

# LOS ANGELES UNIFIED SCHOOL DISTRICT SEEDS PROGRAM GUIDE



## What is SEEDS?

The Sustainable Environment Enhancement Developments for Schools (SEEDS) program was established in 2013 as part of a continuing commitment to support and expand the number of greening projects at Los Angeles Unified School District schools. The SEEDS program provides funding to enhance and/or create outdoor healthy and sustainable learning environments that support LAUSD’s curriculum. Schools that apply to the SEEDS program are eligible to receive up to a maximum of \$100,000 of design, infrastructure improvements, and installation of landscaping materials for their project.

## What is the School Responsible for?

The District staff manages the SEEDS funds, infrastructure improvements, and installation of landscaping materials. The District can also provide the SEEDS garden design if the school chooses not to hire an outside landscape architect. The school and partner organization are responsible for adding any landscaping features, such as native plants, flowers, and vegetables, which may require additional funding sources or donations. Each group is responsible for the following:

SEEDS Program Provides:	Schools and/or Partner Provides:
<ul style="list-style-type: none"> <li>•Project management and construction by District staff or approved contractors.</li> <li>•Project design (optional)</li> <li>•Infrastructure improvements, such as:                             <ul style="list-style-type: none"> <li>–Soil and asphalt testing and removal</li> <li>–Installing accessible walkways and gates</li> <li>–Installation of irrigation (drip not included)</li> <li>–Provision and/or extension of utilities</li> </ul> </li> <li>•Installation of landscaping materials, such as:                             <ul style="list-style-type: none"> <li>–Raised beds</li> <li>–Benches and work tables</li> <li>–Ground soil, mulch, trees, and other hardscape materials</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•Curriculum</li> <li>•Landscaping features, such as:                             <ul style="list-style-type: none"> <li>–Plants, shrubs, or vegetables</li> <li>–Soil for vegetable gardens</li> <li>–Learning apparatus &amp; other educational features</li> </ul> </li> <li>•Labor to install landscaping features</li> <li>•Ongoing maintenance and tools needed to sustain the Maintenance Agreement &amp; Plan</li> <li>•Project design services not contracted by the District (optional)</li> <li>•Salary or payment for staff or consultants hired by school site or partner organization, if applicable.</li> </ul>

## Partner Organizations

Partner organizations play a critical role in supporting the principal, teachers, and students to help the project thrive for years to come. A partner organization can provide:

- Assistance in developing the conceptual design of the project.
- Assistance in selecting, or donations of, plants and landscaping materials for the site.
- Volunteer labor for the installation of plants and other landscape features.
- Resources for curriculum-based use of space.
- On-going maintenance of the project site.



# SEEDS Project Site Criteria



A proposed SEEDS project site can be an existing dirt, grass, or asphalt space. The project site must be accessible to all students with limited mobility, and all students on the campus of a co-located school. SEEDS funding cannot be used to update or support maintenance of an existing garden space. Priority will be given to schools with no existing gardens.

## Who's Eligible to Apply?

The following schools are eligible to apply with or without the support of a partner organization:

- LAUSD schools, K-12
- Charter schools located on LAUSD property

## How to Apply

Review the following five documents that are required for the online application. Download the provided [APPLICATION DOCUMENTS FROM THE WEBSITE](#), fill them out, and then upload them to the online application when you are ready.

1. **Project Narrative** template – Describe your project description, support of school's curriculum, additional funding, and maintenance of your proposed project.
2. **Conceptual Design** - Provide a drawing to scale (as best as you can) that includes all of the design details described in your project narrative, such as: plants, raised beds, landscape features, and walkways.
3. **Maintenance Agreement and Plan** template – Ongoing maintenance is not provided by the District and is the responsibility of school or partner organization. The Maintenance Agreement and Plan must be signed by the school Principal, Complex Project Manager (CPM), Educational Service Center (ESC) Instructional Area Superintendent, and the Partner Organization (if applicable).
4. **Signature of Support** form – Indicates that the Principal, Complex Project Manager (CPM), and ESC Instructional Area Superintendent has reviewed and supports this application and all required documents.
5. **Partnership Letter** (if applicable) – Provide a letter from the Partner to the Principal stating their responsibilities and roles in the project, such as: providing funds, materials, plants, curriculum, ongoing maintenance, etc. Include any relevant requirements or implementation timelines related to their contribution.

When all of the above items are complete, you are ready to start the [SEEDS ONLINE APPLICATION](#), fill out the required fields, upload all applicable documents, and press submit!

## Questions?

Contact Lisa Williams, Sr. Sustainability Specialist: [lisa.williams1@lausd.net](mailto:lisa.williams1@lausd.net)

