

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 Giving Garden

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

Creating a physically accessible gardening space, in order to remove physical barriers and increase inclusiveness. We will grow fresh produce to donate to an on-campus free-meals collective, and host workshops on subjects associated with food production, food security, access and inclusion.

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 (\$): \$3,877

Approximate Total Project Budget (\$): \$3,877
(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):*

MATERIALS FOR RETROFIT (65%), WORKSHOPS (20%)

Indicate which of the following team members...

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

Mark Beach

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

Mark Beach

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).

<p>1. Project Team Member</p> <p>First Name & Last Name <u>Mark Beach</u></p> <p>Phone <i>(daytime; only put #)</i> <u>514-398-6009</u></p> <p>Email <u>Mark.beach@mcgill.ca</u></p>	<p>Affiliation <u>Administrative Staff</u></p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization <u>OSD</u></p> <p>Campus <u>Downtown</u></p>
<p>2. Project Team Member</p> <p>First Name & Last Name <u>Rachel Desjourdy</u></p> <p>Phone <i>(daytime; only put #)</i> <u>514-398-6009</u></p> <p>Email <u>Rachel.desjourdy@mcgill.ca</u></p>	<p>Affiliation <u>Administrative Staff</u></p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization <u>OSD</u></p> <p>Campus <u>Downtown</u></p>
<p>3. Project Team Member</p> <p>First Name & Last Name <u>Teri Phillips</u></p> <p>Phone <i>(daytime; only put #)</i> <u>514-398-3537</u></p> <p>Email <u>Teri.phillips@mcgill.ca</u></p>	<p>Affiliation <u>Administrative Staff</u></p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization <u>OSD</u></p> <p>Campus <u>Downtown</u></p>
<p>4. Project Team Member</p> <p>First Name & Last Name <u>Gift Tshuma</u></p> <p>Phone <i>(daytime; only put #)</i> <u>514-398-6009</u></p> <p>Email <u>gift.tshuma@mcgill.ca</u></p>	<p>Affiliation <u>Administrative staff</u></p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization <u>OSD</u></p> <p>Campus <u>Downtown</u></p>

SPF Application Form Section A - Cover Page

PROJECT TEAM MEMBERS (CONT'D)

<p>5. Project Team Member</p> <p>First Name & Last Name <u>The Midnight Kitchen</u></p> <p>Phone (daytime; only put #) <u>514-398-2337</u></p> <p>Email <u>midnightkitchencollective@gmail.com</u></p>	<p>Affiliation _____</p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization _____</p> <p>Campus _____</p>	<p>Other _____</p> <p>On-campus collective _____</p> <p>_____</p> <p>Downtown _____</p>
<p>6. Project Team Member</p> <p>First Name & Last Name <u>Émilie Marcotte</u></p> <p>Phone (daytime; only put #) <u>514-398-4486</u></p> <p>Email <u>emilie.marcotte@mcgill.ca</u></p>	<p>Affiliation _____</p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization _____</p> <p>Campus _____</p>	<p>Administrative Staff _____</p> <p>_____</p> <p>Sexual violence response advisor _____</p> <p>Downtown _____</p>
<p>7. Project Team Member</p> <p>First Name & Last Name _____</p> <p>Phone (daytime; only put #) _____</p> <p>Email _____</p>	<p>Affiliation _____</p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization _____</p> <p>Campus _____</p>	<p>Choose one. _____</p> <p>_____</p> <p>Choose one. _____</p>
<p>8. Project Team Member</p> <p>First Name & Last Name _____</p> <p>Phone (daytime; only put #) _____</p> <p>Email _____</p>	<p>Affiliation _____</p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization _____</p> <p>Campus _____</p>	<p>Choose one. _____</p> <p>_____</p> <p>Choose one. _____</p>

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: _____

OPTIONAL:

If applicable, total number of team members voluntarily self-identifying as members of marginalized communities: **1**

Represented marginalized communities: Choose one. Choose one.

Specify if Other(s) and/or add more: Persons with Disabilities

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

If you plan to recruit volunteers to help implement your project, please indicate how many: **10**

How did you learn about the SPF? Word of mouth _____ 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 The Giving Garden

Project Lead Mark Beach **Phone** 514-398-6009 **Email** mark.beach@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 An accessible garden space, to provide produce for free-meals initiatives and facilitate workshops.

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 See attached document.
(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)

Currently there are no on-campus gardening projects that provide physically accessible gardening experiences. This prevents the inclusion of some members of the McGill community from all the benefits associated with community gardening. No previous on-campus gardening initiative has had the expressed intent of engaging people with disabilities, or providing gardening-related educational workshops for said demographic.

