

**WOMEN<sup>4</sup>CLIMATE**



**Women4Climate Program | 2025 Intake**

# APPLICANT GUIDE FOR MENTEES

# How to Use This Guide

This guide supports applications from women<sup>1</sup> who are seeking mentorship and leadership training.

Those wanting to be considered for a role as a mentor can put their name forward [here](#).

## Table of Contents

- Overview ..... 1
  - About the Zero Emissions Innovation Centre..... 1
  - The Challenge..... 1
  - The Solution ..... 1
  - A Commitment to Equity & Inclusivity..... 1
- Core Components of the Women4Climate Program..... 2
- Applicant Eligibility Criteria ..... 2
- Key Themes & Key Priority Areas ..... 3
  - Key Themes ..... 3
  - Key Priority Areas ..... 4
- Program Commitment ..... 5
- Program Communications ..... 5
- Application Process..... 6
  - Key Application Dates..... 6
- Application Evaluation ..... 7
- Demographic Questions ..... 7
- Application Support..... 7
- Examples of Climate Policies, Targets, and Action Plans ..... 8

---

<sup>1</sup> The terms “woman”/“women” are used inclusively. The program welcomes 2SLGBTQIA+ people with gender identities and expressions that exist between and outside of the binary. The program highly encourages the participation of Indigenous and Black women, women of colour, women with disabilities, and immigrant women.

## Overview

### About the Zero Emissions Innovation Centre

The [Zero Emissions Innovation Centre \(ZEIC\)](#) is an independent non-profit and charitable organization that is part of the [Low Carbon Cities Canada](#) network established by the Government of Canada. ZEIC pursues its mission through the capacity building, research, and collaboration reflected in our flagship programs as well as through the provision of impact investing and grants funding.

*ZEIC's Mission: Working with governments, Indigenous partners, industry and others, we support ambitious climate policy, address barriers, and catalyze, accelerate and scale innovation to strengthen equitable and resilient communities for current and future generations.*

### The Challenge

To make progress on climate targets and create a healthy, safe, and prosperous future for generations to come, we need climate leadership to be inclusive and representative of the community. Women make up about half of the population and bring important perspectives and lived experiences that can inform climate solutions. Although there has been significant progress made on gender equity, women remain underrepresented in leadership positions and at decision making tables — and their ideas and solutions will facilitate progress on climate action.

### The Solution

Championing something new can be challenging, especially for those who face systemic barriers. Action-takers need support on their journey—and peer networks and mentorship can be accelerants for emerging leaders and innovative ideas.

The Women4Climate program provides leadership training and mentorship support for emerging, mid-career, and established leaders who are responding to the climate emergency and pursuing climate action solutions across sectors and industries in the Metro Vancouver region.

The Women4Climate program builds from a legacy of success and collaboration with C40 Cities initiative, the City of Vancouver, and a strong network of 80+ local climate leaders who are advancing tangible progress within their sectors and communities. More about the history of the program and its impact around the globe can be found [here](#).

### A Commitment to Equity & Inclusivity

The term “women” is used inclusively. The program welcomes 2SLGBTQIA+ people with gender identities and expressions that exist between and outside of the binary. The program highly encourages the participation of Indigenous and Black women, women of colour, women with disabilities, and immigrant women.

## Core Components of the Women4Climate Program

The Women4Climate program reframes challenges as opportunities, builds community, and supports personal growth for emerging and seasoned women leaders who are making a difference.

The program is comprised of three core components as we believe that these components, together, can accelerate program participants' capacity for championing climate action:



**Mentorship:** Mentees are paired with seasoned leaders—mentors—from businesses and community organizations. Mentors share their knowledge and experiences and support the mentees in developing their leadership skills while advancing their climate initiatives. The mentorship experiences runs for ~10 months and includes one mentee-mentor meetings per month.

**Leadership Training:** ZEIC is proud to partner with the [Academy for Sustainable Innovation](#) who will facilitate the personal learning and development for mentors and mentees, centered around leadership competencies and systems change; project advancement for mentees; and network and relationship development.

**Networking:** Opportunities to network across sectors, generations, and experiences enables new connections, collaborations, and insights that can support meaningful change and positive actions—as well as comradery for those leading novel initiatives where the path forward might feel unclear.

## Applicant Eligibility Criteria

The applicant must meet all eligibility criteria. If you have questions, please reach out to [w4c@zeic.ca](mailto:w4c@zeic.ca).

