“I would just like to offer our sincere appreciation for supporting this project. Evergreen and Toyota Canada are truly making a difference towards making schoolyards across Canada greener and more welcoming to children and the communities they support.” - Joseph Gibbons Public School (Georgetown, ON) 2015/2016 Grant Recipient

National Supporters of Learning Grounds

National Title Partner

TOYOTA

Major Partners

BMO Bank of Montreal

LYLE G. HALLMAN FOUNDATION

PORTS TORONTO

RBC Foundation
BEFORE YOU GET STARTED

Are you ready to apply for funding? There are 9 steps to completing a successful school greening project.

1 PLANT THE SEED
Research and brainstorm school ground greening ideas. Gain support by forming a Greening Committee with at least one parent and one school stakeholder as Co-Chairs. The Principal or Vice-Principal, students, maintenance staff, parents, and community volunteers should make up the rest of the team. Resources are available on our website to help you get started.

2 GET INPUT
Survey your Greening Committee and school community to identify the needs of your school ground. If your school is in one of the following regions or boards, you must arrange a site visit with your regional Greening Consultant: Winnipeg, Upper Grand District School Board, Waterloo District School Board, Toronto, York Region & Catholic District School Boards, Halton District School Board, Durham District School Board, Ottawa or Nova Scotia. The site visit is mandatory prior to submitting your application. If your school is not in a consultant region, you are still eligible to apply and do not need to arrange a site visit.

3 IDENTIFY YOUR GOALS
To help guide your project, identify three to five goals to accomplish during the school year. Dividing your project into smaller phases makes it more manageable!

4 SIZE UP YOUR SITE AND PREPARE A DESIGN PLAN
Survey your site, create a design plan and get approvals from your school Board. Find out which native shrubs and/or native trees are best-suited for your site conditions.

5 PLAN FOR SITE MANAGEMENT
Prepare a Site Management Plan to ensure that plants are watered, mulched, and maintained throughout the entire calendar year.

6 FUNDRAISE
Prepare funding proposals, apply for grants, garner support and in-kind donations from local businesses, and plan creative fundraising events.

7 PUT IT INTO ACTION
Engage students and volunteers and organize a community planting day! Begin putting your Site Management Plan into action.

8 SPREAD THE WORD
Celebrate your success with your Committee! Invite funding partners, the greater community, and local media to share your accomplishments.

9 EVALUATE
Complete evaluations and thank your funders, partners, and volunteers. Prepare a Final Report and plan for the next phase.

For more information consult our School Ground Greening Resources: http://www.evergreen.ca/get-involved/resources/school-ground-greening/
PREPARING A STRONG APPLICATION

This Survival Guide is designed to help you think about all the important elements of your project as you complete the Funding Application and move forward with implementation. It includes tips for answering questions, sample answers, and information about what we’re looking for.

Submit your application online by creating a user account and work to complete the online application form. A link to the online application can be found under the “How to Apply” section of our website: http://www.evergreen.ca/get-involved/funding-opportunities/school-ground-grants/. Fill out a portion of your application and save your draft. Share your work in progress with others on your Greening Committee. Once finished, click "submit" to send your completed application to Evergreen.

If you have any questions or concerns about your application or how to arrange a site visit, don’t hesitate to contact grants@evergreen.ca or call our Toronto office at 416-596-1495 x310 or 1-888-426-3138 x310. Our online resources can also help you engage your Greening Committee, inspire staff, and assist with the participatory planning process: http://www.evergreen.ca/get-involved/resources/school-ground-greening/

ADDITIONAL THINGS TO KEEP IN MIND

What does our Review Committee consider when reviewing an application?

- All sections of the application are complete
- Date of submission – the earlier the better!
- National and regional distribution of funds
- Demonstrated involvement of students in all stages of the project
- Demonstrated support from the Principal and school community
- Well-articulated goals and actions that are clearly reflected in the project plan
- A comprehensive Site Management Plan
- Support and endorsement from Facilities personnel, custodians, and/or maintenance staff
- Projects that incorporate shade
- Projects that support local biodiversity
- Creative local partnerships (e.g. in-kind donations, volunteer opportunities, community collaboration, etc.)
- Funding from a variety of sources (e.g. school fundraising, local sponsorships, national grants, awards, etc.)
- Plans for community outreach (e.g. strong social media strategy, website, school newsletter, etc.)
- For those schools in Winnipeg, Upper Grand District School Board, Waterloo District School Board, Toronto, York Region & Catholic District School Boards, Halton District School Board, Durham District School Board, Ottawa or Nova Scotia, a design consultation site visit from your regional School Ground Consultant, participation in workshops, and compliance with Board approvals is required. If your school is not in a school ground consultant region, you are still eligible to apply and do not need to arrange a site visit.
SECTION A – GENERAL INFORMATION

A.2 ELIGIBILITY

Please remember that in order for your Canadian school/daycare to be eligible...

