Sustainability Projects Fund (SPF)
McGill Office of Sustainability (MOOS)
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Montreal, Quebec H3A 2R7

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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   Roots Coalition

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

> Our goal is to create a coalition between all the agriculture groups on the downtown campus. This coalition would be managed by a coordinator, with the goal of improving cooperation and resource sharing between gardening groups, as well as promoting educational initiatives and increased awareness on campus.

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 ($):   12,060

Approximate Total Project Budget (incl. other sources of funding if applicable) ($)**:**   12,060

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

> Paying a coordinator, building a shed, creating a website

Indicate which of the following team members...

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

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

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

		Affiliation (select one)	Undergraduate (UG)
First Name & Last Name	Sabrina Gagnon	**Specify if Other**	
Phone (daytime; only put #)		**Faculty/Unit/Organization**	Urban Systems (Arts)
Email	sabrina.gagnon@mail.mcgill.ca	**Campus** (select one)	Downtown

2. Additional Project Team Member

		Affiliation (select one)	Undergraduate (UG)
First Name & Last Name	Emilienne Hamel	**Specify if Other**	
Phone (daytime; only put #s)		**Faculty/Unit/Organization**	Sustainability (Arts and Science)
Email	emilienne.hamel@mail.mcgill.ca	**Campus** (select one)	Downtown

3. Additional Project Team Member

		Affiliation (select one)	Undergraduate (UG)
First Name & Last Name	Morgan Sadler	**Specify if Other**	
Phone (daytime; only put #s)		**Faculty/Unit/Organization**	Earth Systems (Science)
Email	morgan.sadler@mail.mcgill.ca	**Campus** (select one)	Downtown

4. Additional Project Team Member

		Affiliation (select one)	Undergraduate (UG)
First Name & Last Name	Catherine Fredette	**Specify if Other**	
Phone (daytime; only put #s)		**Faculty/Unit/Organization**	Environment (Science)
Email	catherine.fredette@mail.mcgill.ca	**Campus** (select one)	Macdonald

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SPF Application Form
Section A - Cover Page

PROJECT TEAM MEMBERS (CONT'D)

5. Additional Project Team Member

First Name & Last Name   Lianne Campbell

Phone *(daytime; only put #s)*

Email   lianne.campbell@mail.mcgill.ca

Affiliation *(select one)*   Undergraduate (UG)

Specify if Other

Faculty/Unit/Organization   Mechanical Engineering

Campus *(select one)*   Downtown

6. Additional Project Team Member

First Name & Last Name

Phone *(daytime; only put #s)*

Email

Affiliation *(select one)*

Specify if Other

Faculty/Unit/Organization

Campus *(select one)*

7. Additional Project Team Member

First Name & Last Name

Phone *(daytime; only put #s)*

Email

Affiliation *(select one)*

Specify if Other

Faculty/Unit/Organization

Campus *(select one)*

8. Additional Project Team Member

First Name & Last Name

Phone *(daytime; only put #s)*

Email

Affiliation *(select one)*

Specify if Other

Faculty/Unit/Organization

Campus *(select 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 in a one-page appendix, which you will be asked to submit later in the application process.*

OPTIONAL:

If applicable, total number of team members voluntarily self-identifying as members of marginalized communities: ___5___

Represented marginalized communities: Indigenous People   LGBTTQI   Women

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

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

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

How did you learn about the SPF? *(select one)*   MOOS/SPF website   **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 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, all project team members 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 then fill Section B - 'Project Overview' of the SPF Application Form to complete the first stage of the SPF application process.

