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

# McGill

**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**  Explore! Careers in Health

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

> We are a student-led outreach initiative that aims to promote equity and diversity in healthcare. Our primary goal is to promote careers in health science to adolescents from underprivileged backgrounds and rural areas of Québec. We achieve this through three days of hands-on workshops that cover a wide variety of academic disciplines, organized by an interprofessional team of volunteers.

**Indicate the McGill campus(es) where your project will be implemented:**

☐ **Macdonald**  ☒ **Downtown**  ☐ **Gault Reserve**  ☐ **Bellairs Research Institute**  ☐ **Other (Specify):** _____

**Approximate Budget Requested to the SPF** *($)*: **$1,750.00**

**Approximate Total Project Budget ($):** **$20,191.07**
*(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)*:

> ↑ TOTAL AMOUNT OF PARTICIPANTS FROM 47 TO 52.  ↑ NUMBER OF RURAL PARTICIPANTS FROM 3 TO 10. (8.7%)

**Indicate which of the following team members...**

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

**... will be the Project Lead** *(Project Lead will be the contact person for the SPF Staff)*:  Kelly Hennegan, Amanda Try

**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**  **Kelly Hennegan**
**Phone** *(daytime; only put #)*
**Email**

**Affiliation**  Undergraduate
**Specify if Other**
**Faculty/Unit/Organization**  **Faculty of Medicine**
**Campus**  Downtown

**2. Project Team Member**
**First Name & Last Name**  **Amanda Try**
**Phone** *(daytime; only put #)*
**Email**

**Affiliation**  Undergraduate
**Specify if Other**
**Faculty/Unit/Organization**  **Faculty of Medicine**
**Campus**  Downtown

**3. Project Team Member**
**First Name & Last Name**  **Rea Konci**
**Phone** *(daytime; only put #)*
**Email**

**Affiliation**  Undergraduate
**Specify if Other**
**Faculty/Unit/Organization**  **Faculty of Medicine**
**Campus**  Downtown

**4. Project Team Member**
**First Name & Last Name**  Salima Ramdani
**Phone** *(daytime; only put #)*
**Email**

**Affiliation**  Undergraduate
**Specify if Other**
**Faculty/Unit/Organization**  **Faculty of Medicine**
**Campus**  Downtown

**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

**McGill**

**SPF Application Form**
**Section A - Cover Page**

## PROJECT TEAM MEMBERS (CONT'D)

**5.** **Project Team Member**
**First Name & Last Name**   Sarah Zahabi
**Phone** (daytime; only put #)
**Email**

**Affiliation**   Undergraduate
**Specify if Other**
**Faculty/Unit/Organization**   **Faculty of Medicine**
**Campus**   Downtown

**6.** **Project Team Member**
**First Name & Last Name**   Aidan Steinmetz-Wood
**Phone** (daytime; only put #)
**Email**

**Affiliation**   Undergraduate
**Specify if Other**
**Faculty/Unit/Organization**   **Faculty of Medicine**
**Campus**   Downtown

**7.** **Project Team Member**
**First Name & Last Name**
**Phone** (daytime; only put #)
**Email**

**Affiliation**   Choose one.
**Specify if Other**
**Faculty/Unit/Organization**
**Campus**   Choose one.

**8.** **Project Team Member**
**First Name & Last Name**
**Phone** (daytime; only put #)
**Email**

**Affiliation**   Choose one.
**Specify if Other**
**Faculty/Unit/Organization**
**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:*

> **OPTIONAL:**
> **If applicable, total number of team members voluntarily self-identifying as members of marginalized communities:** 3
> **Represented marginalized communities:**   Ethnic Minorities   People of Colour   Choose one.
> **Specify if Other(s) and/or add more:**

**Relevant link(s):** *(to website(s) or social media)*   **https://explorecareersinhealth.weebly.com**
**If you plan to recruit volunteers to help implement your project, please indicate how many:** 50 (approx.), already recruited
**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.

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

**McGill**

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

# 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**    Explore! Careers in Health

**Project Lead**    Kelly Hennegan,Amanda Try       **Phone**  *(daytime)*       **Email**  mcgill.explore@gmail.com
**First & Last Name**

*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**    Empowering underprivileged youth to create a diverse and inclusive healthcare system of tomorrow.

*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)*

To expose underprivileged youth to careers in the health sciences.

