

**PROJECT TITLE: SP0225 BRINGING THE FLAT BACK ON CAMPUS**

Please answer the following questions and return the completed form to the [SPF Staff](#) via e-mail.

Final Report prepared by Emily MacLean

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Actual Project Start Date 2019-09-23

Actual Project End Date 2019-09-27

**Questions**

1. Please summarize the project and its key accomplishments to date. In your answer, consider the impact your project has had so far on McGill's campus(es).

*(Unlimited characters, suggested minimum ½ page or approximately 250 words)*

The Flat has been “temporarily” relocated to the basement of 2075 Robert-Bourassa, i.e. off campus, since Winter 2018, from its home in the basement of the SSMU building. As a way to reintroduce ourselves to campus bikers, we partnered with the McGill Office of Sustainability and the Velo Quebec initiative, “Mon Campus a Velo” to put on a series of biking-related events. These events reached out to student and staff of McGill, increased our visibility, introduced ourselves to new users, promoted cycling to campus as a transportation choice, and taught interested McGill community members a few intermediate bike maintenance skills.

We held an outdoor “Bikers’ Breakfast” near the Milton Gate, where we gave out free juice and breakfast food to people who had biked to campus, as well as bike repair zines and Velo Quebec literature. We interacted with over 100 members of the McGill community throughout the event, some of whom had been to the Flat before and some of whom had never heard of us. Six volunteers from the Flat tabled at this event throughout its duration, which turned into really good ‘team bonding’ time. We consider this event to be a huge success!

In order to teach and empower folks to choose cycling as a mode of transportation, we ran two intermediate-level workshops on campus – one about how to work on bike gearing and derailleurs, and a second on how to tune brakes. Attendance levels were consistent with our usual workshop volume (i.e. 3-5 people per workshop), although the weather was damp which was not helpful. These events were also successful.

2. Please describe the key successes and challenges of your project. (Minimum of two examples for each)

*(Unlimited characters, suggested minimum ½ page or approximately 250 words)*

**Successes**

- Improved visibility at McGill via breakfast event
- Explained the collective/what we do to many new potential users (i.e. people who ride bikes)
- Taught people about how to tune their brakes and adjust their gearing, ultimately helping them take care of their own bikes
- New portable stands and banner will be helpful for future events, as well as the temporary space where we currently reside
- Over half of volunteers at these events were new volunteers (people who joined the Collective this past summer), and the events in general were good for bringing all volunteers together

**Challenges**

- Workshop attendance was consistent with numbers we typically experience, which is relatively low (3-5 people per workshop). This is maybe partially attributable to the intermediate level of the workshops, as well as cold, wet weather, and the early afternoon timing.
- Way too much packaging and disposable material from food brought by the caterers

3. What key points of advice or *lessons learned* would you give to other SPF teams either regarding your experience managing your project or the project itself?

(Unlimited characters, suggested minimum ½ page or approximately 250 words)

-Working with a partner directly in the Office of Sustainability, if possible, I think alleviated a lot of the stress of writing yet another grant (I'm a graduate student and end of summer/early fall is student grant season, so it can be really exhausting to work on even one extra...). Amelia Peres was our Office of Sustainability point person, and she made the process very, very easy for us. It's great to work with someone who knows the ins and outs of the granting process, which information is most pertinent, and is familiar with the kind of ideas that need to get across.

-Obviously if possible it's wise to figure out what items need to be procured earlier, rather than later. The SPF can order and pay directly for items via invoice, so if you get things straightened out in time you can avoid having to pay for things yourself and then getting reimbursed, because they'll pay from your grant directly. Of course, the SPF person we worked with has made the reimbursement process very easy, but it is a consideration if your personal budget is running tight.

-If you run an outreach event, it's helpful to have cards/related material to give out to interested parties. Obviously we all want to reduce paper use, but people still really like having something to take with them (as opposed to just an Instagram handle or Facebook page to check out)

-Advertising early and steadily increases attendance at workshop-like events

4. What recommendations do you have for the future of this project to be continued and are there any opportunities for complementary projects? Who will take responsibility for the project's future and how can interested persons be in touch? The SPF team will also be in touch with this contact for updates on the project's progress in coming years, if ongoing.

(Unlimited characters, suggested minimum 1 paragraph)

One reason this grant is so helpful is that it provided funding for us to run Bike Week events this year (2019), as well as next year (2020). This being the case, hopefully it can become regular programming within our annual operations. The resources acquired from this project grant (i.e. portable stands) will allow us to do more outdoor workshops, and continue to have a small presence on campus while the SSMU building is closed for renovations, so in a way, the project is already continuing.

In 2020, I (Emily) expect to be spearheading the Bike Week planning again, and then we don't have formal funding to run events further into the future. I will likely be graduated before Fall 2021, and as we have a nonhierarchical organizational structure, it is not immediately obvious who will take over Bike Week organizing after that, should we decide to continue it as a tradition.

5. Would you or your project team member(s) be willing to serve as a mentor to SPF project teams? Please choose one. If yes, SPF Staff will contact you with more information.

(800 characters maximum)

☐ Yes ☒ No

I don't have the personal bandwidth to take on more mentees at the moment.

6. In your application, you listed the following sources of funding:

n/a

Please confirm if you received this funding in the space below. In your response, please list the actual amount (in dollars) that you received. Note: If you received funding from a McGill Department or Unit, please attach a letter from its Financial/Budget Officer confirming the actual amount of support.

