Sustainability Living Lab Funding Program (SLLFP) application

STEP 1

The idea phase

Ensure that your project qualifies for the Sustainability Living Lab Funding Program by verifying your project against the **funding flowchart**, and get support to develop your project idea by reaching out to the **Sustainability Living Lab Coordinator** at the Office of Sustainability.

If you would like to apply for the Sustainability Action Fund's Special Project Fund, please refer to that program's unique application process.

STEP 2

Drafting and feedback

Once you have verified your project's eligibility for the Sustainability Living Lab Funding Program, draft your application well before deadline and send it to both the **Project Coordinator** at the SAF and the **Sustainability Living Lab Coordinator** at the Office of Sustainability for them to offer support and feedback.

This allows you to develop the best application possible and gain a higher chance of being approved by the Sustainability Living Lab Funding Program (SLLFP) Committee.

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STEP 3

Submission

Applications for the SLLFP are reviewed once per semester by the SLLFP Committee. The semesterly application periods are as follows:

- **Fall Semester is open from September 15 to October 27, 2023**
- **Winter Semester is open from January 15 to February 23, 2024**

NOTE: Any incomplete applications that are submitted run the risk of not being considered for funding. This includes but is not limited to missing information; vague, inaccurate, or confusing information; and/or incomplete budgets.

Should you require any additional support or help in refining your application prior to submission, please contact the Sustainability Living Lab Coordinator at the Office of Sustainability.

Send your completed application to SLLFP@concordia.ca by the program deadline.

STEP 4

Funding decision

The SLLFP Committee will meet after the end of each application period to review, discuss, and allocate funding for all received eligible applications. Once a decision on a project is reached, a notification will be sent to applicants via email.

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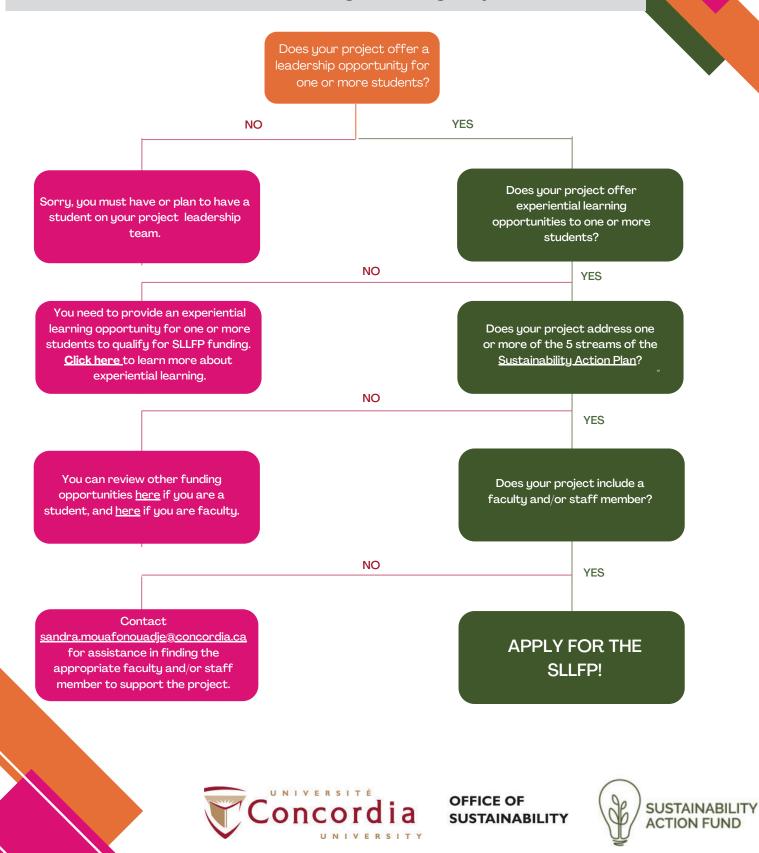OFFICE OF SUSTAINABILITY

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CONCORDIA FUNDING FLOWCHART

Use this flowchart to determine the right funding for you!

Does your project offer a leadership opportunity for one or more students?

NO → Sorry, you must have or plan to have a student on your project leadership team.

YES → **Does your project offer experiential learning opportunities to one or more students?**

NO → You need to provide an experiential learning opportunity for one or more students to qualify for SLLFP funding. **Click here** to learn more about experiential learning.

YES → **Does your project address one or more of the 5 streams of the Sustainability Action Plan?**

NO → You can review other funding opportunities here if you are a student, and here if you are faculty.

