



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 Gardens Alive 365

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

Using locally-sourced indoor-growing equipment to grow fresh produce for on-campus free-meals initiatives, and improve the healthiness of office space for staff and students.

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 (\$): \$4300

Approximate Total Project Budget (\$): \$4300

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

3 NUTRITOWERS (100%)

Indicate which of the following team members...

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

Mark Beach

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

Mark Beach

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:

PROJECT TEAM MEMBERS (read details about [SPF Evaluation Criteria #5](#) for more information)

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. Project Team Member	Affiliation	Administrative staff
First Name & Last Name <u>Mark Beach</u>	Specify if Other	_____
Phone (daytime; only put #) <u>514-398-6009</u>	Faculty/Unit/Organization	<u>OSD</u>
Email <u>Mark.beach@mcgill.ca</u>	Campus	<u>Downtown</u>
2. Project Team Member	Affiliation	Administrative staff
First Name & Last Name <u>Rachel Desjourdy</u>	Specify if Other	_____
Phone (daytime; only put #) <u>514-398-6009</u>	Faculty/Unit/Organization	<u>OSD</u>
Email <u>Rachel.desjourdy@mcgill.ca</u>	Campus	<u>Downtown</u>
3. Project Team Member	Affiliation	Administrative staff
First Name & Last Name <u>Teri Phillips</u>	Specify if Other	_____
Phone (daytime; only put #) <u>514-398-3537</u>	Faculty/Unit/Organization	<u>OSD</u>
Email <u>Teri.phillips@mcgill.ca</u>	Campus	<u>Downtown</u>
4. Project Team Member	Affiliation	Administrative staff
First Name & Last Name <u>Gift Tshuma</u>	Specify if Other	_____
Phone (daytime; only put #) <u>514-398-6009</u>	Faculty/Unit/Organization	<u>OSD</u>
Email <u>gift.tshuma@mcgill.ca</u>	Campus	<u>Downtown</u>

SPF Application Form Section A - Cover Page

PROJECT TEAM MEMBERS (CONT'D)

<p>5. Project Team Member</p> <p>First Name & Last Name _____</p> <p>Phone (daytime; only put #) _____</p> <p>Email _____</p>	<p>Affiliation _____</p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization _____</p> <p>Campus _____</p>	<p>Choose one. _____</p> <p>_____</p> <p>_____</p> <p>Choose one. _____</p>
<p>6. Project Team Member</p> <p>First Name & Last Name _____</p> <p>Phone (daytime; only put #) _____</p> <p>Email _____</p>	<p>Affiliation _____</p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization _____</p> <p>Campus _____</p>	<p>Choose one. _____</p> <p>_____</p> <p>_____</p> <p>Choose one. _____</p>
<p>7. Project Team Member</p> <p>First Name & Last Name _____</p> <p>Phone (daytime; only put #) _____</p> <p>Email _____</p>	<p>Affiliation _____</p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization _____</p> <p>Campus _____</p>	<p>Choose one. _____</p> <p>_____</p> <p>_____</p> <p>Choose one. _____</p>
<p>8. Project Team Member</p> <p>First Name & Last Name _____</p> <p>Phone (daytime; only put #) _____</p> <p>Email _____</p>	<p>Affiliation _____</p> <p>Specify if Other _____</p> <p>Faculty/Unit/Organization _____</p> <p>Campus _____</p>	<p>Choose one. _____</p> <p>_____</p> <p>_____</p> <p>Choose one. _____</p>

To list more members, fill a 2nd Cover Page form and save it separately. You may then e-mail it to [SPF Staff](#) directly, also specifying your project title.