Schools applying for funding must:
- Have school grounds that are on school board/district property, including First Nation-operated schools on reserve
- Have school grounds that are available to the greater community outside of school hours
- Be a publicly-funded institution (e.g. non tuition-based)

Daycares applying for funding must:
- Be located within a public school
- Have grounds that are available to the greater community outside of operating hours

Project Site Availability
To be eligible for TELG funding, your project area must be available to the public outside of operating hours so that:
- members of the public can assist with the maintenance of your project area (i.e. watering trees, tending vegetable gardens)
- members of the larger community can enjoy the benefits of the improvements that you wish to make to your space

Project Approvals
To be eligible for TELG funding, your project plans must be approved by your principal and your school board/district to ensure that:
- project plans align with long-term construction plans at your school
- project plans align with school board/district best-practice guidelines

NOTE that we recommend collaborating with your school principal to obtain approval from your school board/district. Opening up the lines of communication between your school and your board/district will help to ensure that your project meets with board/district standards.

Project Accessibility
Please note that schools must comply with their regional and/or provincial accessibility standards for persons with disabilities. For example, schools in Ontario must follow the Accessibility for Ontarians with Disabilities Act. We recommend working with your school principal or facilities department to learn how to ensure that your project design complies with your local standards for accessibility.

Please don’t hesitate to contact Evergreen if you have any questions about your project eligibility.
SECTION B – PROJECT DETAILS, TIMELINE & GOALS

B.1 PROJECT DETAILS
Please provide a concise description of your project (max. 250 words) with reference to:
- What is your overall project vision?
- What specific elements are you planting and/or installing?
- Who are you working with in the planning and execution of your project?
- How will this project impact your school and the wider community?

SAMPLE ANSWER
Our vision is to create an environment that promotes active and passive learning through interaction with the outdoors, while also adding more shade to our schoolyard. Our project will provide shade in an otherwise shade-less playground and provide teachers with a space to bring classes outside. Since our project started in fall 2015, we have planted 2 trees and installed 3 picnic tables. For this phase of the project, we will plant 8 additional trees (varying species) and install 10 large seating stones so that teachers can take their students outside during class time. Through fundraising initiatives and grant-writing, our Parent Advisory Council has already secured the funds for 4 trees and 5 seating stones. Therefore, we are only asking for funding for the remaining 4 trees and 5 stones. We hope that the greater community will help us plant the trees on our Earth Day event, enjoy the space throughout the year while they pick-up and drop-off their children, and be inspired to plant more trees. To ensure the success of our project, our Board and Facilities team has agreed to help us install appropriate tree protection measures. Based on the success of this summer’s trial schedule, we will continue to implement a Site Management Plan that includes a watering schedule for neighbourhood families so that our project is cared for over the summer months.

BEST PRACTICES TIP:
We recommend forming a Greening Committee with at least one parent and one school stakeholder as co-chairs. The Principal or Vice-Principal, students, facilities, parents, members of local greening organizations and community volunteers should make up the rest of the team.

B.2 TIMELINE
Indicate when you plan to plant according to best practices on planting for your region. Indicate when you plan to install other items such as seating.

B.3 GOALS AND ACTIONS
Please complete the section below with reference to:
- **Goals:** WHAT you hope to achieve with your project?
- **Actions:** HOW you will achieve your project goals? What actions need to be done?
- **Involvement:** WHO will be involved? What specific roles will they play? (e.g. students, teachers, staff, community members, etc.)
- **Teaching Linkages:** WHY you want to do your project in the first place! How will the school use your project for educational purposes?
WHAT IS OUR REVIEW COMMITTEE LOOKING FOR?