YES → **Does your project include a faculty and/or staff member?**

NO → Contact sandra.mouafonouadje@concordia.ca for assistance in finding the appropriate faculty and/or staff member to support the project.

YES → **APPLY FOR THE SLLFP!**

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PART ONE

Project leader(s) information

1.1 Project leadership team

Project leads must include representation from faculty and/or staff as well as include at least one student. Note that if the student is not already part of the leadership team but there are plans to recruit one, submitting teams must fill out question 1.2 below.

First and last name	Email address**	Concordia affiliation (student, faculty, staff)	Group / department / campaign / initiative	Team role(s) / position	Anticipated # of hours worked on project
Team Leader	teamleader1@concordia.ca	Staff	Facilities	Lead	350
Team Leader	teamleader2@concordia.ca	Student	Geography	Lead	760

** All listed project leads will be included in communications from the SLLFP unless their email address is left blank.

1.2 Student leadership

Project teams comprised of faculty and/or staff must demonstrate that one or more students will become involved on the project leadership team. Please break down the nature of involvement, tasks and expected timeline for their inclusion on the project. (~100 words)

Throughout the fall and winter, working alongside a group of Sustainability Ambassadors, the project lead will create designs for pollinator gardens featuring native species, ensuring a diversity of flower types and continual blooming throughout the growing season.

They will create info posters for both the gardens and individual plants, naming the plants in Kanien'kéha, english, french and by its latin name, that will be displayed in the gardens explaining the ecological benefits of the gardens and plants. This work will terminate in April 2024 with the planting of the gardens and erecting the signage.

During the summer semester, the project lead will be the gardener taking care of the newly planted pollinator gardens, leading public volunteer sessions at least once per week. Also during the summer, they will lead weekly bioblitzes engaging the community in monitoring campus biodiversity. In the fall of 2024, the lead will work with faculty members to lead students in labs and tutorials in biodiversity surveys of the campus.

PART TWO

Project overview

2.1 Project details

Project title: Nature Positive Concordia

Project start date: November 1 2023

Project end date: October 31 2024

Project event date(s) (if applicable):

2.2 Project purpose

Please clarify what the aim(s) of your project are (~100 words)

This project will serve as a program operated within Facilities Management that seeks to protect, restore and enhance the natural environment on Concordia's campuses. Our approach views Concordia as a living laboratory, where students, staff and faculty bring together their diverse knowledge, practices and expertise to transform Concordia into a more biologically diverse and resilient environment.
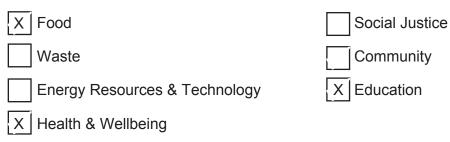
Our main project for the current year is to grow the number of native plants and pollinator gardens on campus. Increasing the number of native plants is the basis for creating habitat for insects and pollinator species, providing the basis of a thriving natural ecosystems. These gardens will have accompanying signage to raise awareness to passers by of the ecological benefits provided by them.

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2.2 Project themes

Please select up to two (2) from the list below. Click here to find descriptions of the SAF's sustainability themes.

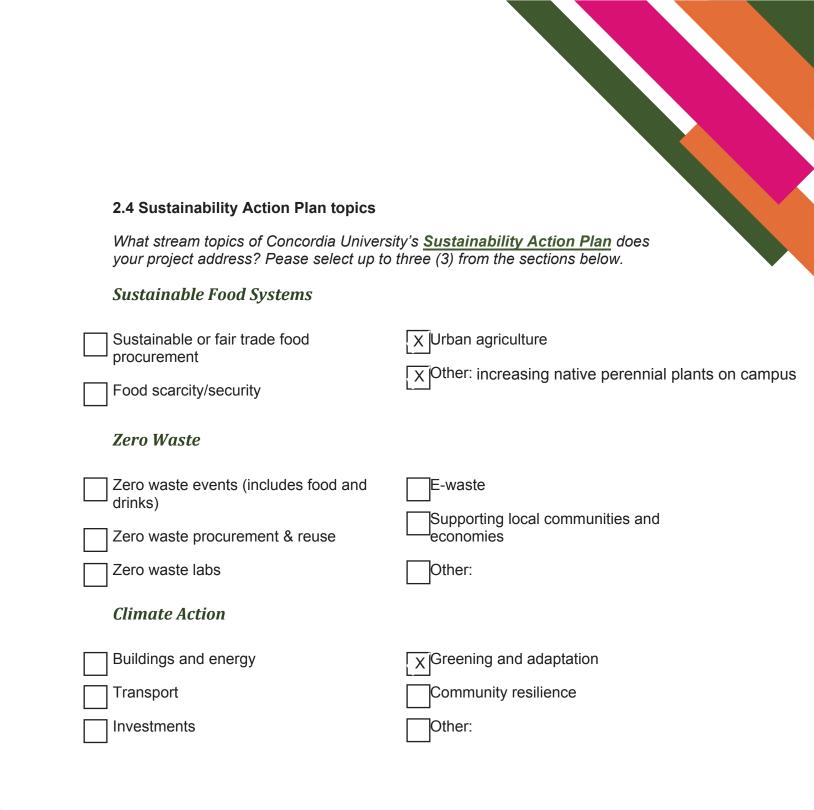|			
[X]	Food	[ ]	Social Justice
[ ]	Waste	[ ]	Community
[ ]	Energy Resources & Technology	[X]	Education
[X]	Health & Wellbeing		