Date   4/11/18

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SPF Application Form
Section B - Project Overview

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 Roots Coalition

**Project Lead
First & Last Name** Sabrina Gagnon   **Phone** *(daytime)*

*Before you fill out this Project Overview, 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 starting answering them. Answer **exactly** what is being asked: go straight to the point and stay clear and succint. If need be, you will have a chance to include additional information in appendices at a later stage of the application process. The characters' limit (including spaces) is indicated for each question so that you can draft your answers in Word first if you want to (you will have to remove all formatting in Word before pasting here). Note that any skipped line will make you loose the line's characters (approx. 140 characters). Once you successfully pass this first stage of the application process, the SPF Staff will ask you to fill a Project Plan, in which you will specify your expected impacts, S.M.A.R.T. objectives and main activities, outputs, success indicators, stakeholders, main risks and mitigation measures, preliminary timeline, and costs. Although it is OK for you not to have all these details ready at this stage, having thought about them in advance will help you succeed in responding to the following questions.*

Project Vision A campus filled with gardens that allows students to feel invested in and connected to these spaces.

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 currently seem realistic. 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 Our goal is to create a centralized structure that facilitates resource and knowledge sharing amongst campus agriculture groups and promotes the awareness and involvement in campus agriculture amongst students.

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 lifespan. 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).

1. What is the specific sustainability-related issue/challenge that you see on McGill campus(es) that you want to address?
(530 char. max. ~80 words)

Pre-existing urban agriculture initiatives on campus face issues of continuity, commitment, resource-sharing and external communication. There is a lack of awareness about how to get involved in existing on campus agriculture projects amongst campus users. The lack of communication and access to information for these groups is a barrier for both those interested in being part of gardening on campus and the campus groups themselves.

2. What is your project idea and how will it help address the above issue/challenge? *(2000 char. max. ~300 words)*

Our idea is to create a coalition between the agriculture groups on campus. This coalition would be managed by a coordinator who facilitates resource/information sharing, increases outreach and awareness on campus, provides a point person for communication between campus stakeholders (grounds, MOOS and the campus gardens) and facilitates the continuation of existing gardens. The coordinator would also establish an organizational framework to improve the efficiency, connectivity, and continuity of these groups. This structure will function mainly through a consistently updated website and online forum, enabling transparency and accessibility. This platform would make it easier for students to learn about and get involved with groups, and provide a space for sharing agricultural knowledge within campus groups and provide links to outside resources. The coordinator's external outreach duties will also include organizing educational workshops, volunteer trainings, fundraisers, and other initiatives that reinforce a growing network of gardeners on campus. From a continuity standpoint, having an coalition that is not preferentially tied to any one group creates a system of accountability for the groups to follow through on their commitments and for volunteers to complete their respective duties. Ideally, we would have funds to establish a shed for storing shared tools, seeds, and soil in a centralized location, so as to enable the most effective use of resources and minimize the disruption of campus grounds. Finally, by increasing student awareness and involvement in these initiatives, we hope to integrate sustainability into student lifestyles, create an increased sense of investment in and connection to the campus community, and provide a space to de-stress from the rigors of the academic environment and reconnect with the physical spaces students inhabit.

3. What impacts do you want your project to have on McGill structures, processes and/or systems? Also specify how this should positively transform peoples' behaviors/perspectives/habits on McGill campus(es). *(935 char. max. ~135 words)*

Ultimately, in fostering a campus culture that promotes green spaces and urban agriculture, we hope to encourage students to experience connectivity to the physical spaces they inhabit, and, consequently, a sense of shared ownership and belonging within that space. By providing education about food production, we hope to promote a holistic view of the environmental impact each person has through food, as well as an increased appreciation of the value of eating locally. Increasing connectivity among the garden groups also aids in providing a network for greater food security and decreased food miles. Overall this collaborative initiative's greatest strength is growing an atmosphere for inclusion and creativity. Finally, through hands-on contributions to the gardens, we hope to give students both a space for relaxation and also a place to enact tangible change, thus fostering mental and physical wellbeing.

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SPF Application Form
Section B - Project Overview

4. What institutional and financial arrangements will make these impacts continue after SPF funding? *(530 char.max.~80 words)*

Part of the coordinator's role would be to establish a financial framework maintainable in future years by a club. Though the position would no longer be paid in future years, the coordinator would be replaced by 2-3 volunteer executives initially mentored by the coordinator. The cooperation between the campus groups and the coalition would maintain financial accountability for all parties involved. Funds would come from fundraising or by applications to outside resources in the case of jointly beneficial projects.