Has any member on your team been part of an SPF project in the past? Y N

If yes, list all the projects they have been part of: _____

OPTIONAL:
If applicable, total number of team members voluntarily self-identifying as members of marginalized communities: _____
Represented marginalized communities: Choose one. Choose one. People with disabilities
Specify if Other(s) and/or add more: _____

Relevant link(s): (to website(s) or social media) _____

If you plan to recruit volunteers to help implement your project, please indicate how many: 10

How did you learn about the SPF? Word of mouth _____ **Specify if Other** _____

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

- All of 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 case 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 whose information to remove before sharing your project online.***
- All of our project team members have read and understood the [SPF Terms & Conditions](#), and we confirm that we agree to respect them.
If any aspect 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 confidence. Also note that, if your project is approved, the Project Lead and the person monitoring the project's budget will have to confirm in writing (through email or signing the document) 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 fill Section B 'Project Plan' of the SPF Application Form to complete the process.

SPF Application Form Section B – Project Plan

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 Gardens Inside 365

Project Lead Mark Beach **Phone** 514-398-6009 **Email** mark.beach@mcgill.ca

First & Last Name _____ **(daytime)** _____

Before you fill out this form, 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 answering them. Answer **exactly** what is being asked: stay straight to the point, clear, and succinct. The character limit (including spaces) is indicated for each question.

Project Vision Year-round, indoor cultivation of fresh produce to donate to on-campus free-meals initiatives.

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 seem realistic at this time. 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 obtain 3 hydroponic indoor grow-towers, and with volunteer labour, grow fresh produce to donate to the Midnight Kitchen for their free-meals program, while improving office environment with vegetation and light
(225 char. max. ~30 words)

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 period. 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).

1a. What is the specific sustainability-related issue/challenge that you see on McGill campus(es) that you want to address?

1b. What is your project idea and how will it help address this issue/challenge? (3000 char. max. ~485 words)

Currently, there is no year-round fresh produce being grown on the downtown campus, and because of that, initiatives, like our collaborator the Midnight Kitchen, need to purchase produce during the winter months. The general knowledge of how such production is possible is therefore assumed to be lacking. During these same months, the lack of sunlight can have adverse effects on people with seasonal affective disorder (SAD), depression, and other mental illness.

Our project will acquire 3 Nutritowers (designed and manufactured by Montreal-based company Nutritower), and house them in OSD office spaces. With volunteer labour from members of the Access Ambassadors (students registered with the OSD who are dedicated to putting volunteer hours towards accessibility initiatives on campus), fresh produce will be cultivated for donation to the Midnight Kitchen for their free-meals initiative. Nutritower will facilitate workshops on maintenance of the towers, and the processing of starting seedlings, transferring them to grow-pots, and the on-going care of the vegetation. As a very positive addition, the increased presence of healthy vegetation and full-spectrum grow-lights will create a healthier, happier and more inviting environment for the OSD-affiliated spaces (Light therapy is thought to affect brain chemicals linked to mood and sleep, easing SAD symptoms. Using a light therapy box may also help with other types of depression, sleep disorders and other conditions*). See appendix for additional information.

*<https://www.mayoclinic.org/tests-procedures/light-therapy/about/pac-20384604>

2a. List 1 to 3 main impacts you expect/wish your project to have on McGill structures, processes and/or systems. These must relate to the Project Vision and Project Goal you mentioned above. Specify how those impacts will positively transform peoples' behaviors/perspectives/habits on McGill campus(es).

2b. How will this continue after funding is spent (i.e. how will you institutionalize the project)? (1550 char. max. ~250 words)

We hope to demonstrate that with investment into the right equipment, McGill office spaces can be transformed into productive gardens, and healthier, more inviting places. This could be an impetus for change in McGill office culture, towards emphasizing local food production and healthier workspaces. The provision of year-round fresh produce to the Midnight Kitchen will reduce their reliance on purchased produce, and reduce the associated carbon emissions and resource.

In addition to providing the space for the Nutritowers, the OSD has committed to covering future expenses associated with them (organic nutrient solution, grow medium, light bulbs, seeding trays, etc.). See appendix for letter of support.

