

COVER PAGE

PROJECT INFORMATION

Please complete the fields below with information regarding your project.

Project Title Student Sustainability Network Meets SPF

Brief Description This event will encourage members of the Student Sustainability Network to engage with one another--and with the wider McGill community--in order to build connections that lead to SPF projects.

Total Estimated Project Budget \$2,500 **Amount Requested from SPF** \$2,500

Campus(es) Impacted Downtown Macdonald Gault Nature Reserve Other _____

CONTACT INFORMATION

Project Leader

This person must be a current McGill University student, administrative staff, or academic staff.

Name	<u>Peter Garber</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>peter.garber@mcgill.ca</u>	Campus	<u>Downtown</u>
Faculty/Unit/Organization	<u>McGill Office of Sustainability (MOOS)</u>		

Project Team Members

The SPF encourages you to be inclusive, collaborative (especially between staff and students), diverse, and interdisciplinary when possible. To list more members, please complete a second cover page. You may email it to [SPF Staff](#) to include with your application.

Name	<u>Megan Toth</u>	Affiliation	<u>Administrative Staff</u>
Email	<u>megan.toth@mcgill.ca</u>	Faculty/Unit/Organization	<u>MOOS</u>
Name	<u>Annelies Koch-Schulte</u>	Affiliation	<u>Undergraduate</u>
Email	<u>annelies.koch-schulte@mail.mcgill.ca</u>	Faculty/Unit/Organization	<u>Arts</u>
Name	_____	Affiliation	<u>Choose one.</u>
Email	_____	Faculty/Unit/Organization	_____
Name	_____	Affiliation	<u>Choose one.</u>
Email	_____	Faculty/Unit/Organization	_____

SUBMISSION INFORMATION

In line with the [SPF Eligibility Criteria](#), 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 and, if approved, on the SPF website. 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 two 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 [SPF Eligibility & Evaluation Criteria](#):

ELIGIBILITY CRITERIA		EVALUATION CRITERIA		
AT MCGILL	SUSTAINABILITY FOCUSED	ANALYSIS	IMPACT	FEASIBILITY
SEED FUNDING	ACTION ORIENTED	COLLABORATION	SUPPORT	CAPACITY BUILDING

Before starting, you may find it helpful to consult the [SPF Sustainability Brief](#) and the [Climate & Sustainability Strategy 2020-2025](#).

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.** *Note: Please wait to detail your project idea in Question 2. Limit ~200 words*

For this project, we have identified two sustainability-related needs. First, we identified the need to raise awareness about the SPF among the McGill community, while directing these awareness-raising efforts toward achievable (and successful) SPF projects. Second, we noticed a need to bolster the Student Sustainability Network (SSN), perhaps most meaningfully by creating ways for members to connect with each other. The SSN is a collection of 100+ student clubs and groups that meet once per semester to exchange information and ideas. Accordingly, this event will encourage two crucial components comprising successful campus initiatives: creativity and connection between community members. Based on lessons learned from previous SPF networking/incubator events, we have witnessed that in-person, semi-structured events lead to a productive cross-pollination of ideas and can create fruitful relationships and projects ideas. We are confident that this iteration of the event will help inspire new SPF applications and serve as a model for similar events in the future.

PROJECT IDEA

Criteria assessed in this section: **ALL ELIGIBILITY & EVALUATION CRITERIA**

- 2. What is your project idea? Please describe the idea thoroughly and concisely. Identify how SPF funding will be used, key contributions to sustainability at McGill, and, if your project is happening in different stages, core phases of the project.** *Note: You may also share how the project is new or how it complements, builds upon, or scales existing initiatives. Limit ~400 words*

Our project aims to bring together members of the Student Sustainability Network (SSN), interested members of the McGill community (students, staff, and faculty), as well as SPF Ambassadors (volunteers with the McGill Office of Sustainability) into a welcoming and productive space. This project (i.e., event) will ensure that attendees gain a thorough understanding of the SPF and that they have time to connect with each other using this new (or reinforced) understanding of the SPF. While the event is open to all members of the McGill community, we have specifically highlighted the SSN in this application because this group expressed their interest in participating in an in-person event (during a previous meeting in the Fall 2022 semester), and we quickly realized that this group of undergraduate and graduate students could act as a catalyst to initiate SPF projects among each other and with other members of the McGill community.

Accordingly, we have divided the project into two stages. In the event planning stage, we will schedule an online meeting via Zoom with the SSN before the event, both to solicit their suggestions and feedback on the format of the event as well as to encourage them to start thinking about the types of ideas that they would like discuss with potential collaborators (i.e., any other attendees) at the event. During this initial meeting, we will convey to SSN

members that all levels of ideas are welcome at the event, from fully planned projects to early thoughts. The second stage represents the event itself. During the event, we will allot 1.5 hours for attendees to speak (in a 'speed dating' format) about who they are (which student club they represent) and what their SPF project idea(s) might be. SPF Ambassadors will present the SPF at the start of the event and 'float' during the event to answer questions. Even if an attendee does not have an idea, simply conveying their background to another individual might be sufficient for sparking a worthwhile SPF project. After this first part of the event, when attendees have hopefully become more familiar with one another, the remaining 1.5 hours of the event will simply be designated for networking. SPF funds will be used to rent a room (such as Thomson House Ballroom) for 3 hours, food, beverages (alcoholic and non-alcoholic), and for renting any other equipment as needed. All the food will be vegetarian/vegan with some gluten-free options. We intend to certify this event through the Sustainable Events Certification process. Altogether, attendees will participate in an event on McGill campus that is not only visibly sustainable (with signage), but the connections they make here will continue to cultivate sustainable change at McGill.

