



## Project Implementation: Next Steps

**Your idea on how to improve your local watershed holds great potential. Now turn your IDEA into REALITY!**

Nutrien and the Battle River Watershed Alliance encourage all students to implement their ideas in the local watersheds. Your projects have value and we can provide support when turning theoretical ideas into realistic solutions. **\$10,000 is available annually to implement student projects.**

Nutrien will sponsor part of the implementation costs (usually up to **\$1000 per project**). This number will vary depending on the number of students scheduled to implement their proposals, as well as the amount required for each project. Students must obtain or demonstrate sponsorship for the remaining amount from other organizations, businesses, or individuals. This may be in the form of the “in-kind” donations of supplies or labor detailed in your budget.

### Steps for Implementation

1) Discuss it with your family and teacher advisor. Building upon your written proposal, come up with a **specific and realistic plan, including a timeline and budget** for implementation. Create a Project Implementation Outline by answering the following questions:

i) **What is my project?**

*Include a brief description of your project. Be specific and include any changes you may have made to your original proposal. Note if there is a component of the project that will help others learn from it as well.*

ii) **Where is my project going to be implemented?**

*Include specific information regarding location, extent of area, etc. It may be helpful to include a map if it's relevant*

iii) **When is my project going to be implemented?**

*Include a general timeline showing projected start date, date of completion, and when major steps in the process will be accomplished. It may be helpful to structure a timeline as a table (see example)*

iv) **Who will be responsible for different tasks?**

*If you have more than one person in your group, outline who is going to be in charge of different tasks that need to be done. If other individuals, groups, or organizations will be involved in the project, name them and the role they will play. (i.e. School's Garden Club will help with the oak planting). If you have not contacted certain individuals yet, make a list of people you plan on contacting.*

v) **How much will it cost?**

*Provide a detailed, updated budget for the project, including any in-kind donations and their estimated monetary value (see example).*

vi) **Is the project approved by the appropriate person?**

*This may be the school principal, property owner, facilities manager or other entity depending on the project. Include approval from the person who is ultimately responsible for the site on which the project will be implemented.*

vii) **Do you have a plan for project maintenance?**

*Who will be responsible for maintaining your project after it is completed, or after you are gone (seniors)? (i.e. Who will water the oaks once planted? Who will change the filters in the water station?)*



2) Send your Project Implementation Outline to the local Program Coordinator (email: [education@battleriverwatershed.ca](mailto:education@battleriverwatershed.ca) OR phone: 780-672-0762) Recommendations may be made before submitting for approval.

3) Once your project is approved for implementation funds, a **contract** will be signed by participating students to agree to use the money for the intended purpose. Depending on how funds will be distributed, teachers/ advisors may also sign this contract.

4) Once your project has been completed, students should send a **brief summary** of the project to the local Program Coordinator. This must be received before the end of the school year in which the project is completed and should include the following:

- Proof of project completion (all receipts/ invoices for purchases made for the project AND photographs of project/ students completing the project)
- A short email explaining how the project went (feedback from community, changes to the original plan, et.)
- Results from the project (i.e. 40 volunteers participated, 75 trees planted, etc.)

Students are also encouraged to share the results of their project with their teacher and school principal.

**Note:** The Project Coordinator reserves the right to revoke funds if they are not being used for the project intended.

**You have already done a lot of the preparation. Take the next step and MAKE a REAL and POSITIVE DIFFERENCE in your local watershed!**



### Example Timeline and Budget

Table 1. *Example of a Timeline*

Task	Date to be Completed	Who's in Charge
Plan activities	Sept. 25 (Meet 4 Tuesdays after school in Sept)	Sarah, Kevin, Lee, Ava
Design/print and hang posters	Sept 15	Sarah (design/ print), All (hang/ distribute)
Send volunteer assignments and reminders	Sept 29	Kevin
Buy supplies/ prizes	October 3	Lee, Ava
Event Day!	October 7	All

Table 2 and 3. *Example of a Budget*

### Watershed Education Day at ABC School

Expenses					
Item	Amount per item	# items	Total In-Kind	Total Cash Needed	Total Item Cost
Travel for visiting schools	\$250	1	\$0	\$250	\$250
Prizes	\$10	30	\$0	\$300	\$300
Printing	\$0.10 per sheet	300	\$30	\$0	\$30
Other Educational Materials (markers, props)	\$200	1	\$200	\$0	\$200
Advertising	\$30 per ad	3	\$0	\$90	\$90
Food	\$5 per student	300	\$1500	\$0	\$1500
Lunch supplies (plates, napkins, cups)	\$160	1	\$0	\$160	\$160
Leaders	\$15/ hr.	50	\$750	\$0	\$750
<b>Total</b>			<b>\$2480</b>	<b>\$800</b>	<b>\$3280</b>

Income			
Item	Status (Confirmed, requested, plan to ask)	Total In-Kind Support	Total Financial Support
Nutrien Implementation Grant	Plan to ask	\$0	\$800
Lunch	Confirmed (talked to Sobey's manager)	\$1500	\$0
Staff	Confirmed (have student and teacher volunteers)	\$750	\$0
Printing	Confirmed (can use school printer)	\$30	\$0
Supplies	Confirmed (have access to school's educational supplies)	\$200	\$0
<b>Total</b>		<b>\$2480</b>	<b>\$800</b>