- The applicant must identify as a woman<sup>2</sup>;
- The applicant is living and/or working on a project in the Metro Vancouver region;
- The applicant has a climate action initiative that addresses a climate policy or targets relevant to Metro Vancouver;
- The applicant is seeking to develop leadership skills and mentorship support and be a part of the Women4Climate network;
- The applicant is available and committed to attending the training sessions, networking events, and mentorship touchpoints proposed within the 10-months' timeframe (see '[Program Commitment](#)' section).

---

<sup>2</sup> The terms “woman”/“women” are used inclusively. The program welcomes 2SLGBTQIA+ people with gender identities and expressions that exist between and outside of the binary. The program highly encourages the participation Indigenous and Black women, women of colour, women with disabilities, and immigrant women.

## Key Themes & Key Priority Areas

The Women4Climate Program supports emerging women leaders who are championing urban climate action initiatives that align with climate policy targets and support the achievement of emissions reductions.

We are looking for a diversity of initiatives across all sectors that help deliver ambitious and inclusive climate action. Initiatives that engage and benefit equity-deserving communities will receive preference.

Applications will be assessed across two categories:

1. **Leadership Aspirations:** What the applicant envisions for themselves when it comes to climate leadership—and what benefits they envision for their community because of their growth and learning.
2. **Climate Action Initiative:** Alignment of the applicant’s initiative with the ‘key themes’ and ‘key priority areas,’ below.

### Key Themes

In alignment with regional climate policies, high emissions sectors, and opportunities for innovation and scalability, the Women4Climate program will prioritize applications that address the following themes:



## Key Priority Areas

The climate action initiatives should strive to create the condition to drive down emissions, articulating a logical pathway where emissions reductions can be achieved. The initiative will also address its alignment with the following domains:

- **Equity & Indigenous Focus:** Builds capacity for and supports leadership within equity-deserving and/or Indigenous communities; enables participation and/or benefits by equity-deserving and/or Indigenous communities.
- **Community Benefits:** Creates benefits in a variety of ways, such as:
  - *Environmental:* Reduces pollution to air, land, and water.
  - *Social:* Supports climate adaptation that is linked to public health improvements; improves affordability or access to services.
  - *Economic:* Creates new green jobs; supports local businesses and economic development; provides workforce development or training opportunities.
- **Potential to Scale:** Creates immediate impacts and has the potential to be spread elsewhere through, for example, a new or enhanced policy; a technology, product, or service; collaborations; or systems-level behavioural changes.
- **Mobilizing Resources:** Catalyzes new investments and leverages funds and other resources for climate action.
- **Climate Policy Alignment:** Aligns with climate action policies and/or targets that impact and influence Metro Vancouver. These can include but are not limited to:
  - Indigenous Nations climate priorities and goals
  - Local, regional, and/or provincial government policies, targets, and action plans.
  - Corporate sustainability and climate policies, targets, and action plans
  - Please see '[Examples of Climate Policies, Targets, and Action Plans](#)' at the end of this document for a list of some of the regional policies, targets, and action plans that you can reference in your application.

## Program Commitment

Participation in the Women4Climate program receives considerable interest each year, with a portion of applicants being selected. To maximize the benefits of this program for mentees and mentors, it is essential that mentees commit to participating in the entire program. The requirements and key dates are below. We recognize that there may be exceptional circumstances where attendance isn't possible, such as illness and family emergencies, and accommodations will be made in those instances. By applying to this program, you are confirming that you are available to participate in the following activities and dates:

### 1) Selection Process:

- Interview (Virtual): January 31 or February 5, 2025

### 2) Event Attendance<sup>3</sup>:

- Orientation Event (In-Person): March 6, 2025
- Training Day (In-Person): May 8, 2025
- Connections Event (In-Person): September 11, 2025
- Training Webinars (Virtual): October 16 & November 6, 2025
- Year-End Event (In-Person): November 27, 2025

### 3) Mentorship Engagement:

- Setting goals with your mentor (guidance materials will be provided)
- Leading touchpoints with your mentor, based on goal setting

### 4) Program Materials & Engagement:

- Providing responses to surveys from the Women4Climate Program Team
- Providing a summary report of Mentorship Experience
- Consent for sharing of email address within the cohort for relationship building and networking

## Program Communications

Featuring Women4Climate mentees and mentors and their projects on websites, newsletters, social media platforms, presentations, and other communications modes has been an impactful way for engaging the diverse audiences on climate solutions and innovations—and inspiring others!