3. Is your project related to the University's [Climate & Sustainability Strategy 2020-2025](#)? Yes No
4. Is your project related to the University's [Equity, Diversity & Inclusion Strategic Plan 2020-2025](#)? Yes No
5. If you answered yes to Question 3 or 4, how does it relate? Please refer to the relevant strategy category, theme, goal, and/or action in your response. *Limit ~200 words*

Our project closely relates to the Climate & Sustainability Strategy 2020-2025's "Community Building" category. As a group established about five years ago, the SSN has represented a virtual (and sometimes in-person) forum for motivated McGill students to share information and collaborate with one another. However, the pandemic had a noticeable impact on the group's activity, productivity, and sense of community. Aligning with the "Engagement" complementary action, we have been creating more communication opportunities for the SSN this year, especially on social media, and we believe that this workshop will help reinforce the SSN's in-person, on-campus return. Regarding the Equity, Diversity & Inclusion Strategic Plan 2020-2025, the SSN encompasses nearly 50 student organizations, each of who focus on one or more of sustainability's three dimensions. Members of these organizations include many students who represent and/or champion underrepresented populations and their different needs/goals in McGill's context, and ensuring that there are numerous opportunities, such as this workshop, for these students to meet, learn, teach, and motivate each other helps advance Target 2 of the Plan's "Outreach" category.

IMPLEMENTATION

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

6. 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 (DD-MM-YY)	End Date (DD-MM-YY)
Meet with SSN members (virtually) to form a planning committee	07-02-23	07-02-23
Book a room	17-02-23	17-02-23
Secure Sustainable Event Certification	17-02-23	10-03-23
Promote the event on social media	27-02-23	16-03-23
Hold the event	16-03-23	16-03-23

7. 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 future maintenance plans. *Limit ~200 words*

While this workshop is a one-time event, the format and planning approach of the event could certainly become a recurring event hosted (at least in part) by the McGill Office of Sustainability, which stewards the SSN. However, the reoccurrence of the event is not necessarily the primary objective of this project. Instead, this project's lasting impact

relates to the inter-personal connections that will hopefully be made between attendees (SSN, SPF Ambassadors, and other attendees), which will then hopefully lead to the generation of long-term sustainable projects supported by the SPF. Beyond these anticipated long-term benefits of the event, we will also produce a workshop guide and agenda that could be used by future organizers to re-create the event.

TRANSFORMING CAMPUS

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

8. In the table below, describe your proposed 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, list at least one key **success indicator** for each impact (e.g. # people engaged, % waste diverted, # buildings certified, etc.). Note: Indicate a realistic target for each success indicator (e.g., rather than "# people engaged," list a target such as "50 people engaged").

Main Impacts/Goals		McGill Stakeholders Impacted (check all that apply)	Key Success Indicator(s)
REQUIRED	1 Create productive connections among members of the SSN members and the wider McGill community	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Postgraduate <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	60 participants attending the workshop
OPTIONAL	2 Encourage attendees to think about how they and their organizations can utilize the SPF	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Postgraduate <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	1 SPF project application being submitted as a result of the workshop
OPTIONAL	3 Promote the SPF in general and raise awareness among key student sustainability stakeholders	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Academic Staff <input checked="" type="checkbox"/> Postgraduate <input type="checkbox"/> Admin. Staff <input type="checkbox"/> Alumni	2 social media posts being shared by participants related to the SPF

STAKEHOLDER ENGAGEMENT

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

9. 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
Annelies Koch-Schulte	SPF Ambassador	Planning and Promotion	Confirmed	N/A
Charlotte Aubrac	PGSS Env Comm	Planning and Promotion	Confirmed	No
Rosalie Joly Simard	ECOLE Facilitator	Planning and Promotion	Requested	No
			Choose one.	Choose one.
			Choose one.	Choose one.

10. 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

We already maintain a listserv with all members of the SSN and SPF Ambassadors (comprising about 80 email addresses), which we will use to communicate details and reminders regarding the workshop. We will also promote the workshop on social media, specifically on the SSN Facebook page as well as through MOOS' accounts on Facebook and Instagram. We will use all three of these channels (i.e., email listserv, SSN Facebook page, and MOOS' social media accounts) to share the event's highlights.

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

Beyond the volunteering opportunities for SPF Ambassadors related to planning and carrying out the workshop itself, all attendees will gain a better and more practical understanding of the SPF, beyond what could likely be conveyed only via websites and/or presentations.

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		
2		
3		
4		
5	Staff Position Information Appendix , if applicable	