hope to raise awareness for honey bee populations in Quebec and ensure sustainable agriculture. The hives are designed with proper winter protection for the bees, for greater survival rate from year to year. We expect the FlowHive to last for approximately 10 years.

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)

2a.

1) To provide an educational resource for McGill students to learn about sustainable apiculture. We hope to increase awareness for the threats facing honey bees and their uses in our society.

2) To create a safe and healthy colony for the honey bees.

3) To ensure the survival of sustainable agriculture on campus.

2b.

Funding will allow us to purchase a FlowHive, which will be used for many years after funding is spent. We expect the FlowHive to last approximately 10 years, with proper maintenance. The educational component will run throughout the school year and during the summer, with increased interest as we continue to create awareness for apiculture on campus. Through the creation of a sustainable hive, continual pollination and sustainable agriculture will thrive on campus.

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)

3a. We will use the FlowHive to teach and promote sustainable apiculture. We want to show students about sustainable honey and the science of honey bees. This hive will also act as a resource for McGill professors to use as an educational component in courses like: Organisms 2, Biophysical Environment, St. Lawrence Ecosystems, Entomology. Although, any course that discusses sustainable agriculture or organisms could incorporate this resource into the course through small field trips or classroom discussions. 3b. The project will be planned and managed with collaboration between MSEG, Beekeeping Club and the Farm To School Club. We expect a short time (1 day) for set up of project because of the ease of construction, and a few weeks for delivery. The hive will be kept near the MSEG gardens by the Mac Farm for easy accessibility for Macdonald students and staff and to make sure it is well maintained. It will be kept away from direct sunlight and harsh elements to ensure survival from year-to-year.

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: Education

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
MSEG	On Campus	Summer hive maintenance	Yes
Farm To School Club	On Campus	Education about bees on campus	Yes
Macdonald Beekeeping club	On Campus	Collaboration and advising	No
			Choose one.
			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	To complete construction of the FlowHive and have local bee keepers inspect the hive before we implement the colony.	Checklist	Ociane Canadas + Undefined bee keep	05-20-17	08-01-17	0: nothing completed, 1: Hive built, 2: Hive built and inspected	<input checked="" type="checkbox"/>
Related Activity	Other	Engage at least 3 professors to discuss and show the hives to students	Education	Erin Brown	09-01-17	12-20-17	1, 2 3, >3 out of 3	<input checked="" type="checkbox"/>
Objective #2	Other	To collect honey from the hive and sell it at a fair price to the MacDonald campus community	Honey/money	Chloe Trepanier	01-17-09	12-20-17	0: nothing, 1: honey collected, 2: honey collected and sold	<input checked="" type="checkbox"/>
Related Activity	Other	Sickers to brand our sustainable honey and inform consumers where it comes from, use the money to maintain hive in condition	Stickers/sustain	Erin Brown	09-01-17	12-20-17	0: no sticker, no sales, 1: sticker only, 2: sales only, 3: stickers and sales	<input checked="" type="checkbox"/>
Objective #3	Outreach	To have a workshop to educate McGill and the local community about bees.	Presentation	Erin Brown	09-01-17	11-01-17	yes or no	<input checked="" type="checkbox"/>
Related Activity	Outreach	Create a factsheet for use by professors and volunteer educators.	Factsheet	Erin Brown	09-01-17	11-01-17	0: no factsheet, 1: factsheet created, 2: factsheet created and used	<input checked="" type="checkbox"/>
Objective #4	Monitoring	Study this hive's production and survival, see if such hives could replace older ones on the campus	Comparaison	Chloe Trepanier & Erin Brown	09-01-17	05-01-18	yes or no	<input checked="" type="checkbox"/>
Related Activity	Monitoring	Communicate and inform the beekeeping club on how such hive may/could be implemented on a larger scale	Improve Campus	Erin Brown	09-01-17	05-01-18	yes or no	<input checked="" type="checkbox"/>
Addt'l Activity	Choose an item.	Inform the entemology department and interested student body in the findings	Newsletter	Erin Brown	01-17-09	01-18-05	Include production values, education intitative, and findings of study	<input checked="" type="checkbox"/>
Addt'l Activity	Choose an item.							<input type="checkbox"/>
Addt'l Activity	Choose an item.							<input type="checkbox"/>
Addt'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)	\$1,665.00	Unconfirmed
2. Honey Sales	\$100.00	Unconfirmed
3.		Choose one.
4.		Choose one.
REVENUES GRAND TOTAL - add all (B)	\$1,765.00	

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**
			\$0.00	\$ 0.00	1.2	\$ 0.00	
			\$0.00	\$ 0.00	1.2	\$ 0.00	
			\$0.00	\$ 0.00	1.2	\$ 0.00	
			\$0.00	\$ 0.00	1.2	\$ 0.00	
Expenses Subtotal 1 - add all (G)						\$ 0.00	

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:

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**
FlowHive Cedar	1	\$1,500.00	\$1,500.00				\$0.00	\$ 0.00	
Jars	50	\$3.00	\$ 150.00				\$0.00	\$ 0.00	
Stickers	100	\$0.15	\$ 15.00				\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
Expenses Subtotal 2 - add all (D)				\$1,665.00	Expenses Subtotal 3 - add all (D)				\$ 0.00
EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3)								\$1,665.00	

* 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!