- Realistic and attainable goals (short-term, medium-term, and long-term)
- Measurable and manageable actions that correspond to your project timeline
- Evidence that your project actively involves students in all stages
- Examples of creative learning opportunities and relevant, hands-on curriculum connections

SAMPLE ANSWERS

**WHAT are the primary GOALS of your project? **

1. Educate all students about the benefits of native trees.
2. Create a shaded seating area so teachers can take their classrooms outdoors.
3. Educate students about tree care and protection.

* e.g. to provide a place for outdoor learning, to provide shade for playground, to enhance biodiversity.

Limit: 150 words

**HOW will you achieve your primary goals? What ACTIONS need to be done? **

1. Have each classroom create a sign profiling one of the tree species in the schoolyard and its role in our local ecosystem.
2. Plant 8 native trees (2 x Sugar Maple, 2 x Honey Locust, 3 x Tulip, 1 x American Basswood) and install 5 seating stones.
3. Incorporate Mulch is Magic handout and The Bucket Method handout into Site Maintenance Plan.

* e.g. plant native trees and shrubs, construct and plant vegetable garden.

Limit: 150 words

**WHO will be involved and what will be their roles? **

1. Grade 1 – Grade 8 students and their teachers will participate in research, planning, design and implementation, the caretaker will help with installation.
2. Eco Club will plan and organize a community-wide Earth Day tree-planting celebration.
3. An Eco Club representative from each Grade will educate their peers about proper tree care.

* e.g. students and teachers will research and select tree species; school caretaker will dig holes for trees; grade 4 class will plant the trees.

Limit: 150 words

**WHY is your project important? What are the teaching objectives? What are the benefits? **

1. Each classroom will learn about a native tree species with a curriculum connection to the Arts, Social Sciences, and Science and Technology.
2. Grade 1- Grade 8 classes will have an opportunity to use the outdoor classroom 1-2 times per week.
3. Each classroom will learn about the benefits of native trees and tree maintenance with a curriculum connection to Science and Technology.

* e.g. students will learn about native trees and will learn math and measurement when planning the locations of the trees.

Limit: 150 words
SECTION C – PROJECT DESIGN

C.1 MASTER PLAN
Please attach a Master Plan of your current school grounds to your online application. For some schools, this may include previous and/or future project phases. Regardless of where you are in your overall project vision, we require an *aerial view* of the school grounds in relation to the surrounding area and labeled with the following details to better understand the context of your project:

- Building location(s), including number of floors
- The direction of North
- The location of all exterior water taps
- Parking areas
- Existing trees and/or gardens on site
- Location of all overhead and underground utility lines, electrical lines, water lines, gas line, etc.
- Surrounding roads
- Pedestrian and vehicle access routes (Fire lane, dumpster pickup, etc.)
- Location of the CURRENT phase of your project*
- Location of previous and/or future project phases, if applicable

*Please be sure to circle or highlight the location of your current project for which you are requesting funding through the 2016-2017 Toyota Evergreen Learning Grounds program.

C.2 PROJECT PLAN
Please attach a Project Plan to your online application. The Project Plan should show the details of what you will be doing this year. In other words, your Project Plan is a close-up map of what you are requesting funding for. In order to understand your project, we need to know what is going where. Since the scale of your drawing may not be the same when viewed online, be sure to include labels for all distances. Please be precise, taking into consideration the elements and features included in your Master Plan. Where applicable, your project plan should include:

- Proposed location of native trees and/or native shrubs
- *Shade shadows* (please see example on pg. 10)
- Location and dimensions of compost bins
- Fencing
- Signage
- Location and dimensions of raised beds or planters
- Location and dimensions of benches
- Location and dimensions of rock seating, logs, and/or other natural seating features
- Clear labels indicating the spacing (measured in feet or meters) between new features and/or natural features (e.g. distance between trees, distance between seating stones, distance between trees and seating stones, etc.) We recommend referring to our Best Practices tips regarding spacing on pg. 11 below.

