This template will help guide your project idea development. Please review the program guidelines on livegreentoronto.ca.

Once the Cluster has come to consensus on a project, please submit this completed template to City staff. You will also need to submit a completed [Project Budget Template](https://contrib.wp.intra.prod-toronto.ca/wp-content/uploads/2021/04/984b-Project-Budget-Template.xlsx).

**Project Description:**

Provide a summary of your proposed project, including goal(s), community need and input, and key activities.

| **Questions:** | **Answer:** |
| --- | --- |
| Which Cluster is this project from? |  |
| Who is the lead contact for this project?  Include contact details (email/phone) |  |
| What is the name or title of your project? |  |
| Is your project designed to directly reduce harmful emissions or indirectly (education)? **Ex**: walking challenge (direct) or education on climate change (indirect).  Project examples can be found at livegreentoronto.ca |  |
| In which neighbourhood will the activity/project be based? |  |
| Is the project community-led? |  |
| Who can participate in your project / who is the target audience of your project? |  |
| How many community members can be engaged with your project and how? |  |
| Will your project engage directly with [equity-seeking groups](https://www.toronto.ca/city-government/council/2018-council-issue-notes/equity-diversity-and-inclusion-within-the-city-of-toronto/) in the community, and if so, how? |  |
| How will community members find out about your project? |  |
| What is the timeline of your project?  Projects should be completed by summer 2022. |  |
| If you are purchasing items, where will those items remain after the project is complete? |  |
| What is your approximate total budget?  Please complete the project budget template. |  |
| What is the approximate amount you will be requesting from the Fund? |  |
| Can your organization act as a trustee or have you secured a trustee for the funds? |  |

**Monitoring & Evaluating Your Project:**

Please refer to the 'Monitoring & Evaluation Tips' at the bottom of this template. Add lines as required.

|  |  |  |
| --- | --- | --- |
| What do you want to accomplish? | What are the measurable results you anticipate? | What tools or methods will you use to measure your results? |
|  |  |  |
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**Additional Notes:**

Add any detail you’d like to share that hasn’t been covered above.

Find tips and examples of eligible projects below. To explore ideas with an Environment & Energy staff member, contact [Megan.MacLean@toronto.ca](mailto:Megan.MacLean@toronto.ca) or [Jeff.McCormick@toronto.ca](mailto:Jeff.McCormick@toronto.ca).

Project Examples:

|  |  |
| --- | --- |
| **Direct Emission Reduction** | **Indirect Emission Reduction**  **(Education Initiatives)** |
| * Bike education, repair or cycling clinics * Sewing programs to sew cloth masks from recycled/reused materials * Reusable bag campaign for food hampers/food program * Repair-a-thon or swap events * Feasibility study for neighbourhood renewable energy sources * Neighbourhood walking, cycling or carpooling challenge * Establishing sharing libraries (seeds, tech, tools, appliances) | * Virtual meeting education workshops for grassroots leaders * Interactive workshops, concept demonstrations or neighbourhood education events * Interpretive art that engages and informs the public about climate action * Toolkits, guides, interpretive signage, walking tours * Citizen science projects and community research * Home energy efficiency workshops or training |

Monitoring & Evaluation Tips

|  |  |  |
| --- | --- | --- |
| **What do you want to accomplish?**  *Describe the changes you hope will occur.* | **What are the measurable results you anticipate?**  *Identify targets or indicators that will demonstrate that you are meeting your goal.* | **What tools or methods will you use to measure your results?**  *Identify tools that will help gather the qualitative and quantitative data that will tell you if you've met your goal.* |
| **Use Results or Change Words**  Examples:   * Improve * Reduce * Enhance * Expand * Decrease * Prevent * Maintain | **Use Indicator or Description Words**  Examples:   * Quantitative   + Numbers   + Percentages * Qualitative   + Perceptions   + Feelings   + Attitudes | **Detail the tools you will use as well as when you will use them**  Examples:   * Surveys * Focus Groups * Workshop/Event Sign In Sheets |
| **Examples**   * Increase in the number of youth who participate in environmental activities in their communities * Increase community capacity | **Examples**   * 35 youth attend information session * 75% of youth report engaging in environmental activities in their communities * 20 organizations trained * 5 community organizations work together in new ways | **Examples**   * Workshop Sign-In Sheets indicate how many youth attended the information session * Youth fill out surveys at the beginning and end of the project to detail their feelings or previous knowledge/experience relating to environmental activities |