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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 SSMU Courtyard Garden Project

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

We hope to create a garden space in the courtyard adjoining the Brown Building and University Centre that enables a localized food cycle, whereby, planting, sowing, cooking, preserving, composting and teaching is completed all within the same structure. This project hopes to tackle environmental, social, and economic issues related to sustainability.

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 ($):	10,000	**Approximate Total Project Budget** (incl. other sources of funding if applicable) ($):	12,000

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

garden (80%); equipment (17%)

Indicate which of the following team members...

... will be in charge of monitoring the project's budget (maximum 1 person): Ryan Hughes

... will be the Project Lead (Project Lead will be the contact person for the SPF Staff): Sacha Magder

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:

The SSMU has a rigorous training/transition period in May. The Project Lead will discuss and review the project with their replacement prior to exiting their position.

PROJECT TEAM MEMBERS

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. Student Team Member *(read details about SPF Evaluation Criteria #5 for more information)*

First Name & Last Name	Sacha Magder	**Affiliation** (select one)	Undergraduate (UG)
Phone (daytime; only put #)	+1 (514) 398-6802	**Specify if Other**	SSMU
Email	operations@ssmu.mcgill.ca	**Faculty/Unit/Organization**	SSMU

2. Staff Team Member (academic or administrative staff) *(read details about SPF Evaluation Criteria #5 for more information)*

First Name & Last Name	Ryan Hughes	**Affiliation** (select one)	Other (specify)
Phone (daytime; only put #s)	+1 (514) 398-6803	**Specify if Other**	SSMU
Email	gm@ssmu.mcgill.ca	**Faculty/Unit/Organization**	SSMU

3. Additional Project Team Member

First Name & Last Name	Joe Frade	**Affiliation** (select one)	Other (specify)
Phone (daytime; only put #s)	+1 (514) 617-0082	**Specify if Other**	McGill
Email	porters@ssmu.mcgill.ca	**Faculty/Unit/Organization**	Support Staff (Porter)

4. Additional Project Team Member

First Name & Last Name	Simona Trunzo	**Affiliation** (select one)	Other (specify)
Phone (daytime; only put #s)	+1 (514) 398-6800	**Specify if Other**	SSMU
Email	srcmenucoord@ssmu.mcgill.ca	**Faculty/Unit/Organization**	SSMU

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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 Paige Isaac

Phone (daytime; only put #s) +1 (514) 398-3216

Email paige.isaac@mcgill.ca

Affiliation (select one) Undergraduate (UG)

Specify if Other First People's House

Faculty/Unit/Organization McGill University

6. Additional Project Team Member

First Name & Last Name Ben Ger

Phone (daytime; only put #s) +1 (514) 398-6801

Email president@ssmu.mcgill.ca

Affiliation (select one) Undergraduate (UG)

Specify if Other SSMU

Faculty/Unit/Organization SSMU

7. Additional Project Team Member

First Name & Last Name Zineb Mouhtam

Phone (daytime; only put #s) +1 (514) 398-8590

Email daycare@ssmu.mcgill.ca

Affiliation (select one) Other (specify)

Specify if Other SSMU Daycare

Faculty/Unit/Organization SSMU Daycare

8. Additional Project Team Member

First Name & Last Name Niall Carolan

Phone (daytime; only put #s) +1 (514) 398-6800

Email finance@ssmu.mcgill.ca

Affiliation (select one) Other (specify)

Specify if Other SSMU

Faculty/Unit/Organization SSMU

To list more members, fill a 2nd Cover Page form and save it separately. Then merge with your 1st Cover Page before uploading to the SPF website.

OPTIONAL:

If applicable, total number of team members voluntarily self-identifying as members of marginalized communities: 1

Represented marginalized communities: Indigenous People

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

Relevant link(s): (to website(s) or social media re: project and/or team members)

How did you learn about the SPF? (select one) Other (specify)   **Specify if Other** Campus Space and Planning

---

Please check the boxes to confirm that you have read and agree to the following information:

☒ All 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 cases 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 who's 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 aspects 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 all confidence. Also note that, if your project is approved, the Project Leads and the person monitoring the project's budget will have to confirm in writing (through email or document's signing) 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** 8/26/16

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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   Courtyard Garden

Project Lead First & Last Name   Sacha Magder   **Phone** *(daytime)*   +1 (514) 398-6802   **Email**   operations@ssmu.mcgill.ca

> *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   The physical environment becomes a focal point for community engagement, learning, and a source of well-being.

