



## School Sustainability Project Grants

The DOE Office of Sustainability is proud to offer NYC public schools the opportunity to apply for a mini-grant to start or complete a sustainability project at your school! The project should focus on at least one of Sustainability’s pillars to improve recycling efforts, conserve energy, reduce water consumption, enhance sustainability education, and build green space. Schools may apply for a \$10,000 (5 awards) or a \$5,000 (10 awards) grant.

Awarded funds may be used for equipment, project supplies, training, fieldtrips and educational materials, and promotional items. Funds may not be used for personnel expenses and all monies must be spent by June 30, 2017. Awarded funds will be transferred to the Principal’s Galaxy Budget. Winning school projects will be visited by DOE Office of Sustainability staff and may be profiled in future Office of Sustainability trainings and publications.

**Application Deadline: Friday, December 16, 2016**

Winners Announced: Wednesday, January 6, 2017

**Directions:** Please fill out application below; indicate if supporting documents are included. Application must include signature of applicant and Principal. Incomplete applications will not be considered. Email application to: [tcopeland@schools.nyc.gov](mailto:tcopeland@schools.nyc.gov)

**Applicant Information:**

School Name:	
Address:	
Building Code:	
Phone Number:	
Number of Students:	
Grades:	

Please check all of the following categories that apply to your school:

- |                                       | Yes                      | No                       |
|---------------------------------------|--------------------------|--------------------------|
| DOE/DSNY Zero Waste school?           | <input type="checkbox"/> | <input type="checkbox"/> |
| District 75?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Campus (co-located) school?           | <input type="checkbox"/> | <input type="checkbox"/> |
| Title I funded?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Enrolled in DSNY Organics Collection? | <input type="checkbox"/> | <input type="checkbox"/> |
| Renewal school?                       | <input type="checkbox"/> | <input type="checkbox"/> |

To be eligible to apply for this grant, your school must have a designated green team. Does your school have a designated green team?    Yes     No

Your Name:	
Email:	
Phone Number:	
Preferred Method of Contact: email or phone	

What is your job title in your school - please check one:

- Teacher
- Assistant Principal
- Parent Coordinator
- School Aide
- Paraprofessional
- Other (please specify) \_\_\_\_\_

**Grant Application Amount** (select one):

\$5,000

\$10,000

**Project Title:**

**Project Description:**

**Action Plan & Timeline:** Outline of the specific steps your team will take to complete the proposed project. This includes project planning, implementation, and evaluation. Identify target dates for each step to ensure the project can be accomplished by June 30, 2017.

**Impact of Project on the School Community:** Describe how the completion of this project will advance your school's sustainability efforts. How will this project augment existing green team efforts and/or be a catalyst to advance sustainability efforts at the district and/or school building level?

**Detailed Project Budget & Budget Narrative:**

Describe how the grant funds will be spent and attach a copy of the project budget. Eligible expenses include: equipment, project supplies, training and educational materials, and promotional items. Promotional items should not comprise more than 10% of the proposed grant budget. If the total project is larger than your grant request, provide the total budget for the project and details of how this award will be applied to the larger project scope. *NOTE: If awarded, all funds must be fully expended by June 30, 2017, they will not rollover to the next fiscal year.*

**Evaluation:**

How will the impact of the project on the school community be measured?

**Optional Information:**

This can include letters of commitment or support from project partners, photos, or drawings of proposed projects. Please indicated below if supporting attachments will be included.

**Signatures:**

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Applicant's Signature and Title

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Principal Signature