C.3 DESIGN PLANS FOR BUILT FEATURES
The Toyota Evergreen Learning Grounds program does not provide funding for pre-built items such as benches or picnic tables, but we do fund the raw materials to build them yourself. If you are requesting funding for structures such as seating, raised garden beds, and/or shade structures, please include a separate document with a description, a sketch of what you want to build, the dimensions, your choice of materials, and the quantities of materials.
Denman Island Community School, Denman Island, BC

Note: All utilities are located well away from the project area.
HOW TO REPRESENT SHADE ON YOUR PROJECT PLAN

In order to prepare the best possible plan and maximize shade, it is important to know where shade will fall in relation to other elements such as other trees and seating features.

HOW TO DRAW A TREE SHADE SHADOW

1. Draw a circle on your project plan to represent the tree
2. Draw a line from the center of the tree toward North (the opposite direction of the sun)
3. Place two more lines at a 45° angle from the center line
4. Connect the two angled lines by drawing a quarter circle
5. To emphasize where the shade will fall from the tree at 12:00 pm (noon) shade in the area between the 45° angles

ADAPTED FROM ENERGY CONSERVING SITE DESIGN EDITED BY GREGORY MCPHERSON (1984), P. 126
**EXAMPLE OF SHADE ON A SCHOOL GROUND**

**HOW TO DESIGN FOR MAXIMUM SHADE AROUND SEATING**

Here are some examples on how to cluster seating around trees to maximize shade:

**BEST PRACTICES TIP:**

Refer to our [Shade-Guide](#) online resource for tips on planting and designing for shade. For more inspiration, check out our Design Ideas for the Outdoor Classroom here: [Design-Ideas](#)

**SAMPLE ANSWER – C.3 DESIGN PLANS FOR BUILT FEATURES**

**OAK LOG BENCH**

*Note: Bark should be removed*
**SHADED SEATING STRUCTURE**

Best Practices Tip:

Please note that Evergreen requires the following distances between objects:

- Spacing between trees: 5–7 m
- Spacing between trees and seating structures: 2 m
- Spacing between trees and school building: 7 m
- Spacing between seating stones: Less than 50 mm or more than 2 m
- Spacing between seating stones and fences: 2 m

Evergreen also recommends that all sharp corners, edges and/or exposed sides of stones are eliminated (rounded). Please double-check with your school District/Board, and/or daycare for local safety guidelines and recommendations.

**FLAT BENCH**

Photo courtesy of Dennis Wendland
SECTION D – SITE MANAGEMENT

The School Tree Advocate is responsible for enacting the Site Management Plan and keeping the Greening Committee and key actors accountable. A Site Management Plan is necessary to protect your investment of resources, time, and money. Our Review Committee is looking for evidence of a thorough, long-term Site Management Plan that considers all seasons. As mentioned above, we recommend forming a diverse Greening Committee and recruiting volunteers to increase the likelihood that your project is well cared for, especially during the summer months.

D.2 SITE MANAGEMENT PLAN

Create a site management plan and upload it to your online application. You may choose to use our site management plan template, available on our webpage. Complete your site management plan with reference to:

- **When**: When will the tasks be completed? (e.g. after planting, over summer vacation, ongoing, etc.)
- **What**: What are the tasks that need to be completed? (e.g. watering, weeding, mulching, etc.)
- **Who**: Who will be responsible for completing the tasks throughout each phase of your project? (e.g. Grade 5 class, Garden Committee, Environmental Club, custodian, parent, etc.)
- **How**: How will the tasks be accomplished?

Chapter 6 of our Guide for Schools (pgs. 34-36) contains helpful hints on planning for the maintenance needs of your project. You may wish to consult our Seasonal Strategies for Maintenance handout for tips on what to include when planning the maintenance of your project site.

SAMPLE ANSWER – D.2 SITE MANAGEMENT PLAN

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
<th>WHO</th>
<th>HOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Spring</td>
<td>Planting trees</td>
<td>Environmental Club, students, Staff, parents, greater community</td>
</tr>
<tr>
<td>2.</td>
<td>Spring</td>
<td>Installing tree protection</td>
<td>Facilities</td>
</tr>
<tr>
<td>3.</td>
<td>Ongoing</td>
<td>Watering trees</td>
<td>The School Tree Advocate will monitor the schedule and remind Grade 1–8 classrooms of their responsibilities, over the summer the Tree Advocate will coordinate an alternate schedule</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>4.</td>
<td>Spring, as needed, and in the fall in anticipation of winter</td>
<td>Mulching to retain moisture and suppress weeds</td>
<td>Facilities, Environmental Club, students</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Environmental Club will inform Facilities that mulch is required, students will spread mulch once retrieved</td>
</tr>
<tr>
<td>5.</td>
<td>As needed</td>
<td>Maintenance</td>
<td>Facilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>In the event of vandalism, Principal and Facilities Manager will be notified</td>
</tr>
</tbody>
</table>