This project will focus on utilizing self-watering planters (25 SPF-owned planters, formerly used by the Santropol/Edible Campus project), retrofitting to make them accessible to people with physical disabilities (wheelchair/mobility-aid users, etc.). This will be done by following principles of Universal Design to raise the planters using wooden frames, and ensure approachability and ease of use. We intend to acquire composters that are equally physically accessible, and also a selection of adapted gardening tools. We will host workshops, facilitated by Ca Pousse, (a community organization associated with the NDG Food Depot), on topics such as composting, herbalism, seed saving, and ecological methods of pest management. Workshops will be open to all members of the McGill community, with the intention of fostering community engagement, knowledge sharing, and interest in food security. Our volunteer gardeners will be mainly comprised of members of the Access Ambassadors, who are students registered with the Office for Students with Disabilities, with the mandate of volunteering in projects related to accessibility initiatives on campus.

- 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)

We believe that a physically accessible, inclusive garden project will increase participation in on-campus food-production initiatives, by removing barriers and thereby increasing participants' sense of belonging and knowledge pertaining to gardening and food security. The garden space will also serve to highlight the advantages of the principles of Universal Design, and inform community members of the values associated with them.

We have confirmation from the Midnight Kitchen or ongoing funding (\$200/year) to cover yearly operation costs of the outdoor garden (seeds, soil, tools, etc.).

- 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)

We intend to remove physical barriers to gardening/food-production, and in doing so increase availability of the associated activities and community engagement to physically disabled members of the community. Workshops will engage community members, and share knowledge associated with food production and food security. By donating the fresh produce grown in our garden to the Midnight Kitchen, we will contribute to the well-being of economically disadvantaged members of the community. We will source materials locally, where possible, and also practice seed-saving, to minimize the need for sourcing them in the future.

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.



- 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: Connectivity

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
Midnight Kitchen	Garden neighbours, donees	rec produce, part. in workshops	Yes
Access Ambassadors	OSD registered students	volunteers, workshop participants	Yes
Ca Pousse	Comm group familiar w/ McGill	facilitating workshops	Yes
Office for Sexual Violence Response	Student resource/response office	volunteers, workshop participants	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	Retrofit planters to make them physically accessible		Mark Beach				<input type="checkbox"/>
Related Activity	Other	Design and construction of frames for planter boxes	Accessible Planter	Mark Beach & Gift Tshuma: 18hrs	09-18-04	04-13-18	People using wheelchairs or mobility-aid devices are able to access 25 planters with ease	<input checked="" type="checkbox"/>
Objective #2	Other	Donating fresh produce to Midnight Kitchen from June - October 2018		Mark Beach				<input type="checkbox"/>
Related Activity	Other	Growing fresh produce in 25 planter boxes, with the help of Access Ambassador volunteers.	Fresh produce	Mark Beach: 6-10hrs/week for 7 mo.	04-01-18	10-31-18	4 donations per month of fresh produce to Midnight Kitchen, for 5 months total (June - Oct)	<input checked="" type="checkbox"/>
Objective #3	Outreach	Increase knowledge of food production.		Mark Beach				<input type="checkbox"/>
Related Activity	Outreach	Hosting 6 workshops, facilitated by Ca Pousse, with topics pertaining to food production.	Increased awareness	Mark Beach: 12hrs	04-01-18	10-31-18	12-20 participants per workshop.	<input checked="" type="checkbox"/>
Objective #4	Monitoring	Determine overall donations made to Midnight Kitchen		Mark Beach				<input type="checkbox"/>
Related Activity	Monitoring	Weekly weighing and cataloguing of produce prior to donation.	Monitoring success	Mark Beach: 3hrs/wk for 5 mo.	06-15-18	10-31-18	A compilation of the produce in the weekly donations by the end of the season (Oct 31/18)	<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:

Appendices:

1. **Goal**
2. **Letter of support from Midnight Kitchen**
3. **Letter of support from Office for Sexual Violence Response**
4. **Addressing general concerns**
5. **Carpentry estimate**
6. **Frame design**

Appendix 1:

Goal:

By retrofitting planter-boxes (SPF-owned planters, formerly used by the Santropol project), we intend to create a physically accessible gardening space, to remove barriers and increase inclusivity while demonstrating principles of Universal Design. Volunteers (Access Ambassadors) will cultivate fresh produce for donation to the Midnight Kitchen, and the garden will serve as a space to host workshops (facilitated by Ca Pousse) relating to food production and food security.

