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| 1. TDSB School Informationgreytab |
| School Name      | LOI Number - Office Use Only |
| Street Number      | Street Name      |
| City/Town      | Postal Code      | Telephone Number      |
| School Email      | Website (if applicable)      |
| Check the boxes that apply. |
| [ ]  | Elementary (grades JK-6) |
| [ ]  | Intermediate (grades 6-8) |
| [ ]  | Secondary (grades 9-12) |
| [ ]  | Virtual learning |
| [ ]  | Other, please specify:       |

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| School Principalgreytab |
| First Name      | Last Name      |
| [ ]  | Check this box if First Name and Last Name do not apply to you because you have a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your name below. |
| Single Name      |
| Business Telephone Number      | TDSB Business Email      |

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| 2. Project Lead: TDSB Supervisorgreytab |
| First Name      | Last Name      |
| [ ]  | Check this box if First Name and Last Name do not apply to you because you have a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your name below. |
| Single Name      |
| Check the box that applies to you. |
| [ ]  | Teacher |
| [ ]  | Other position or title, please specify:      |
| Business Telephone Number       | TDSB Business Email       |

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| Project Group: greytabStudent 1 |
| First Name      | Last Name      |
| [ ]  | Check this box if First Name and Last Name do not apply to you because you have a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your name below. |
| Single Name      |

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| Student greytab2 |
| First Name      | Last Name      |
| [ ]  | Check this box if First Name and Last Name do not apply to you because you have a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your name below. |
| Single Name      |

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| Student 3 (optional)greytab |
| First Name      | Last Name      |
| [ ]  | Check this box if First Name and Last Name do not apply to you because you have a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your name below. |
| Single Name      |

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| Project Groupgreytab Information |
| What is the name of your project group:      |
| Check the box that best describes your group: |
| [ ]  | School Club or Team |
| [ ]  | Class Project |
| [ ]  | Student Council  |
| [ ]  | Other, please specify:      |
| How many people are in your project group in total (including the student project team and project supervisor)?       |

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| 3. Project Summary and Needgreytab |
| Project Name:      |
| Project Start Date (yyyy-mm-dd):      | Project End Date (yyyy-mm-dd):      |
| 1. Tell us about your climate action project idea and how the project satisfies the grant program objectives? (max. 250 words). For more information, see [project summary help](#_Part_3:_Project).

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| 1. Why is your project needed and how will it benefit other students, families and the local community? (max. 150 words). For more information, see [project need help](#_Part_3:_Project).

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| 4. Project Plangreytab |
| 1. What steps will you take to complete the project?
* List and describe your project tasks/activities your group will undertake from the start to finish.
* Please keep your activity descriptions short/concise.
* For an example of a project plan and timeline, see [project plan help](#_Part_4:_Project).
 |
| **Task/Activity** | **Activity Description** | **When (Dates)** | **Who's Responsible** |
| 1.       |       |       |       |
| 2.       |       |       |       |
| 3.       |       |       |       |
| 4.       |       |       |       |
| 5.       |       |       |       |
| 6.       |       |       |       |
| 7.       |       |       |       |
| 8.       |       |       |       |
| 9.       |       |       |       |
| 10.       |       |       |       |

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| 5. Project Budget greytab |
| Grant Request (maximum of $1,000):$       | Total Project Budget (sum of grant and other funding sources):$       |
| 1. How will you spend the grant funds?
* Identify and describe all the items/services that will be purchased with the grant funding.
* You can use grant funds to purchase items such as material, supplies, equipment and much more.
* Please research your budget items to accurately estimate costs.
* Some budget items such as food and honoraria can not exceed 25% of your total grant request. For eligible costs, funding limits and an example of a project budget, see [project budget help](#_Part_5:_Project).
 |
| **Budget Item** | **Description of the Item** | **Grant Funding Amount ($)**  |
|       |       |       |
|       |       |       |
|       |       |       |
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|       |       |       |
| **TOTAL GRANT REQUEST ($)** |       |

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| 6. Project Impactgreytab |
| 1. Who are the groups of people (target audiences) who will benefit from your project?

[ ]  Students at your school, [ ]  Students’ parents, other family members and caregivers[ ]  Other youth (outside of school) [ ]  Local businesses[ ]  Community members (not parents/caregivers)[ ]  Other schools[ ]  Community agencies and clubs (e.g. nonprofit organizations) [ ]  Other, please specify       |
| 1. Provide an estimate(s) of how many people (e.g., ## students, ## parents/caregivers, ## community members, etc.) will be directly involved, participate and benefit from your project?

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| 1. What is your plan to create awareness or promote your project? Tell us about the communication tools (e.g., emails, social media, newsletters, etc.) that you will use? (max 150 words)

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| 1. How will you track and measure the success of your project? (max. 150 words)? For more information, see [project impact help](#_Part_6:_Project).

