

Environmental Sustainability

Project Plans

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Option 1: Environmental Sustainability Clinic Assessment Tool

Here is a high-level project plan to help you get going with your project.

- Complete the self assessment tool (it will ask you questions about your clinic), then rate your clinic’s sustainability maturity level and make recommendations for improvement projects.
- Review the recommendations and decide which one(s) you would like to implement.
- Complete and submit the grant application form (a link to a customized application form will be emailed to your clinic).
- Review and submit the funding agreement.
- Once your grant application is approved, get planning!

Some planning tips:

- Decide who in your clinic will be your project planning lead, then who else will be involved and how.
- Your project needs to be completed by February 28, 2025 so plan backwards in a calendar.
- If you rent your space, you may need to discuss some of your improvement ideas with the property manager (where applicable, explore if they are OK with the proposed work and if they will agree to cover some/all of the costs).
- Determine what goods or services need to be purchased to complete this project (good news, we have a vendor and supplier resource list for you!) Then purchase/retain what you need. Be clear when you need the goods or services by so you have sufficient time to complete your project.
- Determine your budget. If your clinic grant does not cover your full budget amount, consider checking other funding sources (more good news, we’ve prepared an external funding resource list!).

- Once your grant application is approved, the Division will disburse to your clinic the first 50% of the approved grant amount.
- Complete your project.
- Fill out your End of Project Report.
- Receive the remaining 50% of the approved grant amount from the Division.

Option 2: Environmental Sustainability Improvement Projects

1. **Patient Facing Education**

(e.g. switching from pMDI's to DPIs or proper drug disposal)

Here is a high-level project plan with key steps to help you get going with your project.

- Inspired by the opportunity to raise environmental awareness and help your patients reduce their impact on the planet? You could do this by advertising community events or creating informational handouts for your patients on environmental-related health topics (pharmaceutical disposal, chemicals or pesticides, etc.)
- To get started, you may find it helpful to review:
 - the [Green Office Toolkit](#) for help and ideas (in particular, pages: 28-40),
 - [ChoosingWiselyCanada](#).
- Think about what positive outcomes you want to create through your project.
- Once you've thought out your idea, complete and submit the grant application form (a link to a customized application form will be emailed to your clinic).
- Once your grant application is approved, review and submit the funding agreement.
- After you complete this step, the Division will disburse to your clinic the first 50% of the approved grant amount.
- Now it's time to get planning!
Some planning tips:
 - Decide who in your clinic will be your project planning lead, then who else will be involved and how
 - Your project needs to be completed by February 28, 2025 so plan backwards in a calendar
 - Determine your budget. If your clinic grant does not cover your full budget amount, consider checking other funding sources (more good news, we've prepared an external funding resource list!)
- Complete your project!
- Fill out your End of Project Report.
- Receive the remaining 50% of the approved grant amount from the Division.

2. Create an internal policy or a planning document around sustainable prescribing practices, sustainable procurement policy or a general clinic sustainability plan.

Here is a high-level project plan with key steps to help you get going with your project.

- To get started, consider what exactly you want to do. Is it doing some research and then creating a manual that outlines how to develop more sustainable prescribing practices? Or writing a policy that outlines how your clinic can reduce its environmental impact by changing its purchasing practices? Perhaps you want to create a general sustainability plan that outlines your clinic’s goals for reducing its environmental impacts and how you will go about achieving these goals.
- For any of these ideas, you can engage your whole team in brainstorming, sharing the draft for input, then having a briefing session to review the completed document. You could provide some patient-facing messaging for your website or waiting area that explains the great steps you’re taking.
- Think about what positive impact you want to create through your project and how you will measure your success.
- Once you’ve thought through your idea, complete and submit the grant application form (a link to a customized application form will be emailed to your clinic).
- After your grant application is approved, review and submit the funding agreement.
- After you complete this step, the Division will disburse to your clinic the first 50% of the approved grant amount.
- Now it’s time to get planning!
- Some planning tips:
 - Decide who in your clinic will be your project planning lead, then who else will be involved and how
 - Your project needs to be completed by February 28, 2025 so plan backwards in a calendar
 - Determine your budget. If your clinic grant does not cover your full budget amount, consider checking other funding sources (more good news, we’ve prepared an external funding resource list!)
 - Complete your project.
 - Fill out your End of Project Report.
 - Receive the remaining 50% of your grant amount from the Division.
- Complete your project!
- Fill out your End of Project Report.
- Receive the remaining 50% of the approved grant amount from the Division.

For more information check out the [Green Office Toolkit](#) and [Choosing Wisely Canada](#).

3. Capital Improvements – Making changes to your clinic to reduce environmental impacts

Here is a high-level project plan with key steps to help you get going with your project

- Have you considered making an improvement to your clinic to reduce its environmental impact? Think about, and maybe research, possible improvements such as installing LED lighting and motion sensitive switches, window tint, self-closing doors or low-flow toilets and faucets, or acquiring a HVAC or a bike rack for your staff and patients.
- To get started, you may find it helpful to review the [Green Office Toolkit](#) or the [Choosing Wisely Canada](#) for help.
- Think about what positive change/outcome you want to create through your project.
- Once you've thought out your idea, complete and submit the grant application form (a link to a customized application form will be emailed to your clinic).
- After your grant application is approved, review and submit the funding agreement.
- After you complete this step, the Division will disburse to your clinic the first 50% of the approved grant amount.
- Now it's time to get planning!
- Some planning tips:
 - Decide who in your clinic will be your project planning lead, then who else will be involved and what their roles will be.
 - Your project needs to be completed by February 28, 2025 so plan backwards in a calendar
 - Create a budget. If your clinic grant does not cover your full budget amount, consider checking other funding sources (more good news, we've prepared an external funding resource list!)
- Complete your project!
- Fill out your End of Project Report.
- Receive the remaining 50% of the approved grant amount from the Division

Option 3: Propose Your Own Project

Here is a high-level project plan with key steps to help you get going with your project.

- To get started, consider what exactly you want to do. You may find it helpful to review the [Green Office Toolkit](#) or the [Choosing Wisely Canada](#) for help.
- For any of these ideas, you can engage your whole team in brainstorming, sharing the draft for input, then having a briefing session to review the completed document. You could provide some patient-facing messaging for your website or waiting area that explains the great steps you're taking.
- Think about what positive impact you want to create through your project and how you will measure your success.
- Once you've thought through your idea, complete and submit the grant application form (a link to a customized application form will be emailed to your clinic).
- After your grant application is approved, review and submit the funding agreement. After you complete this step, you'll receive a payment for 50% of your project budget to help get you started.
- Now it's time to get planning!
- Some planning tips:
 - Decide who in your clinic will be your project planning lead, then who else will be involved and how
 - Your project needs to be completed by February 28, 2025 so plan backwards in a calendar
 - Determine your budget. If your clinic grant does not cover your full budget amount, consider checking other funding sources (more good news, we've prepared an external funding resource list!)
 - Complete your project.
 - Fill out your End of Project Report.
 - Receive the remaining 50% of your grant amount from the Division.
- Complete your project!
- Fill out your End of Project Report.
- Receive 50% of your grant amount from the Division.