*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)*

Started in 2009, Explore! Careers in Health is a free McGill student-led program available to high school students who are interested in the health sciences. Our goal is to promote careers in health to adolescents from underprivileged backgrounds and rural areas of Québec.  This need was assessed through the entrance surveys that are conducted each year by the Faculties of Medicine and Dentistry to analyze the sociodemographic composition of their respective incoming classes. Results from these surveys have highlighted four particularly underrepresented communities: Indigenous students, Black students, individuals from lower socioeconomic backgrounds and learners from rural areas of Québec.  Put otherwise, current cohorts of health science students at McGill do not adequately reflect our society's demographics. A more diverse student body will contribute to an enriched learning environment and will help give a voice to our society's underrepresented communities. We believe that this will enable health science students to better serve their future patients, who will ultimately hail from all walks of life. Moreover, we believe that this experience will make them more likely to give back to the communities that made them who they are, which allows for greater care coverage of the overall patient population.

The program is a three-day experience where approximately 50 high school students are supervised by a team of six executive members and 50 volunteers. This year, the program will be held from Tuesday, June 26th to Thursday, June 28th, 2018. Participants will have the chance to stay in a McGill residence free-of-charge, to participate in various sport, recreational and cultural activities, and to make new friendships. Those students will be separated into teams, which will each be supervised by both a senior counselor (McGill student) and a junior counselor (past participant). They will discover McGill University's downtown campus through a wide variety of hands-on workshops (medicine, nursing, speech language pathology, occupational therapy, physical therapy, dentistry, anatomy, genetics, and global health).

As future healthcare professionals, two of our key roles are to advocate for change within our community and to contribute to the advancement of groups that remain marginalized in our society. Our program is an opportunity for student volunteers to hone these important skills, in this case by seeking to increase the representation of groups that have historically remained underrepresented within the health sciences. By targeting students of low socioeconomic backgrounds and rural areas, we are not only promoting diversity and equity within the McGill University pool of health science students, but also within the future healthcare system as a whole.

**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) We aim to expose high school students from low socio-economic areas of Montréal and rural Québec to post-secondary healthcare professional programs that they may not have considered otherwise. Through this, we aim to increase McGill's reach to various underrepresented communities, by motivating these students to seriously consider McGill.

2) As part of an interprofessional initiative, our workshops encourage teamwork between future McGill-trained nurses, physiotherapists, doctors, dentists and more. This allows us to learn how we may best complement each other's skills in an applied manner before we even enter the workforce.

3) By enabling McGill students to serve in a leadership role through workshop development, teaching, and mentorship, we allow them to gain meaningful experience in community-building. We believe that they will take these skills with them, into the workforce.

Explore! is now in its 10th edition. With the support of the Faculty of Medicine's Office of Social Accountability and Community Engagement (SACE), we strongly believe that this program will continue to be run annually. As we strive for growth and improvement of the program, our team is starting to coordinate its own fundraising initiatives, which will provide us with additional financial support that can carry over into future years.

**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)*
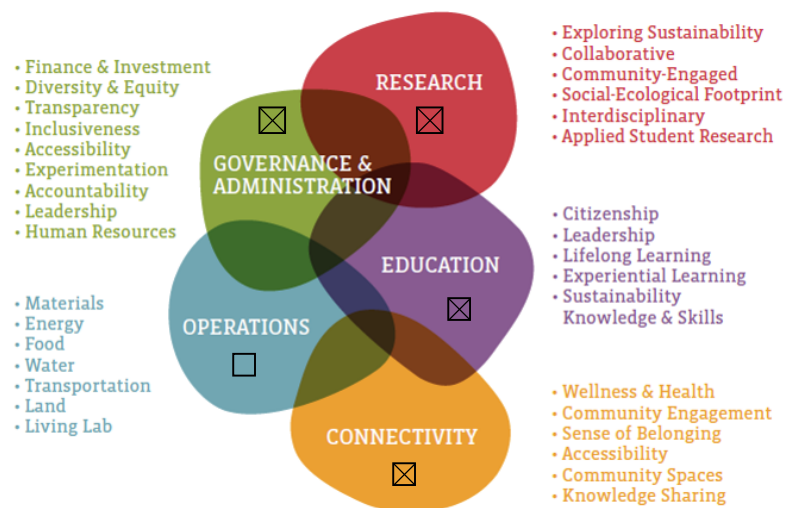
Social: Every year, we ensure knowledge transfer from our outgoing to our incoming student team through reports and meetings that review data generated by both organizers and participants. The executive team is comprised of returning members and we invite past participants to serve as junior counselors.