**SITE MANAGEMENT TIPS**

- Use Evergreen's [Native Plant Database](http://www.evergreen.ca/downloads/pdfs/Planting-Trees-4-Keeping-Healthy.pdf) to select your tree and shrub species carefully so that they are well-adapted to the site conditions
- Newly-planted trees need consistent watering, especially in the summer, for approximately 2-3 years
- Water trees planted in soft surface areas (i.e. turf) 2 times per week
- Water trees planted in hard surface areas (i.e. asphalt) 3 times per week
- Generally-speaking, local rainfall isn’t enough to soak an entire root ball. Consider rainfall as a supplement to your watering schedule
- Ensure that there is 5–7 m of distance between trees so that they have enough space to grow
- To increase survival rates, plant in the spring or fall
- Avoid planting in an area where plowed snow is collected or where there is salt run-off (e.g. parking lot, along the street, etc.) or on the tops, side, or at the base of hills in active play areas
- Consider raised beds or large planters where environmental conditions are not ideal
- Spread mulch 1 m out from the trunk of newly-planted trees and maintain a depth of 15 cm on a seasonal basis to retain moisture and prevent root compaction ([evergreen.ca/mulch](http://www.evergreen.ca/mulch))
- Protect tree trunks with mulch, wire mesh caging, and/or protective fencing
- Pruning should be done as necessary to maintain plant health and to ensure safety, minor trimming can be done by the Greening Committee, but enlist a professional for established trees
- If you remove weeds before plants go to seed you can lay the weeds on pathways to return their nutrients to the soil; otherwise dispose of weeds in garbage bags so the seeds do not spread
- Work cooperatively with Facilities Staff to avoid lawnmower and trimmer damage
- Plan creative fundraising events, volunteer appreciation celebrations, funder recognition ceremonies, and/or community work days to raise the profile of your project in your community

**RESPECT YOUR ELDERS:**

When selecting items for your project, remember that Evergreen only funds native trees and native shrubs. Plants evolve over time in response to local climate and soil and interactions with other species inhabiting the community. They come to possess certain traits that make them uniquely adapted to local conditions. They have adapted to local soil and climate conditions and have evolved with the local bird, mammal, butterfly and insect populations. Native plants are beneficial because they can thrive in poor soils, they do not require chemical fertilizers, they provide food and habitat for local flora and fauna, and because growing native plants improves biodiversity and creates a local seed source.
SECTION E – PROJECT BUDGET

Please note that the maximum amount of funding that a school/daycare can apply for each school year is $3,500. If demand is high, it is possible that you may only receive partial funding. We only require a budget for the items you are requesting funding for through the 2016-2017 Toyota Evergreen Learning Grounds program.

Remember to check Evergreen’s Native Plant Database to confirm whether or not your native tree and shrub selections grow in your province’s ecozone, are well-suited to the environmental conditions (e.g. sun, shade, drought tolerant, etc.), and/or pose any toxicity risks.

WHAT’S ELIGIBLE FOR FUNDING?

Native Trees and Native Shrubs
✔ Native trees and native shrubs from Evergreen’s Recommended Plant Lists that are also double-checked for toxicity risks with Evergreen’s Native Plant Database. (to a max. of $350 per tree)

BEST PRACTICES TIP:

When planning the purchase of native and/or heritage varieties of plant materials, call nurseries or greenhouses to obtain quotes on your desired materials. Inquire if delivery is included in the cost. Check with suppliers to see if they have the native or heritage species/varieties that you are looking for, and confirm that the stock will be available at the time that you wish to plant.

