

City of
PICKERING

**Environmental Schools Grant
2025 Application Guidelines**

Background:

Purpose of the Grant

The Environmental Schools Grant offers financial support to school boards to help enable schools in Pickering to implement activities that contribute to a healthy environment. Funded activities, programs or initiatives must provide an environmental benefit to the Pickering community and its residents.

Who is Eligible & Available Funds

- Durham District School Board up to \$15,000.00 per calendar year
- Durham Catholic District School Board up to \$15,000.00 per calendar year
- Viamonde School Board up to \$1,500.00 per calendar year

Funding will be distributed by the school boards. Funds can be combined with other grants to support the project(s).

How to Submit a Grant Application

Applicants must provide project details by completing the Grant Application form available at this link.

<https://forms.pickering.ca/Forms/CDD2301-PESGA>

Please ensure you have all of the details below prior to submitting your application. A Grant Application must include the following details:

1. key contact person
2. school name
3. description of project idea and how it addresses an environmental matter
4. description of anticipated environmental benefits and measurable results
5. who is undertaking the project and who will be engaged
6. long-term maintenance plan (if applicable)
7. in-kind or funding partners (if applicable)
8. timeframe to complete the project
9. grant amount requested and what the funds will be used for
10. how the City of Pickering contribution will be recognized

What Will the City Not Fund?

- activities, programs or initiatives that take place outside of Pickering's municipal boundary or provided by other levels of government
- existing or historical programs/initiatives/events
- reimbursement (for initiatives that have already been completed)
- administrative school expenses such as salaries, rent, utilities, insurance, etc.
- travel, accommodation or attendance fees for a conference/seminar/workshop
- donations made by the school to another organization

Roles and Responsibilities:

A. Administration of Funds

School boards will request their respective Pickering elementary and secondary schools to, if interested, submit project proposals.

B. Project Assessment

School boards will

- review each project proposal to ensure it aligns with the Grant Application Guidelines
- prepare a submission to the City of Pickering that outlines the projects they recommend to be funded and at what dollar amount
- ensure the submission(s) do not exceed the allowable grant amount. The school boards may recommend one or several projects to be funded.

Project must meet the following criteria:

- be undertaken by a school located in Pickering
- positively impact the Pickering community and residents
- directly support the City's goal to continuously improve environmental sustainability
- have clear, measurable benefits and results, and preferably be long-lasting
- project details were provided (see list on previous page)
- funds must be used and results reported on by November 28, 2025

Consideration will be given to the distribution of funds across all of Pickering and whether a school has received the Sustainable Schools Grant in the previous year. The City reserves the right to reject a project.

C. Project Completion Deadline and Reporting

Projects must be completed by November 28, 2025. At that time, each school is responsible for submitting a Reporting Form about each project using this form:

<https://forms.pickering.ca/Forms/CDD2302-PESGR>

Please have the following information available when submitting your report:

- how the funds were used and copy of receipts
- who was engaged/involved
- what was the environmental benefit
- qualitative/quantitative metrics (if applicable)
- photographs (ensuring the student(s) had permission to be photographed since the school board reports will be included in a Report to Council)
- how the City was recognized

Upon receipt and review of the final report, the City will issue the grant payment to the school board so that the school board can reimburse the respective school(s).

D. What are examples of fundable projects?

There are lots of fun, exciting ways to help make our lives, our city and our schools more sustainable. Pickering schools have led many remarkable environmental projects. Drawing from what others have done, below are examples of project ideas:

Reducing Waste

Eliminating single use plastics

Education campaigns on proper waste diversion practices and waste audits

Encouraging Active Transportation

Bike rack installation

Incentives for a bike/walk event at school

Promoting Anti-Idling in Kiss 'n Ride Areas

Distributing fake tickets for idling or rewards for those who turn off their engines

Education and awareness campaigns

Helping Birds, Butterflies, and other Species

Providing pollinator habitat

Raising and releasing butterflies, fish and/or water invertebrates

Reducing Energy Consumption

Equipping classrooms with energy monitors and auditing their use

Holding awareness, or 'power down' events throughout the school year

Greening School Grounds

Native and drought-resistant plant gardens

Tree planting

Growing Green Thumbs for Local Food

Indoor food growing towers

Outdoor veggie boxes or vegetable garden beds

Questions about the Environmental Schools Grant can be directed to
Melanie Edmond, Coordinator, Sustainability at 905.420.4660 ext.4662 or
medmond@pickering.ca.

Alternate formats of the Environmental Schools Grant Application Guidelines are
available upon request at 905.683.7575.