Environmental: We reuse material and gear as much as possible from year to year. We are also working toward eliminating the unnecessary use of paper by disseminating our educational packages and forms electronically.

Economic: Most workshop supplies are provided free-of-charge by the individual departments. We have built relationships with various merchandise suppliers throughout the years, which has allowed us to obtain free donations or items at reduced cost.

*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



• Finance & Investment
• Diversity & Equity
• Transparency
• Inclusiveness
• Accessibility
• Experimentation
• Accountability
• Leadership
• Human Resources

GOVERNANCE & ADMINISTRATION

RESEARCH
• Exploring Sustainability
• Collaborative
• Community-Engaged
• Social-Ecological Footprint
• Interdisciplinary
• Applied Student Research

EDUCATION
• Citizenship
• Leadership
• Lifelong Learning
• Experiential Learning
• Sustainability Knowledge & Skills

• Materials
• Energy
• Food
• Water
• Transportation
• Land
• Living Lab

OPERATIONS

CONNECTIVITY
• Wellness & Health
• Community Engagement
• Sense of Belonging
• Accessibility
• Community Spaces
• Knowledge Sharing

**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 |
|---|---|---|---|
| SACE Office | Faculty of Medicine | Primary funding of the project | Yes |
| | | | Choose one. |
| | | | Choose one. |
| | | | Choose one. |
| | | | Choose one. |

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 | Organize 3 days of hands-on, interactive activities that are representative of the various healthcare professional programs | >= 8 workshops | Whole team | 09-25-17 | 06-26-18 | Finalized program schedule | ☒ |
| Related Activity | Other | Creation of workshops in: anatomy, PT/OT, speech language pathology, global health, dentistry, genetics, etc | Reports | SZ and workshop leaders | 06-26-18 | 07-01-18 | >= 8 successfully completed workshops | ☐ |
| Objective #2 | Other | Diversify our funding sources in order to expand the program | Finalized budget | SR | 02-06-18 | 05-31-18 | >=48 funded participants, incl. >= 5 rural | ☐ |
| Related Activity | Other | Organization of student-led fundraising activities | Fundraise calendar | RK | 01-03-18 | 06-25-18 | 2 fundraising activities executed per academic year | ☐ |
| Objective #3 | Outreach | Target our recruitment process to the underrepresented communities identified by the faculties of medicine and dentistry | Registration list | AS-W | 09-25-17 | 04-25-18 | >= 5 schools selected based on IMSE criteria, >= 3 schools selected based on rurality | ☒ |
| Related Activity | Outreach | Develop outreach criteria for schools and community organizations | Criteria | AS-W | 01-03-18 | 02-09-18 | At least 1 socioeconomic measure and 1 academic measure | ☐ |
| Objective #4 | Monitoring | Evaluate our program's annual performance and create concrete goals to improve future editions | Survey | AT, KH | 06-28-18 | 08-31-18 | 3 areas of strengths/weaknesses and 3 goals for next year | ☒ |
| Related Activity | Monitoring | Collect demographic data and feedback from participants at the end of the program | Survey | AT, KH | 06-28-18 | 08-31-18 | >= 75% of participants who fall into >= 1 of the faculties' identified underrepresented groups | ☐ |
| Addt'l Activity | Other | Creation of a paper-free educational guide on post-secondary McGill health professional programs | Guide | AT, KH | 05-30-18 | 06-28-18 | Representation of >=5 health professional programs offered at McGill in our booklet | ☐ |
| Addt'l Activity | Outreach | Create a website that facilitates access to application information, and increases the transparency of the selection process | Website | AT | 01-20-18 | 02-09-18 | Website created by start of application period | ☐ |
| Addt'l Activity | Monitoring | Increase attendance at our annual Alumni Dinner by reaching out to past participants from multiple past editions of Explore! | Invitations | AT, KH | 05-01-18 | 06-27-18 | At least 10 alumni, including participants from both Explore! 2016 and 2017 at a minimum | ☐ |
| Addt'l Activity | Monitoring | Track participants' academic/professional trajectories and assess long-term outcomes of Explore! | Survey | AT, KH with SACE Research Assistant | 06-28-18 | 00-00-00 | Creation of a mechanism that allows for longitudinal follow-up on participants | ☐ |