- ABOUT SUSTAINABILITY -

5. How do you intend to address social, environmental, and/or economic dimensions of sustainability in your project's objectives? *(1350 char. max. ~200 words)*

By promoting urban agriculture on campus, this coalition hopes to encourage students to have a more sustainable relationship with their food and a greater awareness of how they interact with the physical spaces they inhabit. Additionally, the coalition can reduce the gardens' environmental impact by connecting them to sources of sustainable garden supplies, and sharing knowledge about environmentally friendly gardening techniques. Urban agriculture not only decreases food miles and associated carbon emissions, but also increases food security, thus contributing to social sustainability. Several of the campus gardens also supply food to midnight kitchen, and by supporting these gardens, we can contribute to midnight kitchen's mission of providing free food to students on campus. Moreover, in increasing outreach to students, we hope to increase the participation of marginalized students in these projects, creating a more diverse, and welcoming campus gardening community. Furthermore, the coalition hopes to address economic sustainability by facilitating the sharing of resources, as well as the establishment of a seed bank and composting system. Through this, we hope the gardens can become partially self-sustaining, decrease the cost of new materials, seedlings and compost/fertilizer.

6. In addition to having sustainability-related objectives (Q5), how will you ensure that your project is also executed/ managed sustainably (e.g. material local sourcing; accessibility - see the SPF Sustainability Brief)? *(530 char.max. ~80 words)*

This project aims to be socially sustainable by being led by a student coordinator who is representative of the groups they serve; therefore, they can better communicate with the groups, advocate for them and understand their needs. The goals of this project were directly informed by the garden groups being encompassed, so a foundation of openness is present from the beginning. We are also committed to creating teams that are diverse, interdisciplinary and inclusive.

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

7a. In the figure, check all the categories under which your project falls *(you can select only one if no others apply to your project).*

7b. Among the categories that you checked, select the one that you think is most relevant to your project:

Dominant Category: Education

7c. How does your project concretely contribute to advancing the vision and goals described under the Vision 2020 category that is most relevant to your project? *(800 char. max. ~115 words)*

The vision 2020 goal which our project aligns with the most is the goal of education; we would contribute to this goal by increasing access to extracurricular opportunities in sustainability for undergraduate students (Vision 2020 action E-1). Part of our goal is to increase awareness of campus gardens and to make it easier for students to get involved. In doing so, we hope to incorporate gardening, sustainable food production, and the sharing of community spaces into student lifestyles. Ultimately, we want sustainability to be a tangible, lived experience for students that extends beyond theoretical discourse and classroom discussions.

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SPF Application Form
Section B - Project Overview

8. How does your project relate to any current/past initiative(s) on McGill campus(es) (e.g. other SPF projects)? If applicable, also indicate: 1) how your project complements the initiative(s), and 2) how you will partner with them in implementing your project (e.g. working together on some activities, sharing material/resources/costs). *(2000 char. max. ~300 words)*

Our project's primary goal is to reinforce existing SPF urban agriculture projects by providing them with support, connections, and shared resources. This project is the result of a collaboration between three creative solutions brainstormed during the 2018 SPF idea generation challenge. By integrating ideas from each of the groups involved in the competition, we were able to use diverse opinions as a tool to concentrate our final proposal. Also, in planning for this project, we contacted most of the garden groups on campus, and they all expressed interest in being involved with such a coalition. By connecting these groups, we hope to create a wider sense of community between them and to increase their visibility in campus life. This coalition can concretely benefit the various gardens, for instance, through a shared booth at activities fairs, a general group of volunteers to draw from, access to a shared tool shed, seed bank, shared compost, online documents for sharing experiential knowledge, and unified contact with outside stakeholders. In the future, this coalition can act to facilitate large scale projects beneficial for the campus gardens; for example, the coalition would be able to organize presentations by professionals in urban agriculture related disciplines. Overall, by establishing a framework for this coalition, we hope to ensure to continued success and expansion of these projects.

