In March 2015 the TDSB approved new guidelines for school funded and partner funded projects. A key component of these guidelines is the requirement of viability reviews for large complex projects. Use the chart below to determine if your project requires a Design Consultation or a Viability Review.

|  |  |
| --- | --- |
| **Complete a** [**Design Consultation request form**](http://tdsbweb/webdocuments/FSWeb/docs/Design%20Consultation%20Form%20-%20Feb%202015.pdf) **if your project involves:** | **Complete a** [**Viability Review request form**](http://tdsbweb/PPF/uploads/files/live/92/1911.docx) **if your project involves:** |
| * Planting trees, shrubs, and gardens * Building seating or other structures | * Creating a Master Plan (a vision for school ground revitalization over multiple years) * Large projects that require a significant capital investment (involve detailed design solutions and extensive construction) |

**Design Consultation**

**When are consultations held:** Tuesdays, September-November and April-June. Spaces are limited so book early!

**How to book a consultation:** Complete the *Request for Design Consultation form* online and click on the submit button or complete the form and fax it to 416.395.4610, Attention: Gail Bornstein.

**Who is required to be there:** The principal members from your EcoTeam (caretaker, teacher, student, parent representation and the principal)

**Who to contact with questions:** Gail Bornstein, School Ground Design Consultant at 416.395.2960 or [gail.bornstein@tdsb.on.ca](mailto:gail.bornstein@tdsb.on.ca)

**School Ground Greening Resources**

The TDSB EcoSchools School Ground Greening program is a joint initiative of the Toronto District School Board and Evergreen, a national non-profit organization dedicated to supporting schools across Canada in the greening of their school grounds. Schools undertaking a greening project have several resources available to them:

The EcoSchools Toolkit

*Section 3: Care for and Create Vibrant School Grounds* contains tools to help schools carry out specific tasks associated with school ground greening projects.

[Click Here](https://sustainabilityoffice.box.com/s/1epq13u9wafhhoh61ifg)

*Best Practices for Vibrant School Grounds:* [Click Here](http://www.tdsb.on.ca/Portals/0/AboutUs/Innovation/EcoSchools/Best%20Practices_Final_Sept%2024.pdf)

Evergreen School Ground Greening: [Click Here](http://www.evergreen.ca/our-impact/children/greening-school-grounds/)

Evergreen Funding: [Click Here](http://www.evergreen.ca/get-involved/funding-opportunities/school-ground-grants/)

Request for Design Consultation

|  |  |  |
| --- | --- | --- |
| School Name: Click here to enter text. Date: Click here to enter a date. | | |
| School Address: Click here to enter text. | | |
| School Family: Click here to enter text. | Student Enrollment: Click here to enter text. | Grades Taught: Click here to enter text. |
| School phone number: Click here to enter text. School fax number: Click here to enter text. | | |
| EcoSchools Status: Is this the school’s first design consultant: Choose an item. | | |
| Do you have a master plan for your school ground (check with the Principal and/or office assistant as this may have been done in the last 10 years)? Choose an item. | | |
| Project contact person/spokesperson: Click here to enter text. | | |
| Role: Click here to enter text. Email: Click here to enter text. | | |
| Project Name: Click here to enter text. | | |
| When was the project initiated? Click here to enter text. | | |
| Project goals or statement of purpose: (*e.g., increase shade, establish a food garden, create*  *a nature study area)* Click here to enter text. | | |
| You can illustrate your ideas on the Window if Ground Wishes ([Click here](https://app.box.com/s/bnj21p7vyoiv43dbs7rd)) and/or on a site plan of your school (a site plan of your school can be downloaded from the TDSB Facility Services home page, and click on Site/Floor Plans - [Click Here](http://tdsbweb/facilityservices/home.asp)) | | |
| We want you to be thinking about what you want to do in the space before you plan the school ground features that you install. Please tell us what you are hoping to accomplish.  Click here to enter text. | | |
| Names of teachers:  Click here to enter text. Click here to enter text.  Click here to enter text. Click here to enter text.  Click here to enter text. Click here to enter text. | | |
| Principal’s Signature: Click here to enter text. | | |
| You will be contacted with a date and time for your site visit. | | |