



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 Permaculture Garden Resource Coordinator

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

The Macdonald Showcase Permaculture Garden originated as an SPF-funded sustainable agriculture project in 2017. The project is entering its second phase, whereby we are facilitating student involvement and learning opportunities in the garden in order to strengthen the community around the garden and ensure continuity. This SPF application will be used to kickstart this process.

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 (\$): \$4,698.00

Approximate Total Project Budget (\$): \$4,698.00
(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):*

PART-TIME SALARY FOR GARDEN COORDINATOR (100%)

Indicate which of the following team members...

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

Dylan Davies

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

Dylan Davies

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>Dylan Davies</u></p> <p>Phone <i>(daytime; only put #)</i> <u>514-929-5087</u></p> <p>Email <u>dylan.davies@mail.mcgill.ca</u></p>	<p>Affiliation <u>Undergraduate</u></p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization <u>Agr. and Env. Science</u></p> <p>Campus <u>Macdonald</u></p>
<p>2. Project Team Member</p> <p>First Name & Last Name <u>Ella Martin</u></p> <p>Phone <i>(daytime; only put #)</i> <u>514-473-2417</u></p> <p>Email <u>ella.martin@mail.mcgill.ca</u></p>	<p>Affiliation <u>Undergraduate</u></p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization <u>Agr. and Env. Science</u></p> <p>Campus <u>Macdonald</u></p>
<p>3. Project Team Member</p> <p>First Name & Last Name <u>Sophie Theron</u></p> <p>Phone <i>(daytime; only put #)</i> <u>518-637-1752</u></p> <p>Email <u>sophie.theron3@mail.mcgill.ca</u></p>	<p>Affiliation <u>Undergraduate</u></p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization <u>Agr. and Env. Science</u></p> <p>Campus <u>Macdonald</u></p>
<p>4. Project Team Member</p> <p>First Name & Last Name _____</p> <p>Phone <i>(daytime; only put #)</i> _____</p> <p>Email _____</p>	<p>Affiliation <u>Choose one.</u></p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization _____</p> <p>Campus <u>Choose one.</u></p>

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PROJECT TEAM MEMBERS (CONT'D)

<p>5. 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>_____</p> <p>Choose one. _____</p>
<p>6. 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>_____</p> <p>Choose one. _____</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>_____</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>_____</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: **Macdonald Showcase Permaculture Garden (SP0162)**

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) **mspermaculturegarden.wixsite.com/mspg**

If you plan to recruit volunteers to help implement your project, please indicate how many: **25**

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.

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)

(1) Using an open source concept, we wish for the garden to serve as a door for new and innovative projects in which students and faculty at McGill are able to apply systems thinking approaches towards interdisciplinary fields of research. (2) This project is expected to expose people to alternative and sustainable agricultural systems. The garden is meant to portray an exemplary model of a field designed using the 12 Permaculture Principles, therefore we are hoping that it serves as an outlet for people to creatively expand on the principles as they see fit. (3) The overall involvement from students and faculty in the garden is designed and expected to create a community surrounding the project, and to further overall education about permaculture at McGill. The goal of the Garden Coordinator is to act as a vector for student and faculty research project involvement. This project will then become institutionalized through the creation of a Garden Committee Toolkit. The toolkit will include all information pertaining the garden: resources, contacts, etc. With this toolkit, newly interested students will be able to undertake research projects in preceding years without the need or help of a Garden Coordinator. The Garden Coordinator will be continuing the process of transforming the garden from an annual to perennial one. This will further reduce the garden's dependence on external funding.

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)

This project will greatly improve the social sustainability of the MSPG by engaging students and faculty in an interdisciplinary community focused on exploring the vast field of permacultural knowledge. By strengthening the gardens support network and creating valuable resources, this initiative will foster a collaborative learning environment for years to come. By continuing to support the garden, this project will inevitably promote environmental sustainability through the many ecosystem services that the garden provides. It will also allow for students to study the environmental benefits of the permaculture garden, which adds greatly to the academic validity and institutionalization of this alternative agriculture project. In regards to economic sustainability, the creation of a garden coordinator toolkit and the development of student involvement infrastructure will greatly lessen the gardens need for external funding 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: 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
McGill Permaculture Club	McGill Student Club	Main garden managers	Yes
MPC Garden Committee	Student Group	Focus group for garden tasks	Yes
MSEG	Student Project	Horticultural advice	Yes
Caroline Begg	Faculty Lecturer	Student project supervisor	Yes
Paul Meldrum	Farm Manager	Logistical support	No

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	Create educational/skill-sharing opportunities	education	DD, EM, ST and garden coordinator				<input type="checkbox"/>
Related Activity	Other	Host workshops in the garden	workshops	DD, EM, ST and garden coordinator			at least three workshops during the summer	<input type="checkbox"/>
Objective #2	Other	Creation of garden resources	resources	garden coordinator				<input type="checkbox"/>
Related Activity	Other	Creation of Garden Committee Toolkit	toolkit	garden coordinator (150 hours)			successfully create Garden Committee Toolkit	<input type="checkbox"/>
Objective #3	Outreach	Increasing student volunteering in the MSPG	participation	garden coordinator (50 hours)				<input type="checkbox"/>
Related Activity	Outreach	Number of volunteers in the garden over the summer	participation	garden coordinator			Engage 25 volunteers over the summer	<input type="checkbox"/>
Objective #4	Monitoring	Increasing academic involvement in the MSPG	student project	DD, EM, ST				<input type="checkbox"/>
Related Activity	Monitoring	Number of students registered in FAES course in garden	reports	DD, EM, ST and garden coordinator			Facilitate 3 or more student credited projects.	<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)	\$4,698.00	Unconfirmed
2.	Student Experience Enhancement Fund (SEEF)	\$3,000.00	Confirmed
3.			Choose one.
4.			Choose one.
REVENUES GRAND TOTAL - add all (B)		\$7,698.00	

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**
Part-time garden coordinator	18	15	\$14.50	\$3,915.00	1.2	\$4,698.00	
			\$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)						\$4,698.00	

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:

There is no specific person in mind, however there is a large community of people involved with the garden project that may be interested.

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**	
Trees and shrubs	20	\$50.00	\$1,000.00	SEEF			\$0.00	\$ 0.00		
Seeds	100	\$3.00	\$ 300.00	SEEF			\$0.00	\$ 0.00		
Mulch + OM	1	\$100.00	\$ 100.00	SEEF			\$0.00	\$ 0.00		
Transportation	1	\$200.00	\$ 200.00	SEEF			\$0.00	\$ 0.00		
Food for volunteers	2	\$200.00	\$ 400.00	SEEF			\$0.00	\$ 0.00		
Building material	1	\$500.00	\$ 500.00	SEEF			\$0.00	\$ 0.00		
Soil tests	1	\$150.00	\$ 150.00	SEEF			\$0.00	\$ 0.00		
Student Projects	1	\$350.00	\$ 350.00	SEEF			\$0.00	\$ 0.00		
		\$0.00	\$ 0.00	SEEF			\$0.00	\$ 0.00		
Expenses Subtotal 2 - add all (D)				\$3,000.00	Expenses Subtotal 3 - add all (D)				\$ 0.00	

EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3)								\$7,698.00
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* 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!