Services, Tools, and Tree Protection
✔ Tree cages or tree protection (Note: All tree-planting projects must factor in the cost of tree protection into the budget. If your school has made other arrangements for tree protection and does not require Toyota Evergreen Learning Grounds funding for tree protection, please attach a brief explanation outlining your plans). To see Evergreen’s recommended method of tree protection, check out page 117 of our Landscape and Childhood Development resource.
✔ Garden tools (e.g. gloves, hoses, shovels, trowels, rakes, etc.)
✔ Organic soil amendments (e.g. compost, worm castings, etc.)
✔ Natural mulch (e.g. untreated wood, straw, coconut fibre, etc.)
✔ Miscellaneous garden items (e.g. stakes, wheelbarrows, row cover, etc.)
✔ Soil toxicity analysis for schools whose site may have soil containing heavy metals to a max. of $120
✔ Outdoor education reference materials or curriculum resources to support learning in the outdoor classroom to a max. of $200
✔ Professional services (e.g. design professional, educator to facilitate workshops, etc.) to a max. of $500
Materials for Built Features and Seating

- Non pressure-treated wood (e.g. cedar)
- Natural seating features in compliance with school board recommendations (e.g. seating stones, logs, etc.)

WHAT'S NOT ELIGIBLE FOR FUNDING?

- Heritage seeds that are treated with fungicide (untreated seeds are always labelled)
- Pre-built compost bins or pre-built seating (e.g. bench, picnic table, etc.)
- Beautification projects
- Some native trees/shrubs and/or heritage vegetable plants that pose toxicity risks (e.g. all Prunus species, Sambucus nigra, etc.)
- Nut trees (e.g. oak, walnut, hazelnut, etc.)
- Vines
- Native wildflowers and herbaceous plants
- Projects located at the front of schools unless evidence supports that the area is used regularly by students
- Water features (e.g. ponds, pond liners, rain barrels, etc.)
- Birdhouses and/or bird feeders
- Rental or purchase of machinery
- Labour or wages related to project installation
- Pressure-treated or ACQ wood
- Peat moss
- Topsoil
- Gravel, crushed stone dust, sand, etc.
- Sod and/or grass seed
- Fertilizers, pesticides, herbicides, fungicides
- Garden border and edging materials
- Paint
- Excavation costs (e.g. removal of asphalt, etc.)

Please note: As mentioned above, while some species may be native, we don’t recommend them for school grounds due to toxicity risks. Please consult our Native Plant Database for Recommended Plant Lists and information on toxicity and consider the Grade level of students when selecting plants. Examples of native shrubs with poisonous fruit include: all Prunus species (e.g. Pin cherry, chokecherry, etc.), Sambucus nigra (Elderberry), and Symphoricarpos albus (Snowberry).

STILL UNSURE ABOUT A BUDGET ITEM?

Contact grants@evergreen.ca to double-check whether or not a specific item is eligible.
**SAMPLE ANSWER – E.1 BUDGET**

Download our Budget Template from our [webpage](#) and work to complete it. Upload your completed budget table to your online application.

Note that we recommend that you obtain quotes from a minimum of two suppliers before finalizing your budget to ensure that the best price is found. Also consider approaching local businesses for in-kind donations to minimize costs.

---

**SECTION 1 – PLANT MATERIALS (Heritage vegetables, edible shrubs, native shrubs and native trees up to a max. of $350 per tree)**

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Latin Name (Genus and Species)</th>
<th>Size of Pot/Size of Tree</th>
<th>Name of Nursery or Seed Provider</th>
<th>Quantity</th>
<th>Cost per Item</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sugar maple</td>
<td><em>Acer saccharum</em></td>
<td>70 mm</td>
<td>Sheridan</td>
<td>1</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Honey locust</td>
<td><em>Gleditsia triacanthos inermis</em></td>
<td>70 mm</td>
<td>Sheridan</td>
<td>1</td>
<td>350.00</td>
<td>350.00</td>
</tr>
<tr>
<td>Tulip tree</td>
<td><em>Liriodendron tulipifera</em></td>
<td>70 mm</td>
<td>Sheridan</td>
<td>1</td>
<td>300.00</td>
<td>300.00</td>
</tr>
<tr>
<td>American basswood</td>
<td><em>Tilia americana</em></td>
<td>70 mm</td>
<td>Sheridan</td>
<td>1</td>
<td>300.00</td>
<td>300.00</td>
</tr>
</tbody>
</table>

