

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

Project Title _____

PROJECT TEAM MEMBERS

First Name & Last Name	_____	Affiliation <i>(select one)</i>	_____
Phone <i>(daytime; only put #)</i>	_____	Specify if Other	_____
Email	_____	Faculty/Unit/Organization	_____

PROJECT TEAM MEMBERS (CONT'D)

5. Additional Project Team Member

First Name & Last Name	Affiliation <i>(select one)</i>	T. ... , TFI
Phone <i>(daytime; only put #s)</i>	Specify if Other	
Email	Faculty/Unit/Organization	F

6. Additional Project Team Member

First Name & Last Name	Affiliation <i>(select one)</i>	T. ... , TFI
Phone <i>(daytime; only put #s)</i>	Specify if Other	
Email	Faculty/Unit/Organization	F

Phone <i>(daytime; only put #s)</i>	Affiliation <i>iliation</i>	
Email	Specify if Other	
	Faculty/Unit/Organization	

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

...

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

...

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.

Sustainability Projects Fund (SPF)

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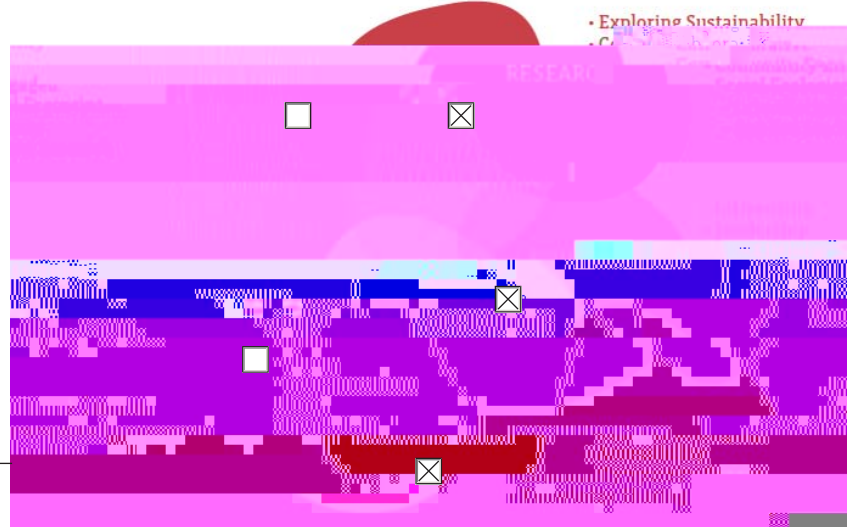
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SPF Application Form Section B - Project Overview

Collaborations are sustainable over time because all groups were involved in the process of designing partnerships. Working together will alleviate challenges of each member group such that partnerships are self-reinforcing. It is in the interest of each group to maintain and improve on these collaborations into the future. We intend to record the 'story' of collaboration to maintain institutional memory,

- ABOUT SUSTAINABILITY -

Vision 2020 Categories



Dominant Category: Connectivity

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



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 The Kohlrabi Collective

Project Vision Student food groups are connected and stable over time, and widely recognized as unique applied learning experiences

As indicated in your Section B - Project Overview.

Project Goal

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 relate to the above Vision and Goal:



SPF Application Form
Section C - Project Plan

3. List the 4 to 7 most important activities that you need to conduct to reach the objectives you listed before. Try to make these as S.M.A.R.T. as possible. Also indicate at least one output and a key success 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)	
Identify and collectively resolve remaining concerns among groups participating regarding finances and structure of collabs	1, 2, 5, 6	Meet. Minutes, Consensus	written contracts: frequency/quantity of \$transactions, and pick-up/drop-off times	<input type="radio"/>
Include announcement in multiple campus listservs, and publish an article in the McGill Daily + Tribune, CKUT interview	3, 5	blurb, publish media	# of listserv submissions 20, and media coverage 3; # increased CSA basket interest	<input type="radio"/>
Decide number of MSEG baskets sold through Market; finalize Organic Campus' Fall weekly produce order from MSEG	1, 2, 6	produce order, CSA list	# of baskets and weekly order sheet confirmed	<input type="radio"/>
Finalize collective mission statement, mandate and 2 year action plan	1, 2, 5, 4	mission, plan, mandate	%members attending meetings, frequency of meetings 70, % attendee participation 70	<input type="radio"/>
Finalize hiring of new market and organic campus coordinators; incorporate partnership logistics into training of all new staff	6, 4	new training manuals	%attendance of new staff at collective meetings 80, updated training manuals	<input type="radio"/>
				<input type="radio"/>
				<input type="radio"/>