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   To transform a relatively unused courtyard adjoining both the Brown and University Centre into a community garden, serving operations, and providing learning opportunities for local daycare children and 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)

Many green spaces on campus, apart from lower field, are not being effectively used and their potential as a quiet place to repose, be active, learn or grow foods are not being fully realized. In addition, an incredible amount of water is use to maintain the appearance of these spaces when they are covered in grass. This use of water resources currently sees no benefit other than the temporary aesthetic value.

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

The Students' Society of McGill University (SSMU) would like to create a garden in the courtyard space adjoining the Brown Building and University Centre. The garden would be managed by the SSMU after construction, and would serve to provide sustainable food for our cafeteria (and other operations), while also enhancig the aesthetics of the area, without being at the expense of sufficient greenery and patio space. The garden will be an open space for SSMU staff, as well as students, and additional act as a green learning centre for daycare children (basic gardening and planting will be added to the annual education programming). Finally, the waste produced by the gardens produce, in our student-run operations in the University Centre, will be composted to be returned back into the gardens each year. In essence, the benefits of this project can best be observed through intersections with the three pillars of sustainability:
1. Environmental: Locally produced produce cuts travel emissions produced when buying food from a distance, allows the SSMU to advocate against the negative practice that is monoculture farming, and gives the SSMU control over how much waste is produced in the process (current industry standards see "misshapen" fruits and vegetables thrown out, because of this an incredible amount of perfectly good food goes to waste). Finally, this allows us to minimize water wasted on simply maintaining grass.
2. Social: Agricultural spaces in cities have proven to have a positive affect on the mental health of nearby communities, and providing a new interactive learning space for children will hopefully increase awareness of our food processes and general environmental interest.
3. Economic: By growing our own produce we will be able to cut costs and reduce access barriers that lower-income students may face when trying to get food on campus, or sustainable food in general.

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)*

After completion of the project, it is expected outdoor events and activities will increase, creating exposure for the project and hopefully, it will inspire others to engage in similar projects in their respective locations. Furthermore, the introduction of educational planting programs with nearby daycare children will foster lifelong learning and respect for community agriculture. When garden products are used in University Centre food operations, they will be advertised to students and showcased as examples of locally grown foods and a holistic approach to commercial food preparation; from soil to plate in the same day. Also, as this project falls heavily in line with the SSMU's Sustainability Policy, this will hopefully set an important example for the Administration as a whole that "greenwashing" cannot be all that we do; definitive action must be taken after one supports sustainable practices on paper.

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SPF Application Form
Section B - Project Overview

4. What arrangements will make these impacts continue after the SPF funds have been spent? *(530 char. max. ~80 words)*

Following the construction of the container, physical garden, and composting facilities, the SSMU will continue the annual sowing, maintenance and harvesting of the gardens. The SSMU will also coordinate planting with the nearby daycares and collaborate in designing the educational programming.

- 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)*

We will be incorporating the University Centre staff into the daily care of the garden spaces, the Daycare Director will be incorporating gardening into the seasonal education programming, the produce will be used in University Centre operations in locally sourced dishes and all waste will be composted, to be reincorporated back into the garden space. Once the initial cost of construction has been expended, annual maintenance costs (e.g. soil replacement, tools, etc...) will be borne solely by the SSMU and directed under the office of the President and VP Operations. As well, as mentioned above, there are many ways in which this project intersects with the three pillars of sustainability. To reiterate just a few of the things mentioned a few boxes above:
1. Environmental: Locally produced produce cuts travel emissions produced when buying food from a distance, etc. (more above)
2. Social: Agricultural spaces in cities have proven to have a positive affect on the mental health of nearby communities. etc. (more above)
3. Economic: By growing our own produce we will be able to cut costs and reduce access barriers that lower-income students may face when trying to get food on campus, or sustainable food in general.

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

We will be reusing some obsolete materials found in the University Centre, and using locally sourced soils. For example, we own several boxes, formally used as stage implements. They will be converted, in-house by SSMU staff, to create 4' x 8' x 2 ' container gardens. These containers will serve as excellent gardens for children as the garden can be accessed from all bordered sides.

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: Operations

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 courtyard garden will provide a seasonal, local vegetable and herb source for food operations in the University Centre. It will use materials that have been repurposed for the garden that would have otherwise been designated as waste. Following construction, all organic waste will be composted for future use in the garden and after the first harvest, seeds from robust vegetable specimens will be used for annual planting. This will create a zero-waste garden project. In addition, the garden itself will enhance the sense of well-being of those who are either maintaining it or using the space for general outdoor activities.