Appendix 2:

Letter of Support from Midnight Kitchen:

Letter of support:

Hi Mark,

Midnight Kitchen is interested in providing ongoing support of the OSD garden project. Our summer garden coordinators will help maintain the project and we can cover up to \$200 per year for reoccurring or maintenance costs.

Cheers,

Wade

on behalf of Midnight Kitchen

Midnight Kitchen

Tel : 514-398-2337 || Fax: 514-398-7490

Daily servings: Mondays to Thursdays, 12:30pm-1:15pm

SSMU Building, 3480 McTavish Street, Montreal, QC

Kitchen on the 3rd floor (Room 304)

Office on the 4th floor (Room 414)

Midnight Kitchen is located on the traditional territory of the Kanien'kehá:ka.

[Solidarity Serving Kitchen Booking Discretionary Funding](#)

[Website](#) [Facebook](#) [Twitter](#) [Instagram](#)

Appendix 3:

Hi Mark,

Following our conversation regarding the giving garden project, I would like to confirm that our office would like to participate as collaborators. We have a team of volunteers to draw on and seek to collaborate with different offices and projects on campus to enlarge the programming and possibilities for involvement for people seeking support from our office. As such, we can participate in the promotion of the project and the workshops through our website, our social media presence (Facebook and Instagram) as well as through our upcoming monthly newsletter.

I look forward to working with you and your team on this project!

Best,

Émilie Marcotte, M.S.W., ts

Sexual Violence Response Advisor/*Conseillère en intervention en matière de violence sexuelle*
Office for Sexual Violence Response, Support and Education/*Bureau d'intervention, de prévention et d'éducation en matière de violence sexuelle* | Université McGill University
(Downtown/*Centre-ville*) 550 Sherbrooke W. suite 585 (West tower elevators 1-11) | Montréal, Québec | H3A 1B9
(*Campus* Macdonald Campus) Room 121 | Student Services | Centennial Centre
T: 514.398.4486 | emilie.marcotte@mcgill.ca |



McGill is situated on the traditional territory of the **Kanien'kehà:ka**/People of the Flint (Mohawk) who are a founding nation of the **Haudenosaunee**/People of the Longhouse (Iroquois) Confederacy. Do you know how many [Nations](#) are in Quebec?

Appendix 4:

Addressing general concerns:

The question of need/demand

We feel that the demand/need for this type of garden is exemplified by the simple fact that an accessible gardening space does not yet exist at McGill. The first principle of Universal Design is "Equitable Use", and we believe that inclusivity should be approached proactively, not reactively.

Workshops in following years

It is not our intention to use the services of Ca Pousse on an annual basis, but rather to have the people involved in this season's activities facilitate workshops next year, and onwards, to share knowledge and skills that they acquired during the season.

Workshop Attendance

In addition to the anticipated attendance of Access Ambassadors, the workshops will be open to members of the Midnight Kitchen collective, students and staff associated with the Office for Sexual Violence Response. If response is low from these groups, which we do not anticipate being the case, we will send open-invites to all other McGill gardening/farming groups. Additionally, we will host 4 of the 6 workshops during the winter and fall semesters (2 in winter, 2 in fall), in order to ensure higher chance of student participation.

Garden Volunteers

Due to the fairly small number of planter-boxes that we will be dealing with, we don't anticipate any problems in forming a committed group of volunteers for the season. We have approximately 2000 students registered through the OSD who will receive recruitment information from us, and the Office for Sexual Violence Response will also share recruitment information through their social media networks.

Approval for garden

Design specs and an estimate from an off-campus carpenter have been submitted to Lorraine Mercier and Emmanuelle Lapointe, via Paul Guenther, who advised that I submit the application specifying that approval is "pending".

(copy of correspondence from Paul Guenther to Lorraine Mercier and Emmanuelle Lapointe)

Hi Lorraine & Emmanuelle,

As briefly discussed this morning, an SPF application is being made by the OSD to modify some of the Edible Campus boxes to create a section of the installation which is accessible.

Below, you will find the material and weight information you requested. Although the infrastructure is not aligned with the design standards, neither is the rest of the Edible Campus. The Burnside Terrace offers a space for these type of informal installations and I think it is a major benefit for the campus.

Unless you specify otherwise, I will indicate that your office (and ours) is in support this initiative.

Thank you!

Paul Guenther OUQ, PMP | Senior Campus Planner

Campus Planning and Development Office / Bureau du développement et de la planification des campus

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1010 Sherbrooke Street West, Suite 1200 | Montreal, QC; Canada | H3A 2R7

o: 514.398.3039 | m: 514.473.6693 | paul.guenther@mcgill.ca

Appendix 5:

See attached Excel document

Appendix 6:



