



VISITING PROJECTS APPLICATION

There are several ways in which individuals or groups can work within the Greenhouse space, according to their project idea, requirements and needs. Visiting projects are usually small-scale, experimental projects that may run from several weeks to an entire school year.

These projects run independently of the Greenhouse's regular operations. Furthermore, visiting projects can (and should) try to incorporate learning and volunteer opportunities. Visiting project groups can be comprised of both students and community members. We encourage all projects to consider the Concordia Greenhouse's mission and vision and familiarize yourself with their other projects.

Visiting projects do not share the Concordia Greenhouse budget, although they may request resources (financial or otherwise). For information on funding opportunities from the Greenhouse, ask for the Greenhouse Board of Directors Special Projects Fund Application.

Compartment Rentals are available to anyone who has a project idea in mind, and are interested in using the Greenhouse as an incubator space for the project. This implies the rental of one of the Greenhouse compartments for a pre-determined fee, within a time frame that is suitable for the project leaders, while not conflicting with the predetermined programming in the Greenhouse. By renting a compartment, this space is restricted only to the group or individuals involved in said project, with the door clearly marked with the project name. This is deemed as an external project, independently run from the Concordia Greenhouse's regular operations.

Although each project has its own organizational structure, the Concordia Greenhouse Constitution acts as a set of common guidelines and ethics for their organizational development and interpersonal relationships within the Greenhouse, and the community at large. All projects must adhere to Concordia Greenhouse hygiene and cleanup regulations. No chemical pesticides or fertilizers are permitted in the Greenhouse, however some exceptions can be negotiated with Greenhouse staff. Finally, all rentals and projects must mention the Concordia Greenhouse as a supporter and host site for the project's implementation.

PROCESS

Step One: Discuss and Fill out the Form

Meet with as many of your current group members as possible. Decide how you are going to answer the questions on the form and fill out as many as you can. This will be your first draft. Please familiarize yourself with all relevant greenhouse policies and procedures before filling out the form.

Step Two: Review your forms with a Greenhouse Coordinator

The appointed representative (up to two) of your group must meet with a staff member of the greenhouse to review your printed, drafted application. To contact a Coordinator, e-mail

info@concordiagreenhouse.com or phone 514-848-2424 ext. 5134.

Step Three: Return final forms to the greenhouse in person or by email attachment

Applications for Visiting Project are accepted on an ongoing basis, year-round. However, space is extremely limited from March through June.

Once proposals are submitted, the Collective and the Board will review the application at their next meeting. Projects will be assessed according to the Concordia Greenhouse's current resources, including factors such as:

- Space restrictions
- Financial feasibility of the project
- Use of appropriate, non-toxic soil and plant amendments (fertilizers and pest control)
- Adequate human resources/participants to run the project
- Project timeline (several week commitment vs. year-long)
- Relevance to the Concordia Greenhouse's mission and vision
- Relevance to current environmental and sustainable issues

Step Four: Decision Time

If the project is accepted, the project's appointed representative(s) will be invited to discuss the project in more detail with their Collective member representative prior to launching the project, and a contract must be signed by all parties. Projects must submit a summary report of the project no later than one month following the completion of their project, or by October 1st of each year for ongoing/long-term projects.



APPLICATION FORM: VISITING PROJECTS

1. CONTACT INFORMATION

Appointed representative (up to two) name(s):

Group or Organization (if applicable): _____

Phone Number: _____ Email: _____

2. PROJECT DETAILS

Project Name: _____

Briefly describe your project (500 words) What do you intend to do? Why?

Main project goals and objectives:

What do you hope to achieve from this project? How does it fit with the Greenhouse mission and mandate?

1.

2.

3.

Audience and participation (250 words):

Who is the project for? Who can be involved? What are your outreach intentions? How many people do you expect to be using the space?

Describe in detail, how you will use the space? What will your set up entail? How will you transport the materials to the greenhouse? What plants and equipment will you be using? (500 words)

How much space would your project need? What compartment size would you be interested in renting? (please circle)

OPTION 1: Large compartment (Rm -1323 or 1319)

OPTION 2: Small room (Rm 1321,1317)

OPTION 3: *Partial/half compartment, countertop space, atrium space, other. Please describe*

When will you be using the greenhouse? What days of the week? What times? How many people?

Space requirements and specifics. Please make a sketch of your project's planned set up. Indicate scale and dimensions as much as possible.

Materials and resources necessary for a successful project:

Please list all of the materials you will be using, as well as how they will be acquired. Include tools and materials necessary for upkeep of equipment, caring for plants etc. Include a detailed list of all plant/soil amendments that will be used.

PLEASE NOTE: The greenhouse does not provide growing materials (soil, fertilizer, seeds etc) and only access to basic tools (a hose, a watering gun, gardening gloves and aprons). All other tools on site require specific permission before use.

Project start date (approximate): _____

Project end date (approximate): _____

Pest and Disease Protocol (300 words):

Describe the specific ways in which you will identify, prevent and treat any pests or disease issues arising in your project.

Please note: there are no chemical pest control products allowed in the greenhouse. Discuss with your collective representative for what is and isn't allow.

Cleanup (300 words):

Upon completion of the project you are required to return the space to a sanitized environment. Please describe the specific ways in which you will take down and clean up the project. Indicate who will participate, how long the cleanup will take, how the materials will be disposed of, etc.

Potential risks and challenges (250 words):

What are some of the problems that might arise? How would these problems be dealt with?

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Funding

All projects must be financially independent. Please indicate what your expected costs are and how you plan to cover them. If you need information regarding funding opportunities please talk to you collective representative.

REVENUE	
Proposed activity	Estimated Amount
Add more lines if needed	
TOTAL	\$

EXPENSES	
Material or Activity	Expected Cost
Add more lines if needed	
TOTAL	\$

BUDGET SUMMARY

TOTAL REVENUES	
TOTAL EXPENSES	
NET BALANCE (+/-)	

If your net balance is negative please explain how you intend to cover these costs? If you need information regarding funding opportunities please talk to you collective representative (250 words):

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