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SPF Application Form
Section A - Cover Page

Project Title I e ac e Acce Ne Ma

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

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Approximate Budget
Requested to the SPF 81,450
D ã

Approximate Total Project
Budget (incl. other sources of 81,450
funding if applicable) D

List 1 to 3 main item(s)/expense(s) for your project that
SPF money will be used for (incl. approx.% of total budget):
H a Re ce Human ian.tattersfield@mcg us.ca q 1 0 0 1 306.59

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

1. Project Team Member
First Name & Last Name Ma e Gag
Phone (daytime; only put #)
Email a e.gag @ cg.ca
Affiliation (select one) Ad a e S aff (ST)
Specify if Other
Faculty/Unit/Organization Ca Pa g & De e e O

Sustainability Projects Fund (SPF)

Fonds des projets durables

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SPF Application Form Section B - Project Overview

Project Title Interactive Accessibility Network Map

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)

Even though the McGill campus has some accessibility features, these are not necessarily apparent to the members of its community nor its visitors. As such, the campus appears to be physically inaccessible and therefore unwelcoming especially those to whom environment causes barriers, which is contrary to McGill's ethos of being open and connected with its community (Vision2020 Connectivity category).



Sustainability Projects Fund (SPF)



Fonds des projets durables

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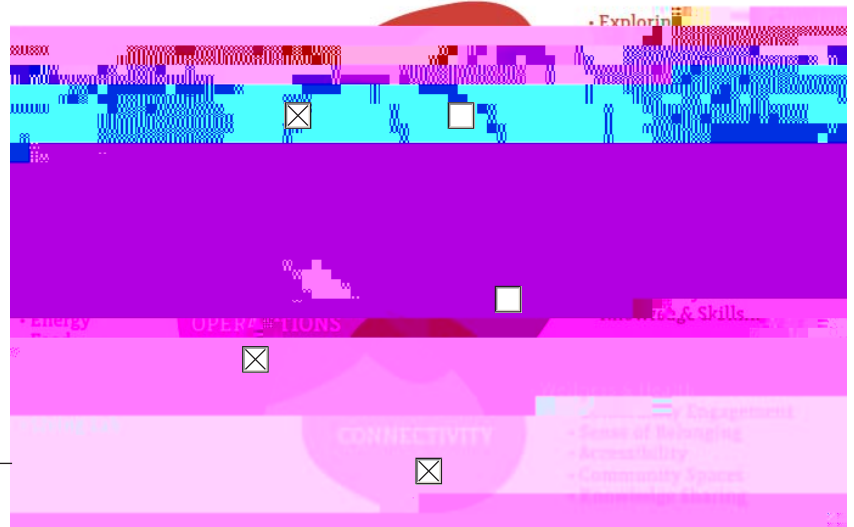
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SPF Application Form Section B - Project Overview

This project and its data would be institutionalized within the Geographic Information Center where it would be available ~~and to~~ McGill academics and their students for further improvement and development. Professor Kevin Manaugh has already confirmed his participation (and in turn, his students). If a temporary barrier is reported, the Accessibility Team at the OSD will confirm iT

- ABOUT SUSTAINABILITY -

Vision 2020 Categories



Dominant Category: Connectivity



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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)

There was an audit in 2012 on access to buildings, which was summarized in a paper available on the Office of Students with Disabilities website. In Summer 2017, a 5-week summer project sponsored by OSD and co-supervised with CPDO had a student collect more data and in Fall 2017, a student applied research project used this information to develop a proof of concept for a navigation tool that demonstrated feasibility for this project. These initiatives therefore serve as the foundation upon which our project would be built. In addition to supporting initiatives to increase awareness of accessibility on campus, it will be a useful tool to offer accessible information for sustainable and accessible events. As the data is being constantly renewed, it will show the accessibility improvements on campus made possible by FMAS' initiative or funded by the Universal Access Capital Budget Working Group. It will offer to the various groups working towards a more accessible campus.

With this project, we want to create a network of accessibility allies who will come together, share data and resources to enable changes.

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 Project Plan, you will be asked to indicate your final key partners 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 these key partners (e.g. support letters, emails).

Associate-Provost Policies, Procedures and Equity; Campus Planning and Development Office; Office for Students with Disabilities; Facilities Management and Ancillary Services; Geographic Information Center. Sub-comm.; Professor Kevin Manaugh (Geography); various students as part of class projects and directed research.
Focus Groups with students and staff with disabilities regarding the functionality of the tool and what it should convey.

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 previous Campus Access Guide was created as a pdf document. In this project, we want to create a digital and accessible platform instead. The OSD Access Technologist on the project team will assist in achieving this. Time limitation on the summer edition limited consultation to some key stakeholders and students. We want to have a wider consultation process and user validation.

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

To this date, there is a perception that the social pillar is often overlooked when talking about "sustainability": it is important to remember that "sustainability" encompasses environmental, economic AND social aspects. Our project clearly targets the community as a whole and contribute towards achieving the Vision and Goals of the Connectivity category. Indeed, when the project was initially discussed, MOOS saw it as an important project and included it on the 2017-2020 Climate and Sustainability Action Plan.

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 Office for Students with Disabilities doesn't not have the operational budget to finance a Project Coordinator due to impacts and the general budgeting situation of McGill. Also, while this Project benefits students, it also benefits the wider McGill community and as such is not a Student Service projects.