9. List the other stakeholders on/off of McGill campus(es) that you will partner with for your project. *(530 char. max. ~80 words)*

Note: Under Stage 2 of the SPF application process, in the Project Plan, you will be asked to indicate your final key partners and specify how they will participate in your project. You will also be able to submit any documents that you want in appendices to demonstrate your communications and agreements with these key partners (e.g. support letters, emails).

As a coalition, we will be working with the various gardens on campus, including campus crops, edible campus (midnight kitchen), SSMU courtyard garden, the education gardens, staff gardens, redpath gardens. We will also work with future garden projects including the chemistry garden, and accessible gardens. We have contacted all of these groups and they are interested in being involved with a coalition. Finally, the coalition will be in communication with McGill's grounds department and the McGill Office for Sustainability.

10. What key recommendations and/or lessons learned from current or past initiative(s) do you plan to build your project upon? *(800 char. max. ~115 words)*

After contacting campus garden groups, the coalition hopes to improve outreach to address the inconsistency of volunteer commitment, and to institutionalize some of these projects to ensure long-term continuity and success. Additionally, we hope to maintain consistent communications between group organizers, potential volunteers, other campus stakeholders (including administration), and the wider McGill community. Facilitating communication with grounds, we hope to ensure gardens manage waste responsibly and respect shared campus spaces. Additionally, many groups suggested the possibility of collectively purchasing supplies, setting up shared composting, and promoting respect for the gardens in the wider community (not stealing produce, picking up trash).

- ABOUT SPF FUNDING -

11. Why do you think that your project should be funded by the SPF rather than by, or in addition to, another source of funding - i.e. what aspects of your project make it specifically relevant to the SPF mandate? *(530 char. max. ~80 words)*

We believe it is appropriate for our project to be funded by the SPF because the majority of the gardening groups we are supporting began as SPF projects. By integrating these projects and their resources into campus life, our goals clearly align with the SPF's aim of creating a culture of sustainability on campus. Additionally, by working with the SPF and MOOS, we hope to institutionalize these groups to promote their continuity even when they are no longer funded by the SPF.

12. What other sources of funding have you approached for your project? If applicable, also provide the relevant details on these sources (e.g. responses given, amounts already committed, what these amounts will pay). *(530 char. max. ~80 words)*

No, we have not applied for any other sources of funding because this is a project targeted specifically to the McGill community and the stakeholders involved in this community. The SPF was the only funding source that we came across that was appropriate for this project.

Thank you! After you save it to your files, you can now upload this form and Section A - Cover Page on the SPF website to complete this first stage of the application process. The SPF staff will contact your team within two weeks to provide feedback and accompany you towards next stage - Project Plan. Congratulations for applying to the SPF!

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SPF Application Form
Section C - Project Plan

Answer the following questions and save this form to your files for future reference before uploading it on the SPF website.

Project Title   Roots Coalition

Project Lead First & Last Name   Sabrina Gagnon   **Phone** *(daytime)*   +1 (514) 889-4308   **Email**   sabrina.gagnon@mail.mcgill.ca

> *Before you fill out this Project Plan, make sure you have consulted all related application documents online, including the SPF Evaluation Criteria and the Project Plan Flowchart. Also make sure to consult the SPF Glossary, as it clearly defines each term underlined in this form, as well as the Sample Project Plan, which gives some concrete examples for each term. Last, also do not forget to refer back to your 'Section B - Project Overview' to make sure that all the details you specify here align with it. For more support, consult the SPF website and the SPF staff.*

Project Vision   A campus filled with gardens that allows students to feel invested in and connected to these spaces.

As indicated in your Section B - Project Overview.

Project Goal   Our goal is to create a centralized structure that facilitates resource and knowledge sharing amongst campus agriculture groups and promotes the awareness and involvement in campus agriculture amongst students

As indicated in your Section B - Project Overview.

1. List 1 to 3 main impacts you expect/wish to have with your project - these must relate to the above Vision and Goal:

As per question #3 of your Project Overview. If you think of more than 3 impacts, only indicate the ones you think are the most relevant to sustainability at McGill.