2.3 Project topics

Please select up to three (3) from the list below by holding the "control" key and clicking.

Select up to 3

Access to and democratization of knowledge
Accessibility (ableism, barrier removal, people with diabilities, etc.)
Climate change
Community building
Community economic development and alternative business models
Environmental justice
Food security and sovereignty
Gender and sexuality
Human health and Wellness
Indigeneity
Labour issues
Pollution (air, water, land, light, noise, etc.)
Poverty and Income Inequality
Race and ethnicity
Resource depletion and waste management
Sustainable production and consumption
Sustainable transportation
Transformative justice
Wildlife conservation and biodiversity issues

2.4 Sustainability Action Plan topics

What stream topics of Concordia University's __Sustainability Action Plan__ does your project address? Pease select up to three (3) from the sections below.

Sustainable Food Systems

- [ ] Sustainable or fair trade food procurement
- [ ] Food scarcity/security

- [X] Urban agriculture
- [X] Other: increasing native perennial plants on campus

Zero Waste

- [ ] Zero waste events (includes food and drinks)
- [ ] Zero waste procurement & reuse
- [ ] Zero waste labs

- [ ] E-waste
- [ ] Supporting local communities and economies
- [ ] Other:

Climate Action

- [ ] Buildings and energy
- [ ] Transport
- [ ] Investments

- [X] Greening and adaptation
- [ ] Community resilience
- [ ] Other:

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Sustainability in Research

☐ Sustainability or SDG-related research

☐ Sustainable research practices

☐ Other:

Sustainability in Curriculum

☐ Development of new sustainability courses or modules / units

☒ Development of immersive sustainability education experiences for students

☐ Development or enhancement of pedagogical approaches for nurturing sustainability competencies

☐ Other:

2.5 How would your project contribute to each of the Sustainability Action Plan stream topics that you identified above? (~250 words)

Sustainable Food Systems: Target 9 of this plan calls for a collaborative approach to integrating perennial native species and pollinator gardens on campus. This project is focused moving this target forward.

Climate Action: This steam calls for increasing on-campus greening and creating awareness within the community of the importance of vegetation in addressing climate change. The signage and volunteer sessions are designed to address this call and educate the public.

Sustainability in curriculum: Volunteer gardening session, and weekly biodiversity surveys both for the public and in collaboration with faculty will offer hands-on experiential learning opportunities to hundreds of students.

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2.6 Through which methods will your project contribute to the Sustainability Action Plan stream topics that you identified above? Please check all that apply and specify.

[X] Engagement, education, and awareness:

Weekly volunteer sessions, public signage

[ ] Research, data or knowledge that supports Concordia's progress on the topic:

[X] Applied project making use of physical campus space:

Increasing the number of native plants and pollinator gardens on campus

[ ] Applied project involving Concordia programming or operations:

2.7 Planning sustainable events

If your project involves an event that will span multiple days and / or involve 500 people or more, please fill out the Sustainable Event Checklist and attach it with your application.

As well, have you considered Sustainable Event Certification? It is a voluntary and free service available to all members of Concordia who wish to take measurable action in making their events more sustainable.