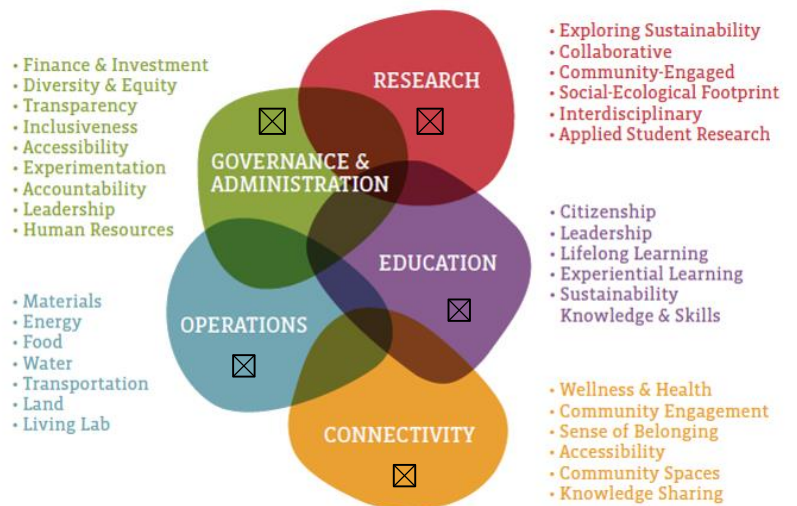
3a. How do you intend to address social, environmental, and/or economic dimensions of sustainability in your project's objectives?

3b. Please also address how the project will be planned and managed/executed sustainably (e.g. material local sourcing, accessibility, etc.; see the [SPF Sustainability Brief](#)). (1045 char. max. ~165 words)

This project emphasizes collaboration between volunteers (Access Ambassadors), OSD offices, and the Midnight Kitchen, while working to improve the healthiness of the office environment for the benefit of staff and students. We intend to grow fresh produce year-round, and contribute to on-campus food security, by helping to reduce Midnight Kitchen's reliance on externally-sourced, purchased produce. The grow-towers we hope to acquire use very little electricity (plugs in to regular outlets), and require minimal inputs (organic nutrient solution, estimated cost: \$30/year/unit), and has washable/reusable components (pots, tubing, and clay and/or glass pellets). This will enable us to grow fresh produce while be sensitive to required inputs, and reducing the emissions that would be associated with buying the same produce from a store/distributor.

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



4a. In the figure, check all the categories under which your project falls (Select only one if no other categories apply to your project).

4b. Among the categories that you checked, select the one that you think is most relevant to your project:

Dominant Category: Operations

5. List 3 to 5 key 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
The OSD	McGill Student services	hosting towers, volunteer support	Yes
The Access Ambassadors	Students reg. w/ OSD	volunteering to maintain towers	Yes
The Midnight Kitchen	donees	rec. produce, give feedback	Yes
Nutritower	Equipment provider	Provide equip, facilitate workshops	Yes
			Choose one.

6. List the 4 most important objectives of your project and at least one key related activity that you need to conduct to reach each of these and your project impacts. Make your objectives and activities as S.M.A.R.T. as possible. Also indicate at least one output and a key success indicator per activity. (read instructions below; you can also refer to the [Sample Project Plan <5K](#) for guidance)

Of your 4 S.M.A.R.T. objectives, a minimum of one should relate to “monitoring” your project’s progress and effectiveness. Another objective should relate to “outreach” (e.g. raising awareness about your project’s topic, promoting your project in the McGill Community and/or calling for individuals’ participation), and two should be more specific to your project, i.e. “other” objectives. The nature of these “other” objectives is for you to decide and tailor to your project.

For each of your 4 objectives, you should indicate at least one key activity.

The bottom of the table is for you to list four additional activities that you think are crucial to the success of your project. As such, depending on what you think is important to having the impact(s) you envision, you may end up having three activities in total that relate to your monitoring objective (e.g. developing a survey, any other activity that will help you and other stakeholders learn through your project) or to outreach (e.g. producing and sharing a video about the project). In any case, since you have limited space, only indicate the objectives and activities that relate best to the impacts you listed under Question 2, and thus to sustainability at McGill.

For each objective/activity, specify a key success indicator that you think should be used to assess its 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. Also indicate the output(s) that will be created as a result of each activity and objective, 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 its objectives/impacts.