	Expected/Desired Impact *(200 char. max. ~30 words)*
A	Connect agriculture groups on campus to each other to increase resource, volunteer and knowledge sharing
B	Increase the outreach and visibility of the agriculture groups on the downtown campus to the McGill community
C	Increase volunteer involvement and training to promote experiential learning

2. List 4 to 7 of your objectives to reach the above impacts with your project. Make your objectives as S.M.A.R.T. as possible. For each objective, indicate one key Success Indicator. *(see SPF Glossary, Sample Project Plan, and Sample Indicators)*

> *Of your 4-7 objectives, you should have a minimum of one "monitoring" objective, one "outreach" objective, and two "other" objectives. A monitoring objective ensures or verifies the progress and effectiveness of your project, thus allowing you to learn from it. An outreach objective ensures that your project is adequately communicated to the McGill community to increase stakeholders' awareness of and/or participation in your initiative. These two types of objectives might lead to project monitoring and outreach activities (next question). The nature of the 2-5 other objectives is for you to decide and tailor to your project. If you have more than 7 objectives, only indicate the ones that relate best to the above impacts and thus to sustainability at McGill. For each objective, specify the key success indicator(s) that you think should be used to assess the objective's 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.*

#	Type of Objective	S.M.A.R.T. Objectives *(125 char. max. ~20 words)*	Related Impact(s) (A, B, C)	Related Key Success Indicator(s) - also indicate targeted numbers for each *(85 char. max. ~15 words) (ignore the circles for now)*	
1	Outreach	Through outreach activities, increase the visibility of campus garden groups in the McGill community	B, C	# of students reached (500)	◉
2	Other	By May 2019, establish ways for garden groups on campus to coordinate and work together in order to run more efficiently.	A	# of successful collaborations (5)	◉
3	Other	Work with Campus Planning to design a shared tool shed	A	# meetings about shed (2-3)	○
4	Other	Establish communal garden supplies and temporary storage (while shed is in progress) by July of 2018	A	#/variety of tools purchased	○
5	Other	By May 2019, solidify a job description for future coordinators and find a way to institutionalize that position	A, B, C	secure future funding/support	◉
6	Monitoring	Determine how effective our outreach and garden group coordination activities were	A, B, C	Survey Groups (positive responses)	○
7	Other	Form connections with Grounds and Operations to clearly establish guidelines in relation to operations of campus garden	A	# of meetings with Grounds (2)	○

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3. List the 4 to 7 most important <u>activities</u> that you need to conduct to reach the objectives you listed before. Make these as <u>S.M.A.R.T.</u> as possible. Also indicate at least one <u>output</u> and a key <u>success</u> <u>indicator</u> per activity. *(Sample Project Plan)*

Your main activities should relate to the objectives you listed. As such, if you consider this crucial to your project, you may end up having an activity that relates to your monitoring objective(s) (e.g. developing a survey, any other activity that will help you and other stakeholders learn through your project) or to your outreach objective(s) (e.g. producing and promoting a video about the project). For each activity, indicate the output(s) that will be created as a result, 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 objectives/impacts.

S.M.A.R.T. Main Activities *(125 char. max. ~20 words)*	Related Objective #(s)	Resulting Output(s)	Related Key Success Indicator(s) - also indicate targeted numbers for each *(85 char. max. ~15 words) (ignore the circles for now)*	
Promote the collective online.	1,2	FB page listserv, websit	# of social media followers (500)	○
Perform outreach activities around the Mcgill community (activities night, Orientation, workshops, collaborations)	1,2,6	# of students reached	# of outreach events (2-3 per semester)	○
Hold 2 meetings per semester to gather garden groups and discuss current challenges, possible solutions, and new projects	2,3,4	Feedback and Goals	#of meetings (2/semster)	○
Establish a shed stocked with shared tools: monitor shed/use of shared tools	4	Shed/tool sharing	positive feedback of well-stocked shed	○
Write a report detailing the need/roles of a gardens coordinator and meet with offices to institutionalize that position	5	Institutionalization	Position Created (for future years)	○
Survey on-campus agriculture groups in July of 2019 for feedback on how the coalition can be more effective.	6	Feedback	Survey Groups (positive response)	○
				○

Provide any additional qualitative details that you would like to share with the SPF about your activities. *(800 char.max.~115 w.)*

We plan to communicate with grounds and MOOS about establishing a paid gardens coordinator for future years. If the results of our efforts do not result in a new position being created, we will create a student group (a club) that takes over campus garden coordination.
We are currently in communication with most of the garden groups, either through in-person meetings or by email, and they have all expressed interest in collaborating with a coalition to coordinate resources and share knowledge.

