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GREEN OFFICES AT EMORY



GREEN LABS AT EMORY

2022-2023 OSI Incentives Funds Application

This combines applications for the Green Offices, Green Labs, and General Sustainability & Social Justice Incentives Funds

All applications due by **8:00am Monday, September 26, 2022**

The Funds:

Green Offices and Green Labs Incentives Funds: submit to greenoffices@emory.edu or greenlabs@emory.edu respectively

The Green Offices and Green Labs Incentives Funds support certified workspaces participating in the [Green Offices](#) and [Green Labs](#) at Emory Programs by funding sustainable processes and procedures in Emory's workspaces. Creative proposals are welcomed for initiatives that seek new knowledge, support new behavior patterns, and make sustainable practices feasible. **Grants may be awarded up to \$5,000.**

Faculty, staff, and students from certified workspaces or laboratories in Emory University and Emory Healthcare are eligible to apply for the Green Offices and Green Labs Incentives Funds. Funds may be used for supplies, equipment, and materials necessary to implement an item on the Green Offices or Green Labs checklist, or a sustainability innovation. Grant recipients must provide a brief written report at the conclusion of the project, including documentation of the resulting changes utilizing photographs, written material, data, and other tools appropriate for documentation.

General Sustainability & Social Justice Incentives Fund: submit to emorysustainability@emory.edu

The Office of Sustainability Initiatives provides Incentives Fund grants to support research, campus-based projects, and the development of new rituals that promote sustainability on Emory's Atlanta and Oxford campuses and in Emory's healthcare spaces. Creative proposals that seek new knowledge, support new behavior patterns, and foster cultural change are welcomed. Faculty, staff and students from Emory University and Emory Healthcare are eligible to apply.

Projects that are centered on the social justice facets of sustainability or highlight the social justice impacts of their project or research are encouraged to apply.



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Up to \$3,000 is available for projects supporting General Sustainability and Social Justice. Funds may be used for supplies, materials, publicity, and other approved costs supporting projects, research, and rituals that promote sustainable ideas.

Requests for funding for food purchases, honoraria, publishing fees, conference fees, and travel expenses are rarely approved by Incentives Fund Committees.

Selection:

The selection committee composed of staff, faculty, and students will assess grant proposals based on the following criteria:

1. Relevance of the project to the [Green Offices](#) or [Green Labs](#) programs, [Emory's 2025 Sustainability Vision](#), and/or [the United Nations Sustainable Development Goals](#).
2. Clarity and feasibility of the proposal, including clear goals and objectives
3. Sustained impact and reach of the proposed project
4. Innovation and creativity to address complex sustainability-related challenges
5. Relevant skills and experience of project personnel

Submission:

Please submit applications in this Word document saved with the corresponding file name to the fund for which you are applying:

- **Green Offices:** "Name of Office or Department_Last Name of Project Lead_Green Office Incentives Fund 2022"
- **Green Labs:** "Lab PI Last Name_Project Lead Last Name_Green Lab Incentives Fund 2022"
- **General Sustainability & Social Justice:** "Last Name of Project Lead_First Name of Project Lead_General Incentives Fund_2022"

Questions?

Green Offices: lydia.janine.stubbs@emory.edu

Green Labs: zoe.price@emory.edu

General: taylor.spicer@emory.edu

The Application:

For which Incentives Fund are you applying?

Green Offices



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Green Labs

General Sustainability & Social Justice

Identify one or more themes to categorize your project:

Academics

Biodiversity & Landscapes

Climate Solutions

Community

Energy

Food & Dining

Green Building

Greening healthcare

Research

Social justice

Sustainable Procurement

Transportation

Waste

Water

Wellbeing

Other

(specify _____)

Incentives Fund Application

Team Leader (Last name, first name):	King, Lydia
Title of Project:	Oxford Campus Garden
Amount Requested:	\$ 760
Department, Office, Club, or Group:	Oxford Climate Reality Project
Department Head Name, PI Name (if applicable):	
Building and Room #:	

Project Personnel: For each team member, please submit the following information:

Name	Role	Email
Lydia King	President of OCRP	laking8@emory.edu
Emily Wilhelm	Vice President of OCRP	emily.wilhelm@emory.edu
Mel Faaroon	Internal Logistics Chair of	mail.faaroon@emory.edu



	OCRCP, Environmental Consulting Club president	
Benji Jackson	Campus Sustainability Chair of OCRP	benjamin.jackson@emory.edu

Summary (2-3 sentences) of each applicant's skills and experience, as relevant to the project proposal:

1. Lydia King

a. As president of Oxford Climate Reality Project, Lydia works to coordinate all of OCRP's events, which is the largest and most prominent sustainability club on campus. She also works on the Oxford Organic Farm and has experience growing produce, through the guidance of her boss, Daniel Parson. She is also a Volunteer Oxford Coordinator, so she, along with 3 other VOC's, coordinates all of the groups volunteer events. Volunteer Oxford is willing to participate in this garden project.