**DELIVERY COST** 250.00

**SUBTOTAL** 1,450.00

**TAX** 188.50

**SECTION 1 TOTAL** 1,638.50

**SECTION 2 – SERVICES, TOOLS, AND TREE PROTECTION**

<table>
<thead>
<tr>
<th>Item</th>
<th>Source</th>
<th>Quantity</th>
<th>Cost per Item</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>Mulch (cubic yards)</td>
<td>Van Beek's</td>
<td>5</td>
<td>25.00</td>
<td>125.00</td>
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<tr>
<td>Buckets</td>
<td>The Home Depot</td>
<td>10</td>
<td>2.99</td>
<td>29.90</td>
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<tr>
<td>Wheelbarrow</td>
<td>The Home Depot</td>
<td>1</td>
<td>179.00</td>
<td>179.00</td>
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<tr>
<td>Gloves</td>
<td>Dollarama</td>
<td>6</td>
<td>1.99</td>
<td>11.94</td>
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<tr>
<td>Tree Cages</td>
<td>Trees ‘R Us Ltd.</td>
<td>8</td>
<td>130.00</td>
<td>1,040.00</td>
</tr>
</tbody>
</table>

**DELIVERY COST** 35.00

**SUBTOTAL** 1,420.84

**TAX** 184.71

**SECTION 2 TOTAL** 1,605.55
SECTION 3 – MATERIALS FOR BUILT FEATURES AND SEATING (*All wood must be non-pressure -treated*)

<table>
<thead>
<tr>
<th>Item</th>
<th>Source</th>
<th>Quantity</th>
<th>Cost per Item</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ x 12” non-pressure treated cedar</td>
<td>Oliver Lumber</td>
<td>4</td>
<td>45.00</td>
<td>180.00</td>
</tr>
</tbody>
</table>

**DELIVERY COST**  
N/A

**SUBTOTAL**  
225.00

**TAX**  
29.25

**SECTION 3 TOTAL**  
254.25

(Amount requested from 2016-2017 Toyota Evergreen Learning Grounds up to a maximum of $3,500)

BEST PRACTICES TIP:
When planning the purchase of native and/or heritage varieties of plant materials, call nurseries or greenhouses to obtain quotes on your desired materials. Inquire if delivery is included in the cost. Check with suppliers to see if they have the native or heritage species/varieties that you are looking for, and confirm that the stock will be available at the time that you wish to plant.

HOW TO SUBMIT AN APPLICATION

Submit your application online using our new online submission system. A link to the online application form can be found under the **“How to Apply” section of our website**. Your application must be submitted by midnight on the day of the deadline in order to be considered for funding. There are four intake periods for the 2016-2017 school year. Please submit your application for the deadline that best matches your project’s timeline.

- September 16, 2016
- November 4, 2016
- February 10, 2017
- April 13, 2017

WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?

Apply early because funds run out quickly. Applicants will receive confirmation upon receipt of their application, and will be notified of their funding status via e-mail approximately six weeks after the deadline.
What are my school’s responsibilities if we receive funding?
If your school receives funding, Evergreen will send you a package containing information about:

- Recognizing funders – We will let you know which funders to recognize and provide suggestions for how this can be done
- Your school will likely be matched with a Toyota Dealership in your community. Your local Toyota Dealership will present your school’s awarded cheque on behalf of the program. You will be provided with the dealership contact information, and you will need to contact the dealership to arrange a cheque presentation.
- Reporting – We will send you a template so you can complete a brief Final Report by fall, 2017
- Note that schools may receive funding once per school year

What happens if my school’s project isn’t funded?
If your school does not receive funding:

- We will notify you if we have exhausted available funds and inform you if your school is placed on a waiting list
- We will send you a follow-up e-mail with recommended revisions and encourage you to re-submit for another intake period or funding cycle.
- Applicants that do not receive funding may revise and re-submit their application within the same school year. Revise and re-submit your application quickly and easily by editing your original application. Simply click the “edit” link next to your application to request to have your application opened for editing.

If you have any questions or concerns, please don’t hesitate to contact grants@evergreen.ca or call our Toronto office at 416-596-1495 x310 or 1-888-426-3138 x310. Our online resources can also help you engage your Greening Committee, inspire staff, and assist with the participatory planning process: http://www.evergreen.ca/get-involved/resources/school-ground-greening/

THANK YOU FOR TAKING THE TIME TO SUBMIT AN APPLICATION TO THE 2016-2017 TOYOTA EVERGREEN LEARNING GROUNDS PROGRAM