4. Now, about the circles...: Select a total of 3 success indicators that you wish to track more seriously and report on during your project out of all those you indicated for your objectives and activities. These 3 indicators should be the most relevant to your goal and to creating a culture of sustainability at McGill and they should 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: ☒

5. For all projects, there exist various <u>risks</u>, i.e. factors or preconditions whose probable presence or absence could negatively influence the successful achievement of the project's objectives. Please indicate 2 to 4 main risks for your project and the mitigation measures you intend to use/implement to reduce their likelihood. *(advise if you have more to list)*

It is particularly important that you list all risks to health and safety of the project's team members, direct and indirect stakeholders, and/or the environment.

Main Risks *(65 charac. max. ~9 words)*	Preventative Measures *(65 char. max. ~9 words)*
Lack of support from grounds or facilities	meet with grounds, set guidelines, share guidelines with gardens
Lack of continuity into future years	Create a plan for institutionalization
Lack of interest, inability to recruit volunteers	Connect with other campus groups, organize trainings/events
Conflict with McGill policies	Maintain communication with stakeholders, stay informed of rules

If needed, list additional Main Risks in a separate appendix.

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Montréal (Québec) H3A 2R7

the Sustainability Projects Fund

6. List the 3 to 10 stakeholders/partners on/off McGill campus(es) that will be involved with and/or impacted by your project, and indicate their respective role in your project. *If your project team (as presented on Section A - Cover Page) does not include a student member or a faculty or administrative staff member, please make sure to have this group represented as part of your stakeholders/partners to better align with* SPF Evaluation Criterion #5.

Stakeholder's Name(s)	Affiliation	Role in the project	Confirmed support/ participation
Franco Nardi	Mcgill Grounds Department	Consultation on shed location and guidelines	Yes
Paul Guenther	Campus Planning	Construction of toolshed	Yes
C Antoniuk and JP Arellano	Campus Crops	Collaborator	Yes
Nat Alexander	Midnight Kitchen	Collaborator	Yes
Shona Watt	Staff Gardens	Collaborator	Yes
C Trudeau and S Mok	PGSS Gardens	Collaborator	Yes
Molly Lalonde	Redpath Gardens	Collaborator	Yes
Mitchell Mclarnon	Education Gardens	Collaborator	Yes
Mark Beach	OSD Gardens	Collaborator	Yes
Francois Miller and Amelia Peres	Mcgill Office of Sustainability	Possibility of institutionalizing	Yes

- PRELIMINARY TIMELINE ASSUMING THAT PROJECT STARTS IN 3 MONTHS -

Note: If your project is approved, you will be asked by the SPF staff to fill out a more detailed timeline before any funding can be allocated.

Key Tasks and/or sub-tasks	Related Output(s)	Responsible Team Member(s) and Time *(initials + if paid, estimated # of hours to do task)*	Start Date	End Date
Create/maintain website (use free platform)	website	Sabrina, paid, 40 hrs	May 1, 2018	Jul 1, 2018
Listserv and Social Media	communication	Sabrina, paid, 2 hrs/week	May 1, 2018	May 1, 2019
Meet/help campus planning with shed design	shed plans	Sabrina, paid, 20 hrs	May 1, 2018	May 1, 2019
Purchase tools and secure temporary storage	tools/storage	Sabrina, paid, 15 hrs; Morgan, paid,15 hrs	May 1, 2018	Jul 1, 2018
Collective meeting/communication w/garden	collaboration	Sabrina, paid, 40 hrs	May 1, 2018	May 1, 2019
Plan for Institutionalization	Continuity	Sabrina, paid, 60 hrs	May 1, 2018	May 1, 2019
Maintain tool inventory, compost	shared supplies	3 hrs/week; Morgan (summer), Sabrina	May 1, 2018	May 1, 2019
Outreach events, activities night	volunteer list	Sabrina, paid, 23 hrs, volunteer coords.	Aug 15, 2018	Sep 30, 2018
Train Coordinator for next year	New Coordinator	Sabrina, paid, 15 hrs.	Feb 1, 2019	Apr 30, 2019
Write an exit report/collect feedback	exit report	Sabrina, paid, 20 hrs.	Mar 1, 2019	Apr 30, 2019