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

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 risks, 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)
non-student farmers/vendors may sense student group favouritism	they have been/will continue to be informed of parternships
MSEG may find that selling own baskets downtown more profitable	agree #baskets to sell through market, adjust next year as needed
Introducing middle-people may remove farm-buyer connections	MSEG will be present every market available to meet consumers
Organic Campus having additional supplier may complicate process	new staff training manuals, adjust process as needed to simplify

We have more risks to list:



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
Oliver de Volpi	Advisor, admin stakeholder	attended a collective meeting, stated support	Yes
Caroline Begg	Advisor, faculty stakeholder	Advisor to MSEG and Market	Yes
John Lindsay	Student sust. coordinator, SHHS	Stakeholder, MFSP mgmr, collective member	Yes
Dana Lahey, Meal Exchange	Market founder, stakeholder	supplier of resources, advisor to project	Yes
Sarah Archibald, Meal Exchange	national student food network	connect collective to national student projects	Yes
Isabelle Mailhot Leduc	Sust Food Coordinator, Concordia	share experiences of Concordia food coalition	Yes
Kimber Bialik	SSMU VP Clubs/Services	advise on club status of collective, fee levy	No
McGill Food Systems Project	Facilitate food research/collabs	collective members, connect us w/food groups	Yes
Ag. Connect Inclusive Education	Partner w/ market and MSEG	work placements for students w/disabilities	Yes
Farm 2 School	Partner w/market, MSEG, OC.	Collaborate on collective education/outreach	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) (Section A-Cover Page - members' initials)	Start Date	End Date
Update coordinator training manuals	training guides	M.M. - R.G. - K.P. - A.P.	Mar 14 2016	April 11, 2016

- ADDITIONAL INFORMATION -

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):



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.

(A) Funding Source(s)	(B) Amount (\$)	(C) Status
1. Sustainability Projects Fund (SPF)	\$1,973.00	Unconfirmed
2. SSMU Green Fund	\$360.00	Unconfirmed
3. Donation Dorval Horticultural and Ecological Society	\$400.00	Confirmed
4.		
REVENUES GRAND TOTAL (add all (B))		\$2,733.00

EXPENSES

1. Salaries & Wages

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)								\$0.00

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**
16	LG. Veg. Bins	10	\$14.00	\$140.00	1
16	MED. Veg. Bins	10	\$13.00	\$130.00	1
16	Push Cart (market)	1	\$75.00	\$75.00	2
16	Market Tent	1	\$138.00	\$138.00	2
16	Sandwich boards	3	\$50.00	\$150.00	2
16	Plastic 4 grnhouses	2	\$243.00	\$486.00	3, 1
16	harvest machete	2	\$21.00	\$42.00	1
16	produce knife	2	\$26.00	\$52.00	1
16	plastic mulch layer	1	\$1,420.00	\$1,420.00	1
16	veg. transport trays	5	\$20.00	\$100.00	1
Expenses Subtotal 2 - add all (E)				\$2,733.00	

EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3) \$2,733.00

* 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!

Appendix 1

Summary of Related Applied Student Research

Building Resilience of Student Local Food Groups Through Collaboration

Project Coordinator/Researcher:

Matthew McCormick

Community Partners:

MacDonald Student-Run Ecological Gardens (MSEG)

Organic Campus

McGill Farmers' Market

ECOLE Project

Project Duration:

Sept 2015 - October 2016

Problem Statement:

Student local food producers and distributors at McGill (Organic Campus, MSEG, Farmers' Market) are facing barriers to project stability. These projects have not, up until now, realized their potential to work collaboratively to share resources, knowledge and connections.

Research Questions:

1.

Appendix 1

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Budget Summary by Item

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February 24, 2016

To Whom It May Concern:

As a former manager of the Macdonald Street Ecological Gardens (MSEG) am writing to express my support and confidence for the SPF proposal by the Kohlrabi Collective to facilitate cross collaboration betwe