



Sustainability Projects Fund (SPF)
McGill Office of Sustainability (MOOS)
1010 Sherbrooke St West, Suite 1200
Montreal, Quebec H3A 2R7



SPF Application Form Section



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Fonds des projets durables
Bureau du développement durable
1010, rue Sherbrooke Ouest, bur. 1200
Montréal (Québec) H3A 2R7

SPF Application Form Section A - Cover Page



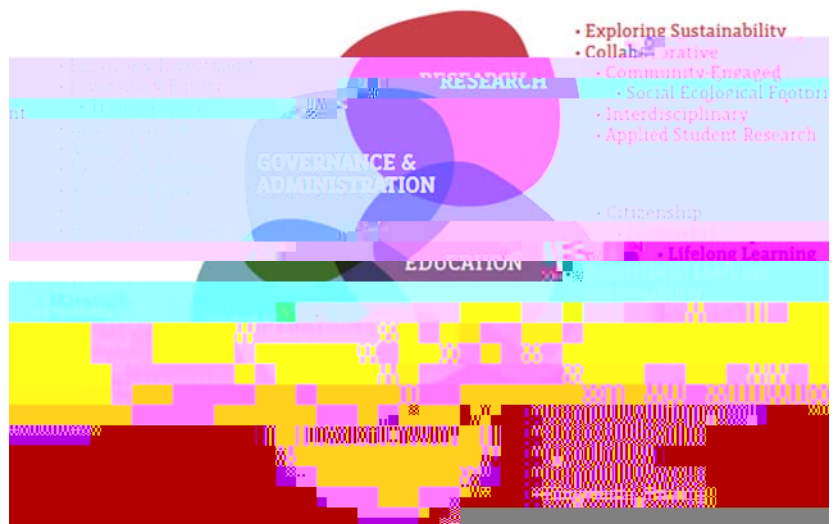
SPF Application Form Section B – Project Plan

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

(For Project Lead .026ucu3.026ument-65/TTs)67000Phone 426ue,4 inc Tc -.u()g4 McGill Th3.8(r)-13.026th6] TJ /Cs6 cs 00Pbnx49.8

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 project



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	Increase and diversify the production of greens later in the season.	Weight of greens	Mathieu Ouellet	06 21 17	09 15 17	Total weight of the increase production in relation to past years	<input checked="" type="checkbox"/>
Related Activity	Other	Design a checklist for the additional seeding that we're going to do in the future greenhouse	Checklist	Mathieu Ouellet	06 21 17	09 15 17	1 finalized protocol and checklist for production in the greenhouse	<input type="checkbox"/>
Objective #2	Other	Establish and build an unheated moveable greenhouse system	Greenhouse	Florence Bieler	05 01 17	11 15 17	1 greenhouse	<input type="checkbox"/>
Related Activity	Other	Have the project participant gain lasting knowledge and experience	List of insights	Florence Bieler	05 01 17	11 15 17	1 page report and of 1 (page) of 1 (page) in the late	<input type="checkbox"/>

- 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.

	(A) Funding Source(s)	(B) Amount	(C) Status
1.	Sustainability Projects Fund (SPF)	\$3,502.35	Unconfirmed
2.	MacDonald Student run Ecological Gardens	\$1,215.00	Confirmed
3.			Choose one.
4.			Choose one.
REVENUES GRAND TOTAL - add all (B)		\$4,717.35	

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)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Position Title	~# of Hours per Week	# of Week	Hourly Wage* (\$)	Subtotal (B x C x D)	20% Benefits	Total Cost (\$) (E x F)	Funding Sources**
Project overhead	30	1	\$11.25	\$ 337.50	1.2	\$ 405.00	2
Construction manager	30	1	\$11.25	\$ 337.50	1.2	\$ 405.00	2
Irrigation	1		\$11.25	\$ 337.50		\$ 405.00	2