Provide any additional details that you would like to share with the SPF about your timeline. *(530 charac. max. ~80 words)*

For SPF purposes, our timeline starts in May, however, we are currently already in communication with many of the gardens, and hopefully a collective meeting between all of them will happen during the month of April. The timeline for the shed is an estimate but is also dependent on the Campus Planning office (the goal is to have it for the 2019 gardening season).

- ADDITIONAL INFORMATION -

Qualifications: If applicable, a List of Tasks for each position to be funded and the CVs of those to be employed in the project are attached:☑

List of appendices, if any *(maximum 7 pages of appendices, excluding CVs, but including List(s) of Tasks for all positions to be funded)*:

If a McGill department/unit is to contribute financially to your project, make sure to include a support letter from its Financial/Budget Officer confirming contribution. Note that the SPF Working Group will evaluate your project based on your main application forms (i.e. Sections A, B, and C), not on appendices.

Appendix #	Title/Topic of Appendix	Total Qty of Pages
1	Coordinator Task Lists	3
2	Letter of Support from Amelia Peres and Francois Miller	1
3	Letter of Support from Franco Nardi	1
4		
5		
6		
7		

- BUDGET -

REVENUES

Please indicate any funding you will receive or anticipate receiving to complete your project, including funds from McGill Departments and Units.
Reminder: For McGill department/unit's financial contributions, make sure to include a letter from its Financial/Budget Officer confirming contribution in appendix. Note that this contribution will also need to be confirmed at the end of the project.

(A) Funding Source(s)	(B) Amount ($)	(C) Status
1. Sustainability Projects Fund (SPF)	$12,060.00	Unconfirmed
2.		
3.		
4.		
REVENUES GRAND TOTAL - add all (B)	$12,060.00	

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 Weeks	(D) Hourly Wage* ($)	(E) Subtotal ($) (B x C x D)	(F) 20% Benefits	(G) Total Cost ($) (E x F)	(H) Funding Source(s)**
Project Coordinator	10	52	$14.25	$7,410.00	1.2	$8,892.00	SPF
Project Coordinator-Summer Asst.	5	16	$14.25	$1,140.00	1.2	$1,368.00	SPF
					1.2		
					1.2		
Expenses Subtotal 1 - add all (G)						$10,260.00	

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: | Yes, the Project Coordinator will be Sabrina Gagnon, the Project Coordinator-Summer Asst. will be Morgan Sadler. We are both currently part of the project team.

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 Miscellaneous.

(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**
Composter	1	$500.00	$500.00	SPF					
Tools	1	$700.00	$700.00	SPF					
Storage Bin	1	$300.00	$300.00	SPF					
Events	2	$100.00	$200.00	SPF					
Meetings/misc	1	$100.00	$100.00	SPF					
Expenses Subtotal 2 - add all (D)			$1,800.00		Expenses Subtotal 3 - add all (D)				

EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3)	$12,060.00

*   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 (SPF or other).

Date 4/11/18

April 9th, 2018

Object: Letter of Support for the Roots Coalition

Dear SPF Working Group members,

We are writing this letter on behalf of the Office of Sustainability to express our support and enthusiasm for the Roots Coalition project. This project fills an important gap in the oversight of urban agriculture (UA) on McGill's downtown campus. Although our office has recently begun to oversee UA at McGill, there is a limit to the support we are able to offer. The Roots Coalition would act as the missing link between the administration, and the multitude of diverse and disparate garden projects around campus.

