COVER PAGE

PROJECT	INFORMATION								
Please com	plete the fields below w	ith information regardi	ing your project.						
Project Tit	le Wong Com	nunity Gardens							
Brief Desc	Brief Description A new garden space for students, faculty, and staff members by the MH Wong Building.								
Total Estir	mated Project Budge	\$1500	Amount Requested from S	SPF \$1500					
Campus(e	s) Impacted 🛛 Dov	vntown 🗌 Macdona	ald 🗌 Gault Nature Reserve 🗌 Other						
CONTAC	FINFORMATION								
Project Lea	ader								
This person	must be a current McG	ill University student, a	dministrative staff, or academic staff.						
Name	Stephanie Mok		Affiliation	Postgraduate					
Phone	5147028682		Faculty/Unit/Organization	Chemical Engineering					
Email	stephanie.mok@ma	iil.mcgill.ca	Campus	Downtown					
Project Te The SPF enc possible. To	am Members courages you to be inclu list more members, ple	sive, collaborative (esp ase e-mail the list to <u>S</u>	ecially between staff and students), diverse <u>PF Staff</u> to include with your application.	, and interdisciplinary when					
Name			Affiliation	Choose one.					
Email			Faculty/Unit/Organization						
Name			Affiliation	Choose one.					

Name	Affiliation	Choose one.
Email	Faculty/Unit/Organi	zation
Name	Affiliation	Choose one.
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Name	Affiliation	Choose one.
Email	Faculty/Unit/Organi	zation

SUBMISSION INFORMATION

In line with the <u>SPF Eligibility Criteria</u> , our team certifies that this project takes place at McGill University, is sustainability focused, is requesting seed funding, and is action oriented.	🛛 Yes 🗌 No
Our team has read the SPF Terms & Conditions and agrees to respect them.	🖂 Yes 🗌 No
Our team understands that this application is not confidential and consents to have its contents shared with relevant stakeholders during the review process and, if approved, on the SPF website.	🛛 Yes 🗌 No
Our team agrees to have their contact information included in the complete and shared application.	🖂 Yes 🗌 No

PROJECT OVERVIEW + PLAN

Instructions: Please answer the questions as clearly and concisely as possible; then, submit your draft online. SPF Staff will respond with feedback on your application within 2 weeks. Once finalized, the application will be provided to the SPF Governance Council for their review and decision. As a reminder, all SPF applications are assessed using the <u>SPF Eligibility & Evaluation Criteria</u>:

ELI	GIBILITY CRITERIA	EVALUATION CRITERIA			
AT MCGILL	SUSTAINABILITY FOCUSED	ANALYSIS	ΙΜΡΑϹΤ	FEASIBILITY	
SEED FUNDING	ACTION ORIENTED	COLLABORATION	SUPPORT	CAPACITY BUILDING	

Before starting, you may find it helpful to consult the SPF Sustainability Brief and Vision 2020 Climate & Sustainability Action Plan.

CONTEXT

Criteria assessed in this section: SUSTAINABILITY FOCUSED, ANALYSIS

1. What specific sustainability-related need/issue have you identified at McGill and aim to address through your project? In your response, please describe clearly how the need/issue is related to sustainability and what research you have done on this issue, if any. Note: Please wait to detail your project idea in Question 2. Limit ~200 Words

The project's aim is to green underutilized space at the M. H. Wong building facing Doctor Penfield Ave by establishing several raised bed gardens to grow produce. The garden space will be open to all students and staff of the Wong building to enjoy as an opportunity to learn, participate, de-stress, and exercise by working in the garden space. The harvests from the garden will likely be used in department social events such as the monthly summer BBQ or given to students or staff that express a need or interest in taking some of the yield.

The mandate of this garden space is as follows:

(1) To provide space for gardening that can promote mental wellbeing and physical health, as well as create social and educational opportunities about sustainability

(2) To grow produce that can possibly be used for community member social events

(3) To add aesthetic value on a side of the building that is barren

PROJECT IDEA

Criteria assessed in this section: ALL ELIGIBILITY & EVALUATION CRITERIA

2. What is your project idea? Please describe the idea thoroughly and concisely. In your response, share how the project is new or how it complements, builds upon, or scales existing initiatives. *Limit ~400 Words*

The scope of this project calls for the use of a modular square foot garden design. Square foot gardening (SFG) encompasses multiple design principles that include building an easy-to-build raised bed garden with square foot grid pattern to organize plants, planting densely so as to not waste space, and using a simple garden mixture that can be used year over year and requires minimal use of water. These principles were invented by an engineer who ventured into gardening after his retirement and saw systematic problems to be solved in the way gardening is conventionally done. It is simply appropriate to run a garden beside an engineering building using methods validated by another engineer.