[ ] Yes, we're already certified!   [ ] No, but we plan to

[ ] Yes, we have begun the process   [ ] No, and we don't plan to

2.7 Project Abstract

Imagine the abstract as your elevator pitch, a short description you can give to someone in 30 seconds. Summarize all pertinent information about your project, including the purpose, forecasted results, and impacts. (~250 words)

This project seeks to transform the campus grounds through greatly increasing the number and diversity of native perennial plants while at the same time engaging with the community to increase awareness of the importance of biodiversity. Establishing new pollinator gardens with educational signage identifying the plants and their ecological benefits, this project has the ability to impact all who pass by it. Equally important the gardens will be wholly planted with species native to the Montreal region and identified using their Kanien'kéha names. This is done not only for its ecological benefits, but to contribute to efforts to decolonize our campus landscape.

Our aim for these gardens is not only to create ecological changes. We are seeking to create community around the gardens engaged in the efforts to understand and enhance biodiversity. One of the goals from the COP15 convention on biodiversity, was to "mainstream biodiversity", this project is attempting to help achieve this goal. Through volunteer sessions, workshops, biological surveying the Concordia community will have the opportunity to enhance their knowledge and understanding biodiversity.

Further, this project will work collaborative to showcase other sustainability initiatives at Concordia. The construction of the gardens and signage will be achieved through collaborations with CUCCR and CP3. CUCCR will provide materials and expertise for the building of the gardens. The signage that will be displayed will be housed within frames created by CP3 composed from the plastic pots from the garden plants.

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2.8 Project stakeholders

Is your project collaborating or partnering with another group, department, campaign, or initiative? Please complete the table below for each stakeholder involved in the project.

Group / department / campaign / initiative	Contact name	Contact email**	Amount of financial contribution (if applicable)	Internal to Concordia or external?
LCDS	Contact Name 1	contact1@concordia.ca		Internal
LCDS	Contact Name 2	contact2@concordia.ca		Internal
CUCCR	Contact Name 3	contact3@concordia.ca		Internal
CP3	Contact Name 4	contact4@concordia.ca		Internal

** We will only contact the stakeholder if we have questions about their involvement.

PART THREE

Budget

3.1 Where do you plan to allocate SLLFP funding?

Please select all that apply. To see a list of eligible expenses click here.

☐ Honorarium		☒ Outreach / marketing
☒ Salary / wages		☐ Software
☐ Space / venue rental		☒ Equipment
☐ Catering / food		☒ Other: Plants

3.2 Budget

Click here to download the project budget. Please fill out only the fields that are applicable for your project and submit the completed budget with your application.

Estimated total project expenses: $30,280

Total funds requested from the SLLFP: $19,780

Other sources of funding: Facilities Management Concordia

3.3 Sponsorships

If you are receiving funding from sponsors, please list them here so that we can ensure that there is no conflict with the SAF or Office of Sustainability's mandate.

N/A

3.4 Long-term financial sustainability

If you expect for your project to have additional phases, or to be established in the long-term, what is your plan to develop long-term financial sustainability? (~50 words)

The funding we are seeking for this project are the start-up and labour costs for what will be an ongoing project. During this first year, we are seeking funding to ensure a smooth adoption of new practices. In the future, with the success of the project we expect the continued costs to be assumed by facilities management.

3.5 Funding impact

How would the project be impacted if no or only partial funding was received from the SLLFP? (~50 words)

The most crucial aspect of this request is the funding to hire the student project lead. Without their work, it may be possible to plant a smaller number of pollinator gardens on campus. But the educational, outreach and experiential learning components of the project would not be possible.

3.6 Other resources

What resources could the SAF and Office of Sustainability provide for your project other than monetary support?

[X] Support in finding additional project partners

[ ] Tips for aligning your project with other funding programs

[X] Promotion of your project or event

[ ] Support in making your event more sustainable, accessible, and inclusive

[X] Allyship best practices

[ ] Other:

PART FOUR

Vision and goals

4.1 Big picture

Please outline the vision and legacy that you hope for your project to fulfill.
(~ 100 words)

This project is an early step towards enhancing campus biodiversity and our community's knowledge and appreciate for its benefits. We that project will inspire further actions to protect and enhance biodiversity on campus and beyond.

4.2 Project goals

Please outline the short, medium, and long-term goals of your project. (~250 words)

Short term goals for this project are to create new pollinator gardens and increase opportunities for engagement and experiential.

Longer term goals are create community engaged in with the gardens, and to inspire more projects that make use for the campus grounds as a place for other initiatives that seek to enhance biodiversity.

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PART FIVE

Outreach and volunteering

5.1 Community engagement

Engagement with the Concordia community is important to the SLLFP. Please provide an outreach plan for achieving project visibility and mobilizing participation from the Concordia Community. (~100 words)

- *How will your project engage Concordia students?*

- *How will you ensure you are reaching a diverse population of people when promoting your project?*

- *Approximately how many students does your project hope to engage?*

This project will engage Concordia students through a variety of methods, from very simple awareness of the project to more engaged hands-on experiences. The public signage will reach the largest number of people with virtually no participation barrier. Repeated exposure to this messaging as people pass the gardens throughout their day, is a passive way to raise awareness.

