



2023-2024 Sustainability Grant Application

Eligibility Criteria, FAQs, and Sample Budget/Timeline

Eligibility Criteria

Secondary Schools

- Up to \$1000 available to all secondary schools
- Limit of 1 application per school
- Teams must have more than 1 student
- Projects must have a sustainability focus (sustainability education, active transportation, green spaces, resource conservation and climate change, etc.)
- Applications must have a teacher sponsor and an administrator's signature

Elementary Schools and Annexes

- Up to \$500 available to all elementary schools and annexes
- Limit of 1 application per school
- Projects must have a sustainability focus (sustainability education, active transportation, green spaces, resource conservation and climate change, etc.)
- Applications must be signed by an administrator

Frequently Asked Questions

What is the application deadline? December 22, 2023.

How do I complete the PDF application form and get it signed by my administrator?

1. Click on the link on the Sustainability webpage and open the PDF application form in desktop version on Adobe Acrobat.
2. Save a copy of the application form to your computer.
3. Select the "Fill & Sign" option on the toolbar on the right-hand side of the screen.
4. Complete the form by filling in the specified fields. Save as you go.
5. To get an administrator's signature, email your completed application form to the appropriate person and have them insert their e-signature using the signature function on the tool bar at the top of the screen, save, and send the application back to you.
6. Avoid printing the completed application form to be signed, some text could be lost when printed.
7. Email your completed application to sustainability@vsb.bc.ca



What if I'm still having trouble with the PDF application form? Contact sustainability@vsb.bc.ca



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Our school has two project ideas from two different teachers/clubs. What should we do? Schools can split the grant funds between two projects, complete two application forms with the project details for each project and submit in one email to sustainability@vsb.bc.ca

Are there any other resources that will be helpful when I'm planning my sustainability project? Yes! 1) If you need ideas to get started, see [the list of project ideas](#) on the Sustainability website. 2) Check out the [First Peoples Principle of Learning](#) for consideration while planning your project.

How will I receive the grant funds? Once your application has been approved, you will be asked to provide your school's Flex Account number. The funds will be transferred to the school Flex Account electronically and can then be managed with the help of your school accountant.

How do I fill out the budget and timeline tables?

Example project: Building pollinator habitat in existing elementary school garden boxes.

Example budget:

Note that the project's expenses and revenues match. Please provide as much detail as possible about how you intend to spend the grant funds. When in doubt, round the dollar value of items up to include sales tax.

Project Budget		
Expenses	Item Description	Cost
	Mason bee workshop for teachers	\$65.00
	Mason bee cocoons (x20)	\$46.00
	Mason Bee Houses and Supplies	\$200.00
	Pollinator friendly plants (starters + seeds)	\$100.00
	Soil	\$100.00
	Hand tools (replacement of tools missing/broken last year)	\$75.00
	Total Project Cost	\$586.00
Revenue		
Revenue	Source	Amount
	Sustainability Grant	\$500.00
	Donation from local business	\$86.00
	Total Project Revenue	\$586.00



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Example project timeline:

Project Timeline	
Month	Activities/Steps
January	<ul style="list-style-type: none"> • Purchase Mason bee cocoons for delivery in April/May • Sign up for Mason Bee Workshop
February	<ul style="list-style-type: none"> • Attend online Mason Bee Workshop • Purchase Mason Bee Houses + Misc. Supplies
March	<ul style="list-style-type: none"> • After spring break – purchase soil, wildflower seeds, garden tools • Start seeds indoors • Prepare garden boxes for planting
April	<ul style="list-style-type: none"> • Install mason bee houses in the garden • Ongoing classroom lessons on gardening and mason bees • Purchase pollinator starter plants and transplant with seed started plants into the garden boxes (as weather permits)
May	<ul style="list-style-type: none"> • Release mason bees (as weather permits) • Inquiry project based on observation of mason bees in the garden • Compile photos, project artwork, and complete reporting form
June	<p>June 3: Project Complete + Report Submitted</p>