The initial garden space is proposed to be three 16 square feet raised garden beds likely in a 2 feet by 8 feet box design running lengthwise along the building, but not immediately against it. The current space is barren and unsightly but benefits from lots of sun exposure that can be better utilized to grow lots of sun-loving plants. We also hope to use reclaimed materials to grow pollinator plants (not for human consumption), build bee hotels or other decorative art installation to enhance the space.

In the future, after the basic garden beds and space are well established, an upgrade to an automatic drip irrigation system is extremely feasible for an undergraduate engineering student to design which will reduce the labour requirements involved in maintaining the garden and utilize water more efficiently than manual watering.

The community will interact with the garden space by providing input on what they would like grown in the space as well as shared responsibilities in planting, watering, and maintenance of the space as a way of knowledge and skills transfer on topics related to urban agriculture. Other possible ideas that are generated by the stakeholders for using the space beyond this will be welcomed.

3. Is your project related to the University's <u>Vision 2020 Sustainability Strategy</u>? Xes No Not sure

If yes, how does it relate? Please refer to the <u>strategy category or related action</u> from the <u>2017-2020 Climate &</u> <u>Sustainability Action Plan</u> in your response. *Limit* ~100 Words

This project aligns with the education and connectivity priority actions from Vision 2020 by creating more extracurricular opportunities around urban agriculture to engage students and staff on being mindful of how their food is produced and the importance of sustainability in food security.

IMPLEMENTATION

Criteria assessed in this section: ACTION ORIENTED, FEASIBILITY, IMPACT

4. List the key activities for your project and indicate the timing for these on the right. Please be specific and realistic when formulating your activities, ensuring that they are achievable within the indicated timeframe.

Key Project Activities	Start Date	End Date
	(MM-DD-YY)	(MM-DD-YY)
Sourcing and procuring build materials	04-01-20	05-01-20
Starting seedlings for gardens	03-01-20	06-01-20
Building raised garden beds & filling with growing medium	05-01-20	05-30-20
Planting party: moving seedlings into the garden beds	05-30-20	06-01-20
Workshops/skill shares inspired by the maintenance needs of the garden	06-01-20	10-01-20
Garden closing for overwintering	10-01-20	10-01-20

5. Please describe what will happen to your project after the SPF funding ends. Additionally, please share if anything will be produced or installed (e.g. a workshop guide, equipment, a toolkit, a network, website, etc) and indicate how this will be maintained. *Limit ~200 Words*

The garden space will continue to be managed by a garden coordinator on a volunteer basis selected by a student or staff member who has an interest in it. The selection of the individual should be handled by the Wong Community garden group which will be established and minimally composed of one member from the Chemical Engineering Graduate Student Society (ChEGSS), another from the Graduate Engineering Equity Committee (GEEC), and a faculty or staff member. A guidebook, garden schedule, and list of tasks will be created in year one to be followed and used year over year going forward.

TRANSFORMING CAMPUS

Criteria assessed in this section: **AT MCGILL, IMPACT**

6. In the table below, describe the project's 1-3 main impacts on the McGill community or its main goals to accomplish. Please check the McGill stakeholders that will be impacted. Finally, please list at least one key <u>success indicator</u> for each impact (e.g. # people engaged, % waste diverted, # buildings certified, etc.)