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!



Sustainability Projects Fund (SPF)



Fonds des projets durables

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SPF Application Form Section C - Project Plan

Project Title Interactive Accessibility Network Map

1. List 1 to 3 main impacts you expect/wish to have with your project - these must relate to the above Vision and Goal:



3. List the 4 to 7 most important activities that you need to conduct to reach the objectives you listed before. Make these

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)	
Hold focus groups	1	Report	3 focus group with up to 30, 1 Needs Report	<input type="radio"/>
Design user survey or interview questionnaire	1,4	Questionnaire	1 Questionnaire for students and 1 for staff	<input type="radio"/>
Train students in disability awareness prior to Mapathon	3	Training	Train 15 students	<input type="radio"/>
Beta test the product	4	Webtool	Have a minimal of 5 beta testers	<input type="radio"/>
Write report detailing the creation of project	2	Report	Write 1 report	<input type="radio"/>
Write procedure guidelines for data update	2, 4	Tool kit	Develop 1 process guide	<input type="radio"/>
Write a Project Plan further detailing the methodology	2, 4	Report	Complete 1 report	<input type="radio"/>

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.

6. List the 3 to 10 stakeholders/partners on/off McGill campus(es) that will be involved with and/or impacted by your project, and indicate their respective role in your project. If your project team (as presented on Section A - Cover Page) does not include a student member or a faculty or administrative staff member, please make sure to have this group represented as part of your stakeholders/partners to better align with [SPF Evaluation Criterion #5](#).

Stakeholder's Name(s)	Affiliation	Role in the project	Confirmed support/participation
Kevin Manaugh	Department of Geography	Acad. representation / further dev. of dataset	Yes
Tim Elrick	Geographic Information Center	Technical director	Yes
Angela Campbell	Associate Provost Equity	Sponsor	Yes
Students with disabilities	OSD	Possible users	

- 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.

- ADDITIONAL INFORMATION -

If applicable, a List of Tasks for each position to be funded and the CVs of those to be employed in the project are attached:

- 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)	\$81,450.00	Unconfirmed
2.		
3.		
4.		
REVENUES GRAND TOTAL add all (B)		\$81,450.00

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) Position Title	(B) ~# of Hours per Week	(C) ~# of Weeks	(D) Hourly Wage* (\$)	(E) Subtotal (\$) (B x C x D)	(F) 20% Benefits	(G) Total Cost (\$) (E x F)	(H) Funding Source(s)**
Project Coordinator	33.75	52	\$27.32	\$47,946.60	1.2	\$57,535.92	1
Programmer	15	20	\$27.32	\$8,196.00	1.2	\$9,835.20	1
					1.2		
					1.2		
Expenses Subtotal 1 - add all (G)						\$67,371.12	

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) Description (inputs)	(B) # of Units	(D) Total Cost (\$) (B x C)	(E) Funding Source(s)**	
Printing	1,000	\$0.07	\$70.00	1

EXPENSES GRAND TOTAL (Subtotals 1 + 2 + 3)			\$81,441.12
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* 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 (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!

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Geographic Information Centre (GIC)
McGill University
Burnside Hall
Room 705
805 Sherbrooke Street West
Montreal, QC, Canada H3A 0B9

Centre d'Informations Géographiques
Université McGill
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Dr. Tim Elrick
Director / Directeur
tim.elrick@mcgill.ca
<http://gic.mcgill.ca>
Tel +1 (514) 398-6052
Fax +1 (514) 398-7437

9 April 2018

Sustainability Funds Projects
McGill Office of Sustainability
1010 Sherbrooke St West, Suite 1200
Montreal, Quebec H3A 2R7

Support for the SFP application 'Accessibility Map'

To whom it may concern

I write on behalf of the Geographic Information Centre (GIC) in support of the Office for Students with Disabilities (OSD) proposal to the Sustainability Projects Fund (SPF) for a grant to fund the Accessibility Map project; a project intended to increase social sustainability on all McGill campuses. We strongly support this grant application and the use of technology to help the general community make informed way-finding decisions in an environment where inclusive ways are still difficult to find and changes may occur frequently (due to construction).

In addition to supporting the project in principle, the GIC offers its technological expertise to assist with the development of the accessibility map. In addition, the GIC will provide technology such as hard- and software to support the project. This will reduce the need to purchase products that are already available.

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- To propose a methodology based on best practices on how to achieve the project objectives;
- To supervise the technical side of the project as well as to integrate the Project Coordinator within the GIC;
- Forming a genuine partnership to promote accessibility in our community through our expertise in data collection. To achieve this, we will help organizing so called mapping parties to involve the McGill community directly in the data collection and therefore increase the awareness of the project;
- To assist with the maintenance of data; we are offering to input the data collected from construction projects and user reports (to be validated and confirmed by OSD) in the dataset.
- We are willing to discuss the possibility of hosting the data and navigation application on our server, if it is not possible to host it on a McGill ITS server.

The Office for Students with Disabilities will take responsibility to lead the identifications of accessibility parameters that would be integrated within the Accessibility Map project to reduce barriers on campus.

We look forward to working with you in reducing access disparities in our community and achieving equity.

Kind regards,

A handwritten signature in black ink, appearing to read "Tim Elrick". The signature is fluid and cursive, with a large initial "T" and "E".

Tim Elrick

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