2. Emily Wilhelm

a. Before being vice president of Oxford Climate Reality Project, Emily was the treasurer for Oxford Climate Reality Project. Thus, she has the financial skills to support this project. She is also connected to other sustainability enthusiasts through her role as the president of Oxford Ecological Society.

3. Mel Faaroon

a. Mel is in charge of our internal logistics, so she ensures that the logistics of our initiatives and events are organized. She is also president of the Environmental Consulting Club, which is dedicated to promoting green club events. The members of her club want to be involved in the garden project.

4. Benji Jackson

a. Benji, our campus sustainability chair, used to hold a position as our composting chair. In this capacity, he coordinated a short-term composting project with the Oxford Organic Farm. As such, he has composting experience and organizing experience that would be helpful for the garden.

REQUIRED If applicant is a student or all-student team:

Faculty/staff advisor's name: Melissa Hage

Email: melissa.hage@emory.edu



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Faculty/staff advisor expectation: As an advisor to this project, I accept the role of guiding this student or student team as they develop a proposal, as they respond to additional requests from the Incentives Fund Committee, as they implement their project, and//or as they complete a final report.

Date of faculty/staff advisor's acknowledgment of this expectation:
9/24/22

Project Description: Provide a detailed description of the goals, activities, methods, and success indicators of the proposed research, project, or behavior change.

Oxford Community Garden Mission Statement

The mission of the Oxford Community Garden is to build a campus garden that would be available for all students to use and to provide a **gathering space** for students to form connections both within and outside the Oxford community. It serves to make the joys of gardening **accessible to all students**, as well as provide a starting point for further education on sustainable agriculture and environmentalism.

The Oxford Community Garden would work in close relation to the Oxford Organic Farm, but the two are not mutually exclusive. While the farm provides valuable lessons for student farmworkers, the garden would be a resource for students who do not work on the farm or who may want more independence in what they choose to grow.

In future stages of the project, the Oxford Community Garden could host events with community members and encourage interaction between Oxford College and its surrounding community.

Primary Groups Involved

1. Oxford Climate Reality Project
 - a. A chartered member of the national organization of Climate Reality Project and the largest sustainability club on campus
2. Volunteer Oxford
 - a. Oxford's largest volunteer group, dedicated to increasing community engagement at Oxford

We are also exploring a partnership with the environmental branch of the Student Government Association (SGA), and we are working with the Environmental



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Consulting Club. Working with other organizations, especially ones with active student bodies, ensures that there is more campus buy-in.

Organizational Structure:

Ownership:

Students will not own individual plots of the garden. Renting out individual garden parcels to students has not been successful for campus gardens in the past, as it is often difficult for one student, with all their schedule constraints, to manage their plot on their own. However, any student will be able to sign up through our campus garden committee (committee described below) to participate in weekly garden caretaking.

Coordination:

Oxford Climate Reality will act as the primary organizer of garden caretaking. Oxford Climate Reality Project has a newly established garden committee, which is co-led by a first year and a second year. The garden committee will be in charge of getting the garden up and running, as well as coordinating garden shifts.

Club Involvement:

However, Oxford Climate Reality will not be the only club to work on the garden. Instead, Volunteer Oxford will also have volunteers that will come and volunteer at the garden, through their Sustainability Sector. The Environmental Consulting Club is interested in being part of the garden task force as well. As garden plans solidify, other clubs will also be able to have volunteers participate.

Successful community gardens often use a QR code method to ensure that multi-group garden caretaking is as productive as possible. By scanning a QR code for the garden, the participating volunteers would be able to

- 1) View what the past group did and what needs to get done
- 2) Record how they found the garden
- 3) Record what they did and what leftover tasks there are

Garden Design

The garden would be planted in two 5ft x5ft movable raised beds, and there would be a bench as well, so that students could come and sit around the garden.

Garden Produce

Since the garden will very much be on its first legs, there are no plans as of right now to donate the produce. Instead, those who come on harvest days will be able to take home vegetables with them.



Breaks

Because far fewer students stay at Oxford over breaks, the question of who will take care of the garden is a legitimate one. However, over conversations with Randy Simon, the Director of Facilities Planning and Operation at Oxford College, and Daniel Parson, Oxford Farm's head farmer and farm educator, we have come to a solution.

1. Over winter, the garden will lay fallow in preparation for the spring
2. Over summer, sweet potatoes will be planted in the garden and allowed to ripen in time for fall

We understand that these stages of the garden are not aesthetically pleasing. Thus, the garden will be placed on movable beds, and the beds will be placed at the farm over breaks. Farmer Daniel Parson has agreed to this and offered to do a periodic check-up on the garden over the break.

Upkeep

Oxford Climate Reality Project receives a yearly stipend of \$400 from its parent organization, Climate Reality Project. In order to ensure that there is enough money for the garden upkeep, we can dedicate \$200 from our stipend for the garden.