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) | $1,750.00 | Unconfirmed |
| **2.** | Faculty of Medicine's SACE Office | $16,866.07 | Confirmed |
| **3.** | SSP + Award for Equity and Community Building | $450.00 | Confirmed |
| **4.** | Seeds of Change Campaign | $1,125.00 | Confirmed |
| | **REVENUES GRAND TOTAL** - add all (B) | **$20,191.07** | |

**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)<br>**Position Title** | (B)<br>**~# of Hours per Week** | (C)<br>**~# of Week** | (D)<br>**Hourly Wage\* ($)** | (E)<br>**Subtotal ($)** (B x C x D) | (F)<br>**20% Benefits** | (G)<br>**Total Cost ($)** (E x F) | (H)<br>**Funding Sources\*\*** |
|---|---|---|---|---|---|---|---|
| | | | $0.00 | $ 0.00 | 1.2 | $ 0.00 | |
| | | | $0.00 | $ 0.00 | 1.2 | $ 0.00 | |
| | | | $0.00 | $ 0.00 | 1.2 | $ 0.00 | |
| | | | $0.00 | $ 0.00 | 1.2 | $ 0.00 | |
| | | | | **Expenses Subtotal 1** - add all (G) | | **$ 0.00** | |

Do you already have a specific person in mind for filling the above position(s)? ☐ Y ☐ N

Do you have a personal and/or professional affiliation with the above position(s)? ☐ Y ☐ N

If you answered 'Y' to one or both of the above questions, please disclose:

**2. Other Expenses**

*Indicate all of the expenses associated with your project; think back to all of your project's activities and all of the items that you need to complete them. It may be beneficial to group by category (not required); if you do so, please use the following categories: Materials-Supplies, Equipment, Printing, Events, Transportation, One-time Profess. Fees, and Misc.*

| (A)<br>**Item Description** (inputs) | (B)<br>**# of Units** | (C)<br>**Unit Cost ($)** | (D)<br>**Total Cost ($) (B x C)** | (E)<br>**Funding Sources\*\*** | (A)<br>**Item Description** (inputs) | (B)<br>**# of Units** | (C)<br>**Unit Cost ($)** | (D)<br>**Total Cost ($) (B x C)** | (E)<br>**Funding Sources\*\*** |
|---|---|---|---|---|---|---|---|---|---|
| Mon Dinner | 12 | $15.00 | $ 180.00 | 1,2, 4 | Wed Rooms | 74 | $47.50 | $3,515.00 | 1,2,4 |
| Mon Rooms | 12 | $47.50 | $ 570.00 | 1,2, 4 | Thurs Breakfast | 74 | $5.00 | $ 370.00 | 1,2, 4 |
| Tues Breakfast | 12 | $5.00 | $ 60.00 | 1,2, 4 | Thurs Lunch | 76 | $12.95 | $ 984.20 | 1,2, 4 |
| Tues Lunch | 76 | $12.95 | $ 984.20 | 1,2, 4 | Thurs Dinner | 76 | $13.95 | $1,060.20 | 1,2, 4 |
| Tues Dinner | 74 | $13.95 | $1,032.30 | 1,2, 4 | Snacks, utensils | 76 | $8.00 | $ 608.00 | 1,2, 4 |
| Tues Rooms | 74 | $47.50 | $3,515.00 | 1,2, 4 | Common room | 3 | $400.00 | $1,200.00 | 2,3 |
| Wed Breakfast | 74 | $5.00 | $ 370.00 | 1,2, 4 | Rural transportation | 10 | $50.00 | $ 500.00 | 1,2, 4 |
| Wed Lunch | 76 | $12.95 | $ 984.20 | 1,2, 4 | Clothing | 1 | $2,564.20 | $2,564.20 | 1,2, 4 |
| Wed Dinner | 100 | $13.95 | $1,395.00 | 1,2, 4 | Activities/Misc. | 1 | $305.00 | $ 305.00 | 1,2, 4 |
| **Expenses Subtotal 2** - add all (D) | | | **$9,090.70** | | **Expenses Subtotal 3** - add all (D) | | | **$11,106.6** | |

| **EXPENSES GRAND TOTAL** (Subtotals 1 + 2 + 3) | **$20,197.30** |
|---|---|

\* *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!