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| Optional: Supporting greytabMaterials |
| Send us any files or documents that would benefit your application, such as:1. letters of support (e.g., school principal, teacher, project partners, etc.)
2. permission letters (e.g., property owner giving permission to perform the project)
3. photos, drawings or maps of the project location
4. any other relevant documentation

 How to submit documents:* Send by email to: climateactiongrants@toronto.ca
* Include your *Group Name & Project Name* in the subject line.
* Please use your business or TDSB student email address for any communication with us.
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| Submitting the Application Formgreytab |
| * Deadline to submit an application: **Monday, November 20, 2023 at 11:59 p.m.** There are no exceptions.
* If you are submitting this form by email, please save it as a Word document (.doc, .docx or .rtf file formats only) and email it to: climateactiongrants@toronto.ca.
* Please use your business or TDSB student email address for any communication with us.
* Please do not email a scanned or PDF version of this application form.
* Applicants will receive an email confirming the receipt of submission.
* Next steps: staff will review the applications and identify the proposals that will be approved for funding. Approved applicants will be notified via email.
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| greytabContact Us |
| For questions about this application or general comments about the Youth Climate Action Grants, please contact climateactiongrants@toronto.ca. Please use your business or TDSB student email address for any communication with us.City of Toronto, Environment and Climate DivisionMetro Hall (C/O Union Station East Wing)55 John StreetToronto, Ontario, M5V 3C6Telephone: 416-392-1135 |

# Help Section

The following information is provided to help you complete the requirements and answer the questions in the grant application form.

## Part 1: School Information

Provide background information about your school and the contact information for your school principal. All contact information will be used strictly for grant application purposes only.

## Part 2: Applicant Information

Provide contact information for the student project leads and the TDSB staff member who will serve as the project supervisor. All contact information will be used strictly for grant application purposes only.

Please also provide the following information: name of your group (e.g., club name, student council, classroom project); type of group; and the number of people in your project group (including the student project lead, secondary contact and project supervisor)

## Part 3: Project Summary and Need

* A name for your project (e.g., Zero Waste Keele P.S.).
* Estimated timelines of the project. It is our expectation that all grant projects will be completed before the end of the current school year; however, we will accept projects with up to a maximum one year timeframe.

### Question a) Tell us about your climate action project (maximum 250 words). To answer this question, please include the following information:

* What is the goal of your project? A project goal is the result you expect to achieve through your project (e.g., become a zero-waste school).
* What do you hope to do? Tell us the specific actions your project will take to achieve your goal (e.g., educate 100 students and staff about zero waste by holding a workshop; or eliminate single-use plastics in the school by implementing a reusable cup and container program). Each activity should be specific, realistic, measurable and achievable within your project timeframe.
* Where will the project take place? List all the locations where your project activities will take place (e.g., at your school, in the community or at other locations).
* How will your project activities and the end results of your project satisfy the grant program objectives? Proposed projects must satisfy one or both of the following objectives:
	1. Educate and engage students, families and community members on climate change and climate actions.
	2. Reduce greenhouse gas (GHG) emissions in Toronto.

### Question b) Why is your project needed (the rationale) and how will it benefit other students, families and the local community? (maximum 150 words)

* Provide a brief explanation of why the City should support your project. Your answer should define the climate action challenge/opportunity you plan to address and why your group and your proposed project will successfully address this challenge/opportunity.

* Please also explain the positive impacts that the project will have on your school and local community.

## Part 4: Project Plan

**Question a) What steps will you take to complete the project?**

Provide a project plan and timeline that lists and describes your key tasks and activities from start to finish and who is responsible for each of the tasks and activities. The timeline can be presented in a weekly or monthly format. For your proposed project, please provide as much detail as you can.

**Example:** The following is an example of a project plan and timeline for holding a zero waste workshop. This example is intended as a guideline only.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task/Activity** | **Activity Description** | **When (Dates)** | **Who's Responsible** |
| *Project Planning* | *Hold brainstorming sessions to define objectives* | *Jan 2-18* | *group member name* |
| *Project Planning* | *Define the audience and location for the workshop* | *Feb 4-6* | *group member name* |
| *Project Planning* | *Assign or hire workshop facilitator* | *Feb 16-20* | *group member name* |
| *Project Planning* | *Prepare a schedule and materials for the workshop* | *March 1-25* | *group member name* |
| *Training* | *Schedule, develop and train students and* *staff volunteers* | *April 6-8* | *group member name* |
| *Hold the* *workshop* | *Event date* | *May 10* | *group member name* |
| *Evaluation*  | *Measure the effectiveness of the workshop* | *May 13-27* | *group member name* |

## Part 5: Project Budget

Tell us how much funding you require and your total project budget. The maximum amount of funding a group can request is $1,000. Your total budget will include your grant funding request, as well as other funding you plan to use (e.g., Parent Council funds, school budget, other fundraising).

**Question a) How will you spend the grant funds?**

* Identify and describe the items/services that will be purchased with the grant funding request.
* You can use grant funds to purchase budget items such as material, supplies, equipment and much more.
* Some budget items such as food and honoraria, can not exceed 25% of your total grant request. See next page for more details.
* Please research your budget items to accurately estimate costs.

