Sustainability Projects Fund (SPF)
McGill Office of Sustainability (MOOS)
1010 Sherbrooke St West, Suite 1200
Montreal, Quebec H3A 2R7

Fonds des projets durables
Bureau du développement durable
1010, rue Sherbrooke Ouest, bur. 1200
Montréal (Québec) H3A 2R7

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).*

1. Project Team Member

First Name & Last Name **Dylan Davies**	**Affiliation** Undergraduate
Phone *(daytime; only put #)* **514-929-5087**	**Specify if Other**
Email **dylan.davies@mail.mcgill.ca**	**Faculty/Unit/Organization** **Agr. and Env. Science**
	Campus Macdonald

2. Project Team Member

First Name & Last Name **Ella Martin**	**Affiliation** Undergraduate
Phone *(daytime; only put #)* **514-473-2417**	**Specify if Other**
Email **ella.martin@mail.mcgill.ca**	**Faculty/Unit/Organization** **Agr. and Env. Science**
	Campus Macdonald

3. Project Team Member

First Name & Last Name **Sophie Theron**	**Affiliation** Undergraduate
Phone *(daytime; only put #)* **518-637-1752**	**Specify if Other**
Email **sophie.theron3@mail.mcgill.ca**	**Faculty/Unit/Organization** **Agr. and Env. Science**
	Campus Macdonald

4. Project Team Member

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

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SPF Application Form
Section A - Cover Page

PROJECT TEAM MEMBERS (CONT'D)

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

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

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

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

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.

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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 Permaculture Garden Resource Coordinator

Project Lead Dylan Davies   **Phone** 514-929-5087   **Email** dylan.davies@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 Widespread understanding and application of permaculture principles, promoting sustainable living.

> *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)

The goal of this project is to increase student and faculty engagement with the Macdonald Showcase Permaculture Garden, and to create learning opportunities in the field of permaculture at McGill.

> *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 sustainability related issue at McGill that we would like to address is the lack of awareness of permaculture or regenerative, alternative agriculture among staff, faculty, and students. The examples that students have of agricultural systems in which they can easily participate are restricted to the campus farm and Horticulture Centre, both of which are managed conventionally. There is a lack of opportunities to engage directly in local, sustainable agriculture initiatives in ways that will directly contribute to a McGill education, and that will benefit the campus as a whole. Although the Macdonald Showcase Permaculture Garden now exists, and is used over the semester for workshops, there is no easily accessible way to participate activate in the space, and no means for long-term continuity.

Whether future farmers, agronomists, bioresource engineers, or environmental scientists it is extremely important for students at Macdonald to be exposed to and experiment with permaculture methods that will help to rebuild soil, encourage biodiversity, and reduce dependency on non-renewable energy sources in the future. While we learn about the negative environmental consequences of conventional agriculture and the benefits of ecology-based practices in classes, it is difficult to find opportunities to test, evaluate, and improve on them in a practical yet still pedagogical way.

We would like to provide access to a hands-on active learning environment where students can gain practical experience and experiment with sustainable agriculture in an academic context. We hope that by opening this free, collaborative space it can lead to further development and innovation in the field of permaculture or ecological agriculture. Due to its holistic nature, projects in the garden can span a range of disciplines, for any student interested in agriculture; ecosystem services, functioning, and health; sustainable natural resource management; food security and nutrition, among others. The goal is for the garden to be a collaborative environment where students can begin to model a future sustainable society. It is also an educational space where we can share knowledge and hold workshops and volunteer times for people who are more casually curious about permaculture, or would like to spend time outside gardening and learning about the ecosystem we are a part of.

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 funcding.

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.

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
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 <u>objectives</u> of your project and at least one key related <u>activity</u> that you need to conduct to reach each of these and your project impacts. Make your objectives and activities as <u>S.M.A.R.T.</u> as possible. Also indicate at least one <u>output</u> and a key <u>success indicator</u> 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				☐
Related Activity	Other	Host workshops in the garden	workshops	DD, EM, ST and garden coordinator			at least three workshops during the summer	☐
Objective #2	Other	Creation of garden resources	resources	garden coordinator				☐
Related Activity	Other	Creation of Garden Committee Toolkit	toolkit	garden coordinator (150 hours)			successfully create Garden Committee Toolkit	☐
Objective #3	Outreach	Increasing student volunteering in the MSPG	participation	garden coordinator (50 hours)				☐
Related Activity	Outreach	Number of volunteers in the garden over the summer	participation	garden coordinator			Engage 25 volunteers over the summer	☐
Objective #4	Monitoring	Increasing academic involvement in the MSPG	student project	DD, EM, ST				☐
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.	☐
Addt'l Activity	Choose an item.							☐
Addt'l Activity	Choose an item.							☐
Addt'l Activity	Choose an item.							☐
Addt'l Activity	Choose an item.							☐

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: ☐

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**

* *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!