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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)*

This project will complement other gardens on campus, such as Campus Crops, Edible Campus, and some of the garden on campus that belong to Santropol Roulant. We are interested in learning from those projects and experiences and using that knowledge to create our own garden space, but we seek to go well beyond those examples to create a localized food cycle, whereby, we plant, sow, cook, preserve, compost and teach all within the same structure. There is no need to receive additional materials/resources or share costs as the SSMU will shoulder future maintenance and repair expenses following construction.

Outreach will be done by the SSMU Environment Committee over the course of the Fall semester. Members will be tasked to reach out to community organizations and take notes on the skills and protocols required to cultivate a successful garden. An informative gardening guide will be created to be used for gardening once the garden is constructed in the Spring. This will be performed based on the availability of the Envionrment Committee members once classes resume in September.

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 Detailed Project Plan, you will be asked to select your key stakeholders 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 the key partners of your project (e.g. support letters, emails).

Stakeholders include the SSMU, its members and the SSMU Daycare.

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)*

The SSMU has not engaged in a project of this nature prior to this application, however Environment Committee has long been part of gardening activities, occasionally with some of the projects mentioned (Campus Crops, Edible Campus, etc.), but also with the McGill School of the Environment (MSE) and Santropol Roulant. The SSMU will certainly reach out to these groups of interest to get some helpful advice. Finally, the First Peoples' House (FPS) could potentially give a helping hand in educating us on traditional agricultural practices (i.e. the Three Sisters), as they are located directly behind the University Centre building.

- 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 relate to the SPF mandate)? *(530 char. max. ~80 words)*

As a not for profit corporation, the SSMU has limited funds for projects and would not otherwise engage in a project of this size without assistance. As a Fund that has enabled great, sustainable operations projects on campus to come to fruition, it is our hope that the SPF will do the same for our project. As our garden is an example of the possibility of creating a soil to table food cycle in our own backyard, we present a practical approach to gardening, cooking, preserving and teaching without parallel on campus.

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)*

The SSMU will continue funding this project following completion.

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   SSMU Courtyard Garden Project

Project Lead First & Last Name   Sacha Magder   **Phone** *(daytime)*   +1 (514) 398-6802   **Email**   operations@ssmu.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   The physical environment becomes a focal point for community engagement, learning, and a source of well-being.

As indicated in your Section B - Project Overview.

Project Goal   To transform a relatively unused courtyard adjoining both the Brown and University Centre into a community garden, serving operations, and providing learning opportunities for local daycare children and 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 relating 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	To increase the awareness of the students, staff, and general citizens of the community the essentials required to grow our own sustainable food by creating an interactive learning space.
B	To grow produce which could be used in the Student-Run Cafeteria (SRC), which would reduce the requirement of unsustainable, imported produce for our operations.
C	To enhance the aesthetics of the area by offsetting the numerous concrete structures surrounding the courtyard, improving the mental health of SSMU staff and local citizens.

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	Monitoring	Create daily maintenance schedules for the University Centre / SSMU staff to ensure program continuity.	A, B	Work towards 100% of staff participating to some degree in garden maintenance.	○
2	Monitoring	Record the number/size of crops at the end of each season, and aim to increase yield each year.	B	Qualitatively & quantitatively assess yield of crops at the end of each season.	○
3	Outreach	Create a tiered, interactive educational program to teach Mcgill Students and Daycare children about sustainable gardening.	A	Aim for 50 participants each year and monitor feedback from instructors.	◉
4	Outreach	Incorporate horticulture into SSMU minicourses by the end of the first season.	A, B	Aim for 50 participants each year and monitor feedback from instructors.	◉
5	Other	Work towards recycling 100% of organic SRC waste within two years.	B	Identify the percentage of organic waste that is used on the garden vs. thrown out.	○
6	Other	Reduce our dependence on carbon-miled vegetables by as much as possible.	B	Track the percentage of SRC food bought off-site, aim for 10% reduction.	○
7	Other				○

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SPF Application Form
Section C - Project Plan

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> indicator 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)*	
Develop maintenance schedules and create training sessions to give all participants the associated skills required.	1, 5, 6	Maintenance schedules	Multiple individuals (>10) contributing independently from a central coordinator	○
Education of local staff and students of environmentally friendly and indigenous gardening practices.	3, 4	Recurring/annual programs	Development of recurring, stable educational programs (>45 students/yr)	○
Cultivation of crops, to be used by the Student-Run Cafeteria.	3, 5, 6	Tasty fruits & vegitables	Reduction of vegetable imports for the SRC by 10%	◉
Waste recycling & composting.	3, 5, 6	Soil produced internally	Recycle >70% of the organic waste generated by the SRC, ideally 100%	○
				○
				○
				○

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

This project has considerable room for expansion. If initial educational programs are successful, this would create a base of educated students that could further support this project in years to come. In addition, if this space were made more aesthetically pleasing, it could be an important space for relaxation and mental health for students during the temperate months of the year.

