

Guidelines Governing the A+ for Energy Program in Canada

The *A+ for Energy* program is offered to teachers to assist them in providing innovative classroom projects for their students to explore energy topics that will be increasingly important to their future. Grants in the amount of \$5,000 and \$10,000 will be awarded to provide the funds necessary to implement the winning projects.

The A+ for Energy program will be administered under the following guidelines.

Qualifications

- To be eligible, the Lead Teacher must be a public, separate, private/independent Kindergarten to Grade 12 teacher currently teaching in an accredited or licensed school in Alberta.
- Each project must have a designated Lead Teacher (generally the lead author of the proposal). The Lead Teacher is ultimately responsible for the implementation of the project, the expenditure of *A+ for Energy* funds and for the oversight of all required reporting back to the *A+ for Energy* program administrators.
- BP's Liability Release Form will be provided and must be executed prior to a grant award.

Timeframes

- Timeframes and information for each grant year are available on the *A+ for Energy* website www.aplusforenergy.ca. Generally, applications will be due in March. Approved *A+ for Energy* projects are announced in the May and there is an education conference held in August for the Lead Teachers. The projects are implemented during the following academic year (this may include the summer prior to the beginning of the academic year), with a final report on the project submitted in October of the following academic year.

Resource Ownership

- All materials purchased with *A+ for Energy* funds or created through the project are the property of the school in which the project was implemented, unless the project proposal states that materials will be given to students or other persons participating in or benefiting from the project.

Treatment of Funds

- *A+ for Energy* grant cheques are made payable to the school designated on the application form but are to be expended at the direction of the Lead Teacher in compliance with the approved *A+ for Energy* grant budget.
- A Lead Teacher must have access to the *A+ for Energy* funds on a timely and flexible basis. This includes reimbursement for any budgeted items that are purchased by the Lead Teacher on behalf of the approved *A+ for Energy* project.
- Funds must be fully spent on the *A+ for Energy* project within the academic year for which the project is being implemented. The *A+ for Energy* program does not allow the school/school district to take any overhead.
- *A+ for Energy* grant funds are not to be used to replace and/or decrease the level of any other funding from the school, school district or other funding sources.

Project Changes

- The *A+ for Energy* program understands that changes may be necessary or desirable to an approved project for unforeseen circumstances. Any changes that affect the overall nature of the originally approved grant must be reported to and receive prior approval from the *A+ for Energy* program administrators through an online Change Request Form. A Change Request Form is to be completed by the Lead Teacher or the Principal of the school awarded the project and submitted to the *A+ for Energy* program administrators via the online system on a timely basis. Some of the specific situations where a Change Request Form will be necessary are described below:
 - If a Lead Teacher's employment situation changes after the grant is awarded, the project is to stay at the original school as long as another teacher can be identified who is willing to take on the responsibilities of a Lead Teacher. While proposals are submitted by teachers, the projects are for the benefit of students at the stated school.
 - If the original school is unable to find a Lead Teacher or does not wish to implement the grant, the project may follow the original Lead Teacher to a new school if the following conditions are met:
 - The new school is in Alberta.
 - The new school is an accredited or licensed school.
 - The Principal of the new school endorses the implementation of the project.
 - If a Lead Teacher changes teaching responsibilities within the same school (change in grade level, content area, etc) it is at the discretion of the school Principal as to whether a new Lead Teacher should be named or whether the project should be adapted – within the intent of the originally approved project – to be implemented within the original Lead Teacher's new teaching responsibilities. Either change requires a Change Request Form.
 - Any significant changes to approved budgets (variances in excess of 20% of the originally approved budget) must be reported and receive prior approval.
- It is the expectation of the *A+ for Energy* program that all changes will be reported on a timely basis and will be fully resolved prior to the beginning of the academic year if at all possible. *A+ for Energy* projects that are not ready for implementation at the beginning of the academic year may be subject to forfeiture, at the discretion of the *A+ for Energy* program administrators.

Final Report

- A Final Report will be required from each Lead Teacher at the end of the academic year. Reporting requirements include:
 - A fully executed Grant Utilization Form documenting the use of all funds.
 - A narrative report (five-page maximum) describing the outcomes of the *A+ for Energy* project including student learnings.
 - Optional: Visual content in the Final Report is highly encouraged. Examples include:
 - Pictures
 - CD or DVD presentations
 - PowerPoint presentations
 - Video or other multi-media presentations
 - Student work examples
 - Other media that appropriately capture student activities and learnings.

BP is pleased to be offering the *A+ for Energy* program and encourages all eligible teachers to consider applying for an *A+ for Energy* grant.