Type of Objective/ Activity		Main S.M.A.R.T. Objectives / Activities (125 char. max. ~20 words)	Resulting Output(s) (15 char. Max.)	Responsible Team Member(s) and Time (initials + if paid, estimated # of hours to complete objective/activity) (35 char. max.)	Start Date (MM-DD-YY)	End Date (MM-DD-YY)	Related Key Success Indicator – do not forget to include targeted numbers for each (ignore the check boxes for now) (75 char. max. ~10 words)	
Objective #1	Other	Providing fresh produce to Midnight Kitchen year-round						<input type="checkbox"/>
Related Activity	Other	Using indoor grow-towers to grow fresh produce	fresh produce	Mark Beach: 5hrs/wk	09-01-18	12-31-18	Weekly donations of fresh produce to Midnight Kitchen	<input checked="" type="checkbox"/>
Objective #2	Other	Engaging members of the McGill community						<input type="checkbox"/>
Related Activity	Other	Access Ambassadors volunteer time to maintain grow-towers and cultivate produce	Engaged volunteers	Rachel Desjourdy: 5hrs/wk	09-01-18	12-31-18	5-10 volunteers remain committed to the project for a semester.	<input checked="" type="checkbox"/>
Objective #3	Outreach	Increase knowledge of indoor food production						<input type="checkbox"/>
Related Activity	Outreach	Host workshops facilitated by Nutritower	Knowledge sharing	Gift Tshuma: 4hrs				<input type="checkbox"/>
Objective #4	Monitoring	Determine effectiveness of grow-towers in improving office healthiness for staff and students						<input type="checkbox"/>
Related Activity	Monitoring	Surveys distributed to staff and students	Feedback	Rachel Desjourdy: 5hrs	12-03-19	12-14-18	Responses from 10-20 staff and students	<input checked="" type="checkbox"/>
Add'l Activity	Choose an item.							<input type="checkbox"/>
Add'l Activity	Choose an item.							<input type="checkbox"/>
Add'l Activity	Choose an item.							<input type="checkbox"/>
Add'l Activity	Choose an item.							<input type="checkbox"/>

7. Now, about the check boxes: Select a total of 3 success indicators that you wish to track and report on during your project. These 3 indicators should be the most relevant to your goal and to creating a culture of sustainability at McGill. They should also 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:

- BUDGET -

Please refer to the [SPF Guide to Budgeting](#) to complete your project's budget.

REVENUES

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

Reminder: If your project is approved, any financial contributions from McGill department/unit will need to be confirmed with a letter or email from its Financial/Budget Officer at the beginning and end of the project.

	(A) Funding Source(s)	(B) Amount	(C) Status
1.	Sustainability Projects Fund (SPF)	\$4,289.01	Unconfirmed
2.			Choose one.
3.			Choose one.
4.			Choose one.
REVENUES GRAND TOTAL - add all (B)		\$4,289.01	

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) Position Title	(B) ~# of Hours per Week	(C) ~# of Week	(D) Hourly Wage* (\$)	(E) Subtotal (\$) (B x C x D)	(F) 20% Benefits	(G) Total Cost (\$) (E x F)	(H) 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	
Expenses Subtotal 1 - add all (G)						\$ 0.00	

Do you already have a specific person in mind for filling the above position(s)? Y N

Do you have a personal and/or professional affiliation with the above position(s)? Y N

If you answered 'Y' to one or both of the above questions, please disclose:

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 Misc.

(A) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**	(A) Item Description (inputs)	(B) # of Units	(C) Unit Cost (\$)	(D) Total Cost (\$) (B x C)	(E) Funding Sources**
Nutritower	3	\$1,429.67	\$4,289.01	1			\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
		\$0.00	\$ 0.00				\$0.00	\$ 0.00	
Expenses Subtotal 2 - add all (D)			\$4,289.01		Expenses Subtotal 3 - add all (D)			\$ 0.00	

EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3) \$4,289.01

* See the [SPF Guide to Budgeting](#) for the conditions and 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 (e.g. SPF = 1).

Thank you! After you save a copy of your file, you can now upload this form and Section A - Cover Page on the SPF website to complete the application process. The SPF staff will contact your team within two weeks to provide feedback. Congratulations on applying to the SPF!