Administrative Support

Oxford Climate Reality Project has had two meetings with Mr. Randy Simon, the Director of Facilities Planning and Operation, who has given his express approval of the project. The exact location of the garden is still pending approval by the Dean, however, the proposed location is behind the Oxford Dining Hall. If this location is not approved, Daniel Parson of the Oxford Organic Farm has granted approval for the garden to be housed at the Oxford Organic Farm, at least until a location on campus is approved. Due to the nature of the movable beds, moving the garden would not be an issue.

Proposed Site: The Area behind the Yellow House (behind the Oxford Dining Hall)



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Success Indicators

1. Garden is built by winter break 2022
2. A successful planting in the spring, as well as a successful harvesting.
3. Garden is able to start back up in the fall of 2023

Project Timeline: Project teams will be notified by early November about funding of their proposals. All projects must be completed by Friday, July 28, 2023. With these parameters in mind, please provide a detailed timeline for project implementation and completion.

<https://time.graphics/line/692613>

Budget: Provide an itemized description of expenditures with short explanation and justification. \$5,000 maximum for certified Green Offices and Green Labs and \$3,000 maximum for General Sustainability & Social Justice.



Item Description (please include detail on the specific item desired, with relevant details like make, model #, size, etc.)	Website Link to Item (if applicable)	Unit Cost	Unit Count	Amount
1ft x 10ft boards	https://www.homedepot.com/p/2-in-x-12-in-x-10-ft-2-Prime-Kiln-Dried-Southern-Yellow-Pine-Lumber-937282/202085957	\$18.48	12	\$221.76
Wooden posts	https://www.homedepot.com/p/4-in-x-4-in-x-8-ft-2-Ground-Contact-Pressure-Treated-Southern-Yellow-Pine-Timber-194354/205220341	\$11.38	8	\$91.04
Castor wheels	https://www.homedepot.com/p/Everbilt-4-in-Polyurethane-Caster-with-Brake-4120745EB/203672250	\$15.98	8	\$127.84
Composting bin	https://www.homedepot.com/p/Exaco-ECO-2-4-gal-Kitchen-Compost-Collector-ECO-2000/100672911	\$25.48	1	\$25.48
Set of Garden Tools	https://www.homedepot.com/p/6-in-Garden-Tool-Set-Aluminum-Hand-Tool-Kit-Handle-Trowel-12-Piece-UGP02G/320173646?ITC=AUC-139794-23-12140	\$34.90	2	\$69.80
Outdoor Storage Bin	https://www.amazon.com/Suncast-Outdoor-Reinforced-Backyard-Cyberspace/dp/B08S5PSXFN/ref=sr_1_9?keywords=outdoor+storage+bin&qid=1663860337&sr=8-9	\$59.00	1	\$59.00



Bag of 3 ft³ Soil	https://www.homedepot.com/p/Miracle-Gro-1-5-cu-ft-All-Purpose-Garden-Soil-70359500/314619265?ITC=AUC-129450-23-12070	\$8.97	17	\$152.49
Radish Seeds	https://www.highmowingseeds.com/organic-non-gmo-pink-beauty-radish.html	\$3.25	1	\$3.25
Carrot seeds	https://www.highmowingseeds.com/organic-non-gmo-napoli-f1-carrot.html	\$3.25	1	\$3.25
Collard Seeds	https://www.highmowingseeds.com/organic-non-gmo-champion-collards.html	\$3.25	1	\$3.25
Turnip seeds	https://www.highmowingseeds.com/organic-non-gmo-purple-top-white-turnip.html	\$3.25	1	\$3.25
Total:				\$760.41

Budget Explanation and Justification: In this section, please carefully explain the need and use for each item listed in the table above. If you already have received partial funding for this project from another entity, please list that entity below and which aspects of the project are already funded. If uncertainties exist in project budgets, please note them here. Projects with incomplete budgets or justifications will not be considered for funding.

On behalf of the OSI team, thank you for your time and effort! Emory is a better place because of innovators like you.

1. **Wooden boards**
 - a. The wooden boards would be used both to make the raised garden beds, as well as the bench.
2. **Wooden posts**
 - a. The wooden posts would be used to elevate the garden beds.
3. **The castor wheels**
 - a. The castor wheels would be screwed to the bottom of the posts, so that the garden beds could be moved.
4. **Composting bin**



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- a. This is a compost bin to hold any plant material that we might need to dispose of.
- b. This will then be transported to our general campus composting bins.
5. Set of garden tools
 - a. This will be a starting set of tools for the initial planting.
6. Outdoor storage bin
 - a. This is to hold any immediate supplies that we might need frequently, like the tools.
7. Soil
 - a. This will be used to fill the garden beds.
8. Seeds
 - a. The seeds are all organic and are recommended for colder Georgia weather, which is why they were chosen.

OCRP will collaborate with grounds management at Oxford for other building materials, such as nails. The Oxford Organic Farm is also willing to give the garden growing advice and supply supplemental seeds if necessary.