(1,800 characters maximum)

n/a

7. Did you purchase equipment or make an installation on campus? ☒ Yes ☐ No  
If yes, please briefly describe how these items will be maintained and used in the future.  
(1,800 characters maximum)

Part of the funds from the grant went towards purchasing 3 new portable bike repair stands. These are already being put to use at our space in the basement of 2075 Robert-Bourassa, and will continue to be in regular use throughout our time in the temporary space. As well, we can do more workshops on campus using the stands.  
Regarding the banner: we have been displaying it outside the work space during operating hours to make it more obvious that the space is free and open to anyone passing by.  
The new tools are being stored and used alongside our existing toolkit.

8. The following Key Success Indicators were indicated in your project application and selected for tracking. Please indicate the actual results that you have achieved in the “Actual” column.

Selected Key Success Indicators	Target	Actual
# of students attending bike repair workshops	12	8
# of first year students at the Flat Collective	NA	TBD
# of breakfasts distributed at the Biker’s Breakfast event	75	100+

If there is a significant difference in the target numbers and the actual numbers achieved, please explain. If you have any additional information to share about these success indicators, please also include it below.  
(1,800 characters maximum)

Actual number of people who received breakfast food exceeded the total number of breakfasts paid for by the SPF grant. This is because every individual who stopped by did not take a “complete” breakfast, as per the caterer’s definition.

9. Please report on your progress with the standard SPF Key Success Indicators in the “Actual” column.

Standard SPF Key Success Indicators	Actual
# of volunteers directly or indirectly engaged in the project	8
# of people (student, staff, or other) trained in the context of the project	3
\$ raised for project activities subsequent to SPF funding	\$0
# of tons of GHG emissions reduced by your project	n/a
# of partnerships or collaborations developed between the project team and other McGill administrative units, student groups, community groups, other universities, and/or other groups/organizations.	2

Regarding the last Key Success Indicator, please list the groups and/or organizations that you counted.  
(Unlimited characters; point form acceptable.)

This project was not designed with the explicit purpose of collaboration creation in mind. However, I think we have developed a real partnership with both the Sustainability Office and Velo Quebec.

If you have any additional information to share about the Standard SPF Key Success Indicators, please include it below.  
(1,800 characters maximum)

n/a

10. Please indicate the McGill stakeholder groups that were involved with your project as a team member or collaborator/partner. Choose all that apply.

☒ Undergraduate ☒ Postgraduate ☒ Administrative Staff ☐ Academic Staff ☒ Alumni

11. Please rate your project team's overall satisfaction with the support provided by the SPF Staff. Choose only one response.

☐ Very Dissatisfied ☐ Dissatisfied ☐ Neither Satisfied Nor Dissatisfied ☐ Satisfied ☒ Very Satisfied

12. Please provide any feedback or recommendations regarding your team's experience with the SPF  
(Unlimited characters, suggested minimum 1 paragraph)

Working with the SPF was a great experience. Our main SPF point person was Shona. She was always reachable and kept us in the loop about anything that was going on – she made it easy!

13. If there is additional information you would like to share about your project, please use the field below.  
(Unlimited characters)

The project was really good for Collective/team bonding.

14. Has involvement in this SPF project positively impacted your team in the area of professional growth? Please choose one. If you would like to elaborate, please use the field below.  
(800 characters maximum)

☐ Yes ☒ No ☐ Prefer Not to Share

15. Has involvement in this SPF project positively impacted your team in the area of personal growth? Please choose one. If you would like to elaborate, please use the field below.  
(800 characters maximum)

☒ Yes ☐ No ☐ Prefer Not to Share

Our on-campus presence has been lacking since the closure/renovations of the SSMU building, so it was great to have opportunities throughout for outreach and to remind/inform people that we exist. We've seen a few and I expect we will see more new users at the Flat because of this project.

16. Which of the following skills or attributes has your team improved through involvement in your SPF project?  
Choose all that apply.

<input type="checkbox"/> Budgeting	<input type="checkbox"/> Networking	<input type="checkbox"/> Systems Thinking
<input checked="" type="checkbox"/> Communications	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Teamwork
<input type="checkbox"/> Conflict Resolution	<input type="checkbox"/> Problem Solving	<input type="checkbox"/> Technology
<input checked="" type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Project Management	<input type="checkbox"/> Time Management
<input type="checkbox"/> Listening	<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Writing
<input type="checkbox"/> Mentoring	<input type="checkbox"/> Stakeholder Engagement	<input type="checkbox"/> Other (Please specify in
<input type="checkbox"/> Negotiating	<input type="checkbox"/> Stakeholder Identification	the field below)

Other:

17. Since starting your SPF project, has your team improved its knowledge of sustainability? Please choose one. If you would like to elaborate, please use the field below.

(800 characters maximum)

☐ Yes ☐ No ☒ Prefer Not to Share

The SPF project was more about outreach of our Collective, and educating members of the community about ways to fix their bikes. It was less about internal training, so in that sense Collective members have not improved their own knowledge of sustainability. At the same time, more people are aware of the Flat and attendees of the workshop learned skills to fix their bikes, which indirectly contributes to improved sustainability-related efforts, so there is some related knowledge that has improved due to the project.

18. (Optional) If applicable, please list the total number of team members voluntarily self-identifying as members of marginalized communities:

Please identify the represented communities below. (e.g. women, Indigenous people, people of colour, LBTTQI, student parents, members of ethnic minorities, immigrants, people with disabilities)

(1,800 characters maximum)

Prefer not to disclose.

### THANK YOU FOR COMPLETING YOUR FINAL REPORT!

Please e-mail your report to the [SPF Staff](#) attaching any additional information that you would like to share about your project (e.g. other reports, research, documents, photos, etc.). Please note that this Final Report will be shared publicly on your SPF project's webpage.