Main Impacts/Goals		Main Impacts/Goals	McGill Stakeholders Impacted (check all that apply)	Key Success Indicator(s)
	T I I I I I I I I I I I I I I I I I I I	Create space for gardening to engage community	 ☑ Undergraduate ☑ Academic Staff ☑ Postgraduate ☑ Admin. Staff ☑ Alumni 	Secure funding and materials; communicate progress to stakeholders
	2 2	Hold workshops to promote knowledge transfer on topics related to gardening and food security	Undergraduate Academic Staff Postgraduate Admin. Staff Alumni	Monthly workshops engaging 15 people
	3	Have social events working around the garden to get people outside of the building	Undergraduate Academic Staff Postgraduate Admin. Staff Alumni	Monthly events engaging 5 people

STAKEHOLDER ENGAGEMENT

Criteria assessed in this section: AT MCGILL, COLLABORATION, SUPPORT, CAPACITY BUILDING

7. Please list 3-5 key stakeholders involved in your project, indicating their role and support. If the stakeholder has provided a support letter, please indicate so here and attach it as an appendix document. Note: Projects involving modifying a space on campus, making a permanent installation, hiring a full-time staff, or adding/modifying a garden, etc., must seek permission from the appropriate stakeholder(s) (e.g. building director, Campus Planning and Development office, staff supervisor, etc.). SPF Staff can help you assess if any key stakeholders need to be added to your list.

Stakeholder's Name(s)	Title	Role in the Project	Support/Permission	Support Letter
Agathe Moreau	Sustainability	MOOS new gardens contact	Confirmed support	Attached
Laura Hernandez	ChEGSS councilor	ChEGSS liason	Confirmed	Yes
Mary Miedema	GEEC Outreach	GEEC liason	Confirmed	Yes
Anna Jean Pollock	Admin Chem Eng	Staff liason	Confirmed	Yes
Luca Mascetti	Grounds Super		Requested	No

8. How will you communicate about your project and share its impacts with the McGill community? Please describe your key tactics (e.g. social media, workshops, tabling, etc.). *Limit ~200 Words*

This new garden will join the existing Root Coalition network to liason with other garden spaces on campus. Additionally, the project will leverage the representative positions of the key stakeholders to help communicate the progress of the gardens to their respective student bodies. They will also be called upon to help develop and promote workshops using the space.

9. If applicable, are there any training, volunteer opportunities, jobs, or complementary applied student research integrated in your project? Please describe. *Limit* ~100 Words

All work involved in the project will be contributed on a volunteer basis with the hopes of inviting anyone interested within the community to come help out as well as learn or observe the space being developed.

After the first year, a paid position may be created funded in part by sales of surplus seedlings, but largely from contributions by relevant stakeholder groups. As this is a new endeavor, the first year will be experimental in testing what events can be held at the space, what the garden community looks like, and what groups are impacted better advocate to these groups to fund such a paid position.

PROJECT BUDGET

Criteria assessed in this section: **FEASIBILITY**

Revenues

Indicate any funding you will receive or may receive to complete your project, including funds from McGill Departments and Units.

Funding Source(s)	Amount Requested	Request Status
Sustainability Projects Fund (SPF)	\$1,500.00	Requested
	\$0.00	Choose one.
	\$0.00	Choose one.
	\$0.00	Choose one.
REVENUES GRAND TOTAL (must match Expenses Grand Total))	\$1,500.00	

Expenses

Indicate your project expenses below. In the Funding Sources column, use the reference number from the first column of the Revenues section, above. You may list more than one source if applicable (e.g. 1,3).

Item Description	Unit Cost	# of Units	Total Cost	Expense paid by SPF?
Square foot garden box (2x8')	\$300.00	3	\$ 900.00	Yes, fully
Indoor seed starting set up	\$250.00	1	\$ 250.00	Yes, fully
Garden tools & storage	\$350.00	1	\$ 350.00	Yes, fully
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	\$0.00		\$ 0.00	Choose one.
	Expens	ses Subtotal	\$1,500.00	

Salaries & Wages

If applicable, please indicate any paid positions needed for your project. Please note: if you complete this Salaries & Wages section, you must also complete the Staff Position Information Appendix.

Position Title	~# Hours per Week	~# Weeks	Hourly Wage	Subtotal	+ 20% Benefits	Total Cost	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	
Salaries & Wages Subtotal						\$ 0.00	

EXPENSES GRAND TOTAL (must match Revenues Grand Total) \$1,500.00

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APPENDIX

Relevant Support Documents

List any appendix documents in order in the table, below. Please keep the total number of pages as low as possible (recommended maximum is 5). Please include any relevant support letters.

Doc #	Appendix Document Title	# of Pages
1	Wong Garden Budget.xlsx	1
2		
3		
4		
5	Staff Position Information Appendix, if applicable	