We foresee the role of the recently created UA working group (a collaboration between the office of sustainability, campus space and planning, and other key stakeholders) as creating standards, regulations, and guidelines to support and manage UA on campus. We will also be developing a campus strategy for consolidating and expanding UA initiatives. What the new coalition offers is coordinated communication, events and outreach for the individual gardens, through meet ups, a shared website, tool and skill sharing, and more. If approved, we would like to offer the garden manager a place in the working group meetings, so that they can advise and incorporate feedback from the community to ensure collaboration moving forward.

All the best,

Francois Miller
Director of the Office of Sustainability

Amelia Peres
Vision 2020 Administrator

Letter of Support

Hello Sabrina,

I am writing with reference to the recent meeting with you and the newly formed Garden coalition group to discuss the project as a whole. It was interesting to hear of the initiatives brought forth to improve and promote our community gardens.

I absolutely support the Urban Agricultural Coalition project and strongly believe this SPF should be funded to benefit the continuity of all gardens across campus through:

- Solid guidelines catered the urban gardens
- The creation of an urban garden coordinator (liaison, resource and outreach officer)
- Specific tools and storage shed

Finally as mentioned the project will definitely improve the outreach for various gardens groups.

As done in the past, you can count on Grounds to support the coalition and project.

Sincerely

Franco Nardi

Supervisor of Grounds and Vehicle maintenance

Roots Coalition

Tasks for Coordinators

SPF Project Coordinator

Promotions/outreach

- Create Website using a free platform such as Weebly

  o Collect information about each garden group

  o Write and design pages about garden groups and pages with resources for garden groups

- Create Facebook page/group

- Manage social media/listserv and keep website updated throughout the year

- Coordinate tabling at activities night/other promotional events

- Help manage volunteer sharing/coordination

  o Maintain a list of interested volunteers obtained through our outreach activities

  o With permission, pass on interested volunteer information to campus garden groups that require new volunteers

Internal (between coordinator, gardens, and stakeholders)

- Meet with grounds

  o Write a list of rules and expectations from grounds that on-campus garden groups should be aware of

- Meeting with all garden groups together

  o Decide upon communication platform and meeting schedule

  o Decide on composter

- o Gather information about what is working well for each of the garden groups, what is not working well and on how the groups may benefit from collaborating with one another

- Meeting about shed design

  - o Host a meeting with garden groups and campus space planning to share ideas about what the tool shed should look like

- Meet with Francois to talk about MOOS' role, experience, expectations and suggestions

Tools/Purchasing

- Communicate with garden groups to see what tools they need in the shed

- Purchase tools and a temporary shed

- Purchase/set-up composter

  - o Decide on guidelines for how will be shared/used

Continuity

- Select/train a coordinator for next year

- Meet with Francois from MOOS and Grounds about the possibility of creating/integrating the role of the coordinator into an internship or staff position

- Explore the possibility of starting a SSMU club to continue the work that was started in this project for if a paid coordinator position cannot be opened up

Other Projects (to work on if there is extra time)

- Inquire about Herb Garden and Orchard and find out who coordinates them

- Create map of all campus gardens/relevant resources (water sources, shed)

- Explore the possibility of creating a shared seed bank

- Help gardens find outside grants/funding sources

- Create a handbook with resources for on-campus garden groups

End of Year Wrap-Up

- Survey each group for feedback on how the Roots Coalition helped them

- Write exit report

- Write a plan for continuity

SPF Project Coordinator – Summer Assistant

- Monitor gardening activities throughout the growing season and keep in contact with people in the gardening community

- Stewardship of the garden tools and tool box (make sure that the supplies are not lost/stolen and repair or replace anything that breaks)

- Help with buying, placing and supplying the tool shed

- Assist Project Coordinator with gathering information and resources to put on the website

- Assist Project Coordinator with any other tasks (i.e, attending meetings with grounds, with MOOS, managing social media, etc.)