Appendix:

Letter of support for Gardens Inside 365

Dear Mark –

I am in full support of the SPF application to acquire and set up nutritower indoor food growing systems, and will commit budget from OSD for the ongoing costs of the tower maintenance (nutrients, lightbulbs, seeds, planting material) for all three systems, should this become a reality.

Kind wishes,
Teri

Teri Phillips

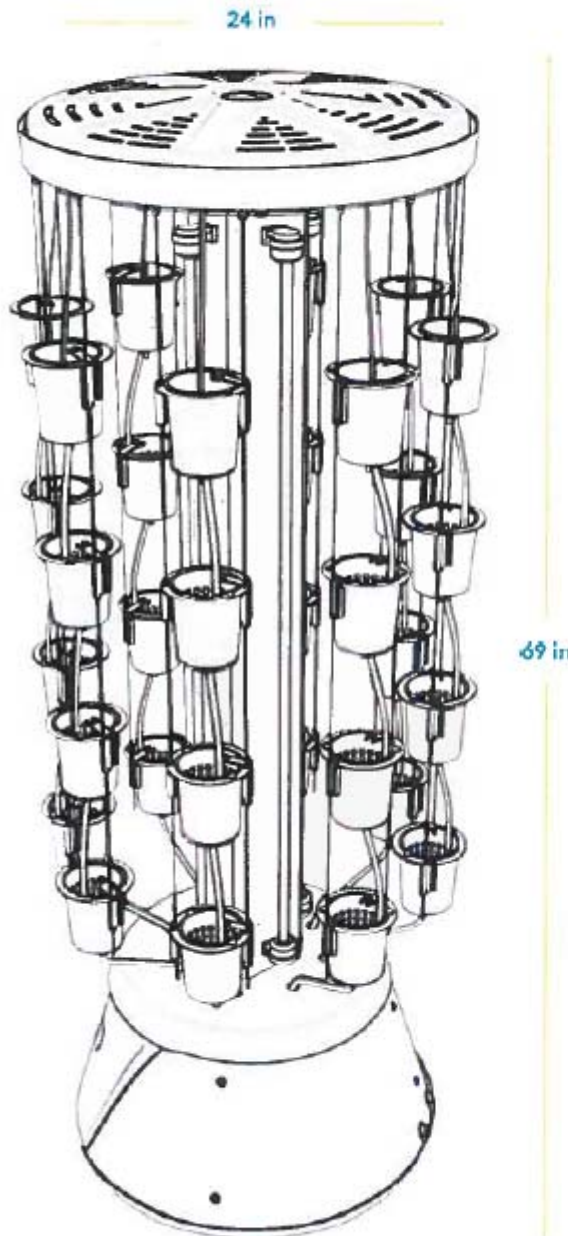
Director | Directrice

OSD | Office for Students with Disabilities | Bureau de soutien aux étudiants en situation de handicap

Logistics :

Placement for the Nutritowers has been secured within the OSD-affiliated offices, chosen locations have power-sources within required distance. The towers are powered with regular outlets, and require only 2' of space, width-wise, and +/- 5' in height, posing no issues as possible obstructions within the office. (Refer to following page for precise measurements and unit specifications)

Size and proportions



SIZE

Height: 69 in

Width: 24 in

MATERIALS

Base: Mild steel construction

Columns: Aluminum extrusions

Pots/Liners: injection molded food grade HDPE

Caps-Top and Base: vacuum formed Polypropylene

Door: Vacuum formed polypropylene

WEIGHT

Base: 50lbs

Columns: 14lbs

Full Unit: appx 68lbs

PLANTER POTS

The Nutritower comes with 32 pots standard

Small pots: 270 fl Oz - 0.8L

POWER

Ballasts: 2 lamp ballasts x 2 auto ranging 120V-240V

LAMPS

4x - T5 fluorescent - 6500K-54W

PUMP

120V - 40W

Pump Lift: 1.7m Head Min

Water storage: 3.5 Gallons - 13.2L