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)*
Improper maintenance.	Development of shared responsibility task list.
Weather damage.	Include yearly maintenance budget / winter-proofing structures.

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

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SPF Application Form
Section C - Project Plan

6. List the 3 to 10 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/ participation
University Centre Staff	Employees under SSMU	Maintaining the garden	Yes
SSMU Daycare	Employees under SSMU	Maintaining the garden	Yes
SSMU Executives	Employees under SSMU	Maintaining the garden/ programming	Yes
McGill Students	Affiliated with SSMU	Maintaining the garden/programming	Yes
First People's House	Interest group	Creating programming / education	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
Map Summer Sun Patterns		(Completed by McGill)	Jun 6, 2016	Aug 6, 2016
Repair water pipers		RH (oversight)-to be completed seprately	Jul 11, 2016	May 29, 2017
First out-reach		Environment Committee	Oct 19, 2016	Oct 30, 2016
Choose which vegetables to grow		Environment Committee	Nov 21, 2016	Dec 2, 2016
Learn gardening practices + report		Environment Committee	Jan 1, 2017	Feb 27, 2017
Plan educational programming		Environment Committee	Mar 1, 2017	Mar 31, 2017
Construct Garden		RH (Oversight)	May 1, 2017	May 15, 2017
Plant seedlings + set up garden		SM, SSMU Staff, Mini-courses, Daycare	May 15, 2017	May 30, 2017
Implement composting		SM, SSMU Staff, Mini-courses, Daycare	May 15, 2017	Sep 1, 2017
Harvest garden		SM, SSMU Staff, Mini-courses, Daycare	Sep 1, 2017	Sep 30, 2017

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

Note: Daycare is managed by Zineb Mouhtam, and Mini-Courses are managed by Sacha Magder.

See appendix for details regarding the role of the Environment committee & the relation of the mini-courses program and the garden project.

- ADDITIONAL INFORMATION -

Qualifications: Where relevant, the profiles/CVs of the people to be directly involved in the project are attached:☐

List of appendices, if any *(max. 7 pages of appendices, excluding profiles/CVs)***:**

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	Explanation of the Porter Reserve, Pipe Repairs, and Additional Soil expenses	1
2	Explanation of the Information Gathering process & role of the Environment Committee	0.5
3	Explanation of relationship between the SSMU garden and SSMU mini-courses	0.5
4		
5		
6		
7		

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 C - Project Plan
- BUDGET -

When completing this form, please refer to the SPF Guide to Budgeting for additional information and explanations. If you would like to submit a more elaborated Financial Model/Business Case in addition to this SPF project budget (for instance, because of the nature of your project; e.g. you plan to generate some revenues through selling some items, revenues that will then allow your project to become financially self-viable), please develop it separately and join it as an appendix to this application. If you need guidance on how to elaborate a Financial Model/Business Case, see suggested resources on the SPF website.

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)	$10,000.00	Unconfirmed
2. SSMU	$2,000.00	Confirmed
3.		
4.		
REVENUES GRAND TOTAL - add all (B)	**$12,000.00**	

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) Year	(B) Position Title	(C) ~# of Hours per Week	(D) ~# of Weeks	(E) Hourly Wage* ($)	(F) Subtotal ($) (C x D x E)	(G) 20% Benefits	(H) Total Cost ($) (F x G)	(I) Funding Source(s)**
						1.2		
						1.2		
						1.2		
						1.2		
					Expenses Subtotal 1 - add all (H)			

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) Year	(B) Item Description (inputs)	(C) # of Units	(D) Unit Cost ($)	(E) Total Cost ($) (C x D)	(F) Funding Sources**	(A) Year	(B) Item Description (inputs)	(C) # of Units	(D) Unit Cost ($)	(E) Total Cost ($) (C x D)	(F) Funding Sources**
17	Garden	1	$8,000.00	$8,000.00	SPF	17	Promotions	1	$200.00	$200.00	SSMU
17	Paint	1	$30.00	$30.00	SPF	17	Porter Reserve	9	$35.00	$315.00	SPF
17	Pipe repair	1	$1,800.00	$1,800.00	SSMU						
17	Screws	1	$10.00	$10.00	SPF						
17	Compost tumbler	3	$300.00	$900.00	SPF						
17	Garden tools	1	$400.00	$400.00	SPF						
17	Soil	10	$5.00	$50.00	SPF						
17	Seeds/plants	20	$6.00	$120.00	SPF						
17	Watering Tools	2	$42.50	$85.00	SPF						
17	Containers	3	$30.00	$90.00	SPF						
Expenses Subtotal 2 - add all (E)			**$11,485.00**			**Expenses Subtotal 3** - add all (E)			**$515.00**		

EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3)	**$12,000.00**

* If position hosted and managed under a McGill Department or Unit, consult with their HR staff or supervisors for the applicable salary rates. If position not hosted and managed under a McGill Department or Unit, see the SPF Guide to Budgeting for the 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).

Thank you! After you save it to your files, you can now upload this form and any appendices on the SPF website to complete the application process. The SPF staff will contact your team within two weeks to provide feedback. Congratulations for applying to the SPF!

Date 8/26/16

Appendix:

SSMU COURTYARD GARDEN PROJECT

ADDITIONAL EXPENSES

Use of the "Porter Reserve" Expense ($315)

Porters are the lifeblood of the SSMU Building; they complete essential tasks such as general maintenance of the building, opening and closing all rooms, and making sure the premises is clean. Our porters are paid a yearly salary based on a specific number of hours per week which is tied to our building hours. However, activities for which we require porters that are undertaken outside building hours are not included in our operating budget or the salaries they are allocated.

For the garden project, I am anticipating extra porter expenses to complete the garden project (labeled Porter Reserve). This might include urgent repair or maintenance of the garden on a weekend (when the building is not open) or urgent repair work that continues after building hours. This reserve fund might also be used to complete garden work that is significant enough that it requires an additional porter for that day who would not otherwise be working.

Porter Salaries

Porters are paid a fixed per-hour salary of 35$/hr as stated by our agreement with the McGill Worker's union. As a result, we do not have the flexibility to pay the porters the hourly wages specified by the SPF committee.

As a result, we have included the "Porter Reserve" in the list of "other expenses", which will be individually invoiced to the McGill Office of Sustainability when needed. I personally believe that nine (9) hours is a safe and conservative estimate of the number of emergency and additional porter hours that might be required.

Why Porter Salaries are not covered by SSMU

Although pipe repairs and promotions are items that are explicitly budgeted for (pipe repairs from our Capital Expenditures fund & the promotions from our marketing budget), we do not have any operating budget available that we can allocate towards porters. As a result, these are fees that would need to be covered by Sustainable Projects Funding and not by SSMU.

Pipe Repairs ($1800)

The current water supply to the outside of the building has been damaged for a number of years. Before we can construct a garden, we need a water line to irrigate the garden. This repair will be undertaken using funds from the SSMU capital expenditure fund.

Additional Soil Expenses ($50)

Additional soil will be purchased each year to renew the garden until the project is self-sustaining.

DETAILS OF THE INFORMATION GATHERING TASK

Information gathering for the garden project will be carried out by the environment sub-committee, formed of SSMU legislative council at the first council meeting in September. Once this council is formed, these members work under the SSMU VP Operations to perform a number of duties under the sustainability portfolio. This is a resource that the VP Operations can draw on to obtain the knowledge required to grow a successful garden in the spring. The tasks will be outlined as follows:

- Reach out to various community organizations (i.e. Santropol Roulant, Montreal Community Garden Project, Campus Crops, Edible Campus) and make initial contact
- Obtain a list of fruits and vegetables that are compatible to Montreal's summer climate
- Determine a list of vegetables to be grown
- Determine the activities and skills required to grow the specified fruits & vegetables
- Create a time-line for planting, maintenance, and harvesting
- Get quotes for the plants desired
- Create maintenance schedules to be followed once the garden is completed

The Environment Sub-Committee will also work with the First-Peoples house and community organizations to create training programs for the staff as well as informational sessions.

As such, the Environment Committee is referenced for the information gathering and plan building tasks of the timeline (First Out-reach, choosing the vegetables to be grown, and development of programs)

MINI-COURSES & GARDEN PROJECT

SSMU currently operates the "Mini-Courses" program, which is a series of 8-week subscription based courses that teach various skills from computer programming and excel to dance and yoga. This is a perfect opportunity to integrate the garden project. This initiative would allow the SSMU to offer community gardening lessons through the mini-courses program, both over the summer or in the fall.