The next level of engagement is offered as weekly drop-in volunteer session to help maintain the gardens and participate in biological surveys of the campus. People choosing to participate in this way will gain hands-on experience without needing to commit to regular sessions. Sustainability Ambassadors, who have already chosen to commit their time to learning about sustainability will gain much deeper knowledge on the subject helping to research native plants, prepare educational materials and plant the gardens.

Finally, students who will participate as part of their course work next fall will similarly gain a deeper knowledge. All volunteer sessions will be advertised as widely as possible making use of Concordia's internal communication channels, the project's Instagram and through the CERVIS volunteering portal. It is our expectation that, more than 300 students will actively engage with this project.

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5.2 Volunteers

If your project requires volunteers, please outline how you will recruit them and ensure an equitable treatment for their labour? You may wish to consider the LIVE Centre, the Sustainability Volunteer Program, and the Loyola College for Diversity and Sustainability minor Internship.(~100 words)

Volunteers will be very welcome and actively sought for this project. We will connect with the LIVE Center, Sustainability Ambassadors, advertise opportunities through CERVIS and make links with faculty to make use of the gardens are part of their curriculum. We are very open to any other opportunities to include more volunteers in the project.

5.3 Promotion

How would you promote the SAF & Office of Sustainability if you were to receive funding? (~50 words)

We would be very happy to announce the support of SAF and the Office of Sustainability in all our promotional materials. We would include the logos on our public signage as well.

PART SIX

Workflow and reporting

6.1 Task list

In the table below, please provide a detailed timeline of the tasks and activities that will ensure successful project implementation. (continued on the next page)

Task	Team member responsible	Deadline	Relevant stakeholder(s) (if applicable)	Estimated # hours dedicated to the task
Confirm locations for new gardens	Team Leader 1	January 2024	Facilities Management	40
Research plants for gardens	Team Leader 1 + 2	February 2024		80
Design gardens and source plants	Team Leader 1 + 2	February 2024		80
Research and create individual plant posters	Team Leader 2	April 2024		80

Task	Team member responsible	Deadline	Relevant stakeholder(s) (if applicable)	Estimated # hours dedicated to the task
Work with indigenous knowledge holders for plant information and Kanien'kéha names	Team Leader 2	April 2024	Indigenous Directions	60
Host weekly volunteer sessions with Sustainability Ambassadors	Team Leader 1 + 2	May 2024		90
Work with CUCCR and CP3 for signage and garden construction	Team Leader 2	May 2024	CUCCR/CP3	40
Plant gardens	Team Leader 1 + 2	May 2024		20
Advertise and host weekly gardening and surveying sessions	Team Leader 2	October 2024		120
Connect with faculty for collaborations	Team Leader 1 + 2	August 2024	LCDS	20
Visit classes and host specialized biological surveys and garden sessions for classes	Team Leader 1 + 2	October 2024		40

6.2 Project indicators

Please list 4-8 indicators that you will measure as part of your project in order to gauge its outcomes. Note that you will be asked to include the results as part of the final report. You can find a list of examples from the SAF here.

1.Number of students, staff and faculty engaged
2.Number of departments engaged
3.Amount of recycled and reused materials (for signage and garden construction)
4.Amount of land converted into pollinator gardens m2
5.Number and diversity of native plants planted

6.3 Accountability

How will you ensure that your project is transparent and accountable to Concordia students and community members? (~50 words)

To ensure transparency and accountability the project team will produce a public report detailing all spending and accounting for all metrics stated above.

6.4 Experiential learning

An aim of the Sustainability Living Lab Funding Program is to support sustainability-related experiential learning on the Concordia campus. Please identify at least one learning outcome you predict for the students involved in the project, and outline the method and motivation as indicated below. (~250 words)

- Learning Outcome (what the student will learn)

    - Core knowledge and skills (related directly to fields of study)

    - Transferable knowledge and skills (communication, self-awareness, social responsibility, etc.)