**Example:** Budget to hold a zero waste workshop. This example is intended as a guideline only.

|  |  |  |
| --- | --- | --- |
| **Budget Item** | **Description of the Item** | **Grant Request ($)**  |
| *Workshop materials and supplies* | *Paper, pens, reusable bottles, tape, stickers, work books* | *400* |
| *Event communications* | *Posters to promote the event.* | *100* |
| *Equipment for guest speaker* | *Rental of special audio equipment* | *100* |
| *Professional help for event (see below)* | *Translation services* | *100* |
| *Honoraria (see below)* | *Guest speaker* | *150* |
| *Volunteer and Participant Expenses (see below)* | *Food ($50) and childcare for participants ($50), name tags and other registration supplies ($50)* | *150* |
| **Total Grant Request ($)** | *1000* |

**Eligible Costs**

Please review the eligible expenses, funding limits and restrictions listed below. Your project budget must only include expenses that are directly related to your project’s objectives and time frame.

**What we will fund:**

* project supplies (e.g., paper, pens, poster boards, markers, paint)
* raw materials (e.g., wood, soil, screws)
* workshop expenses (e.g., speaker fees, training supplies)
* space rental or permit fees for event/activity space
* project communications (e.g., flyers, posters, printing)
* rentals or small equipment purchases

**In addition, the following project costs can not exceed 25% of your total grant request:**

* skilled labour (e.g., hiring a contractor to build a garden box);
* professional consultant fees (e.g., web design, translation, communications);
* volunteer and participant expenses (e.g., food, transit, personal protective equipment); and
* honouraria for voluntary services (e.g., fees for guest speakers or ceremonial duties).

**Example:** Your grant funding request is $1,000. $1,000 x 25% = $250 is the maximum budget amount you can request from us for skilled labour.

**What we will not fund:**

* educational programming (e.g., workshops, seminars, presentations) provided by organizations that have not been approved by the TDSB. Please review the TDSB’s list of approved partners.
* paid advertising campaigns in newspapers, etc.
* beautification or landscaping repairs (e.g., ornamental gardens, pathways, etc.)
* costs associated with the regular operation of your group, such as computer equipment, software, phones, internet, accounting services, insurance, etc.
* deliverables that will result in a significant increase in school or TDSB operating or capital costs (e.g., air conditioners, HEPA air filters or HVAC-related items)
* use of City grant funds to provide grants to other parties
* disposable items (e.g., single-use plastics, bottled water)
* fees and expenses for memberships, conferences, travel, personal vehicle use and parking
* alcohol or cannabis
* fundraising drives
* thank you gifts
* activities related to religious and/or political purposes
* playgrounds, furnishings, fencing, armour stone, water-bottle refilling stations
* pollinator gardens (e.g. plants, garden materials and supplies). Please see [PollinateTO Grants](https://www.toronto.ca/services-payments/water-environment/environmental-grants-incentives/pollinateto-community-grants/) for eligibility.
* pre-existing school projects and/or events (e.g., annual fun fairs)
* projects already approved for funding from other City of Toronto grant programs
* promotional items that could contribute to waste (e.g., swag, buttons)
* rental/purchase of combustion engine vehicles or any other gas-powered equipment (e.g., generators), and gasoline or any other fuels
* research or scientific studies
* routine maintenance, emergency repairs or major capital improvements (e.g., cricket pitches, artificial turf, solar installations, playground renovations)
* salaries, hourly wages and income-generating activities for staff/group members
* tree or shrub planting, litter cleanup events and outdoor composting projects

## Part 6: Project Impact

**Question d): How will you track and measure the success of your project? (maximum 150 words)**

Please describe the methods or tools that will be used to measure the successful impact of your project for your school and community.

Include both qualitative and quantitative indicators, where applicable.

* Qualitative indicators are typically determined through pre- and post-project surveys and may include: participant feedback, social media interactions, higher awareness, improved knowledge and behaviour changes.
* Quantitative indicators are measurements expressed in numbers, such as the numbers of people you engaged, event attendance, website visits, emails received, social media engagement, waste diverted, etc.

Examples of what you can track and measure:

* ## students directly participated in the project
* ## events / workshops / demonstrations delivered
* recycling habits/behaviours that resulted from the project
* ## emails sent to ## school family members/caregivers
* ## students who learned about the climate emergency
* Student survey - what was the change in knowledge about the climate emergency?
* ## new educational materials will be developed and distributed to ## students
* ## student volunteers engaged / trained and ## number of volunteer hours
* ## pounds of food harvested
* ## greenhouse gas emissions avoided or reduced (City staff can help you calculate this upon approval of your project)
* ## of likes from social media posts
* ## pounds of less waste generated each week/month
* ## of items recycled / repaired / refurbished
* ## new equipment was purchased to benefit student learning
* ## assets built
* ## parent/student surveys collected every ## weeks – how has the project impacted parent/caregiver knowledge?