- Method (how the student will learn it)

- Motivation (what the student will gain, or be able to do, once they learn it)

Learning Outcome: knowledge of local, indigenous plants species, their growing requirements and ecological interactions

Core knowledge and skills: botany, plant ecology, soil ecology, ecosystem interactions

Transferable knowledge and skills: project management skills, volunteer coordination, science communications, peer leadership

Method: these skills will attained through research and hands-on experiences

Motivation: Once these skills have been attained, the student will be able to plan, manage and enact community biodiversity or urban agriculture projects independently

6.5 Reporting

Upon project completion, exit interviews will be conducted in order to review the project process and get feedback about your experience. Project teams will also be asked to complete a final report, upon submission of which they will be provided with one-page project outcomes summary including key progress indicators. Please indicate who will be responsible for filling out the final report and who will be attending the exit interview.

First and last name	Concordia ID	Email address	Will fill out final report (Y/N)	Will be present at the exit interview (Y/N)
Team Leader 1	123456	teamleader1@concordia.ca	Y	Y
Team Leader 2	7891011	teamleader2@concordia.ca	Y	Y

PART SEVEN

Documents

7.1 Please provide supporting documents by attaching them in the same email as your application. Use this checklist to ensure that you have all applicable documents.

[X] Completed project budget

[X] CV(s) of any individual(s) paid through the project (project coordinator, designer, etc.)

[ ] Your project logo and any other graphic outreach materials

[ ] Letters of support from implicated stakeholders (max 3)

[ ] Design mock-ups or speculative representations of your project

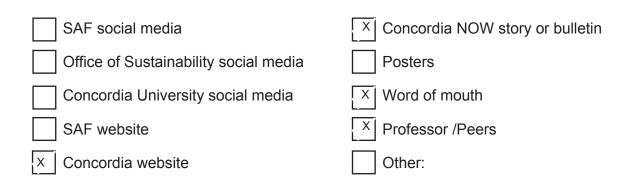[ ] Sustainable event checklist (if your project includes an event)

HOW DID YOU HEAR ABOUT US?

How did you hear about the SLLFP? Select all that apply.

- [ ] SAF social media
- [ ] Office of Sustainability social media
- [ ] Concordia University social media
- [ ] SAF website
- [X] Concordia website

- [X] Concordia NOW story or bulletin
- [ ] Posters
- [X] Word of mouth
- [X] Professor /Peers
- [ ] Other:

Project Budget

Everybody needs to fill this sheet out.

Please remove the examples and display the final budget lines with black font.

Please insert rows as needed.

Item	Category	Cost per item (or hourly wage)	Quantity (or number of hours)	Total cost	Timeline	Source of Funding	Additional details
Biodiversity Coordinator	Salary / wages	$ 30.00	350	$10,500.00	Nov-24	Facilities Managem	Support to Nature Positive Coordinator, program direction
Nature Positive Coordinator	Salary / wages	$ 20.00	760	$15,200.00	Nov-24	SLLFP	Hiring a professional web developer to create event web page
Indigenous knowledge holder	Honorarium	$ 2,500.00	1	$2,500.00	Nov-24	SLLFP	Hiring a professional web developer to create event web page
Large garden education posters	Outreach / marketing	$ 36.00	8	$288.00	Apr-23	SLLFP	24x36" weather proof posters
Small plant identification posters	Outreach / marketing	$ 2.24	75	$167.65	Apr-23	SLLFP	5x7" weather proof posters
Indigenous plants	Other	$ 15.00	75	$1,125.00	Apr-23	SLLFP	Native plant species for pollinator gardens
Garden tools	Equipment	$ 500.00		$500.00	Apr-23	SLLFP	Wheelbarrow, hoses, watering guns, hand tools, gloves, garden shears, weedling tools
Total project cost	**$30,280.65**						

Financing plan

Please remove the examples and display the final funding sources with black font.

Please insert rows as needed.

Funding source	Amount Requested	Status	
Facilities Management	$10,500.00	**Approved**	
SLLFP	$19,780.65	**Pending**	
Total	**$30,280.65**		

Multi-phase project budget

Phase 1 - (insert title of phase here)

Item	Category	Cost per item (or hourly	Quantity (or number of	Total cost	Timeline	Source of Funding	Additional details
Phase 1 total	$						-

Phase 2 - (insert title of phase here)

Item	Cost per item (or hourly	Quantity (or number of	Total cost	Timeline	Source of Funding	Additional details
Phase 2 total	$					-

Phase 3 - (insert title of phase here)

Item	Cost per item (or hourly	Quantity (or number of	Total cost	Timeline	Source of Funding	Additional details
Phase 3 total	$					-

Financing Plan

Funding source	Amount Requested	Status				
SAF						
ex. CCSL						
ex. CSU						
Total	$	-				