Women4Climate mentees and mentors are provided a professional headshot (cost and coordination will be covered by ZEIC); photos and videos taken at events to be used in program materials; and mentee and mentor names, images, and project information are shared in program materials and online (websites, newsletters, social media platforms, presentations, and other communications modes)

If you are not comfortable with your name, image, and/or project being shared publicly, you will be able to indicate this in the application. You are welcome to contact the Program Team at [w4c@zeic.ca](mailto:w4c@zeic.ca) if you would like to discuss the Women4Climate communications approaches.

---

<sup>3</sup> In-person events will take place at venues within Metro Vancouver that are accessible by transit. Venue details will be shared with selected mentees prior to the March 6<sup>th</sup> start date.

## Application Process

1. Download and use the [Sample Application Form](#), to draft your content prior to submitting your application through the online form.
2. Refer to information in this document for guidance when filling out the application.
3. Attend the [virtual information session on December 4 at 12pm](#) (not mandatory, but recommended to help answer any questions you have regarding your application).
4. Applicants will be able to submit questions to [w4c@zeic.ca](mailto:w4c@zeic.ca) up to January 15. Note that the ZEIC offices are closed for the holidays from December 20 to January 6, and emails will not be answered over this office closure.
5. Please submit your application using [this form](#) no later than Thursday, January 16 at 11:59pm.



### Key Application Dates

Date	Activity
November 21, 2024	Kick-off: Intake opens
December 4, 2024	Online information sessions, 12 pm
January 16, 2025	<b>Applications due by midnight</b>
January 31 & Feb 5, 2025	Interview with the Selection Committee for shortlisted applicants
February 5 - 14, 2025	Applicants notified whether they have been selected
February 2025	Selected mentees paired with mentors
March 6, 2025	Start of mentorship program



## Application Evaluation

**Shortlisting:** Applications will be evaluated based on alignment with the eligibility, key priorities, and theme areas.

**Interview Day:** Shortlisted applicants will be invited to participate in a 5 min video conference interview with the Selection Committee on either January 31 or February 5. This will be an opportunity for the applicant to showcase their initiative and share a bit about what the program will mean for them and their leadership journey. The committee will be able to ask a few clarifying questions to aid in the final selection. It is advised that applicants prepare a 2–3-minute summary of their initiative and leave the remaining time for discussion.

**Applicant Notification:** All applicants will be notified by February 14.

## Demographic Questions

Equity, diversity and inclusion within the Women4Climate program are important to us. Included in the application form is a section with questions to better understand the demographics of applicants. This information will be for internal program purposes, will not be used as part of the assessment of the applications, and will not be shared with the Selection Committee.

Per your preference and comfort level, please feel free to leave text boxes blank and select “prefer not to answer” for any of the questions in this section for which you would not like to respond.

## Application Support

If you have any questions or require support to complete the application, please reach out to the project team at [w4c@zeic.ca](mailto:w4c@zeic.ca).

An [online information session](#) will be held on December 4, 2024.

*We thank all applicants for considering this opportunity, for taking the time to pull together a submission, and for being a keen and innovative climate-action taker.*

*We look forward meeting you throughout the application process!*

## Examples of Climate Policies, Targets, and Action Plans

- Indigenous Nations climate priorities and goals
- Local government policies, targets, action plans, such as:
  - [City of Burnaby – City Energy Strategy](#)
  - [City of Delta – Community Energy & Emissions Plan](#)
  - [City of New Westminster – Environmental Strategy & Action Plan](#)
  - [City of North Vancouver – Climate & Environment Strategy](#)
  - [City of Richmond – Community Energy and Emissions Plan](#)
  - [City of Surrey – Climate Change Action Strategy](#)
  - [City of Vancouver – Climate Emergency Action Plan](#)
  - [City of Vancouver – Climate Change Adaptation Strategy](#)
  - [District of North Vancouver – Climate Change Adaptation Strategy](#)
  - [District of West Vancouver – Climate Action Plan](#)
- Regional government policies, targets, action plans, such as:
  - [First Nations Health Authority – Indigenous Climate Health Action Program](#)
  - [Fraser Health – Planetary Health Strategy](#)
  - [Metro Vancouver – Climate 2050](#)
  - [Vancouver Coastal Health & Fraser Health – Climate Change and Health Adaptation Framework](#)
- Provincial government policies, targets, action plans, such as:
  - [Province of BC – CleanBC Roadmap to 2030](#)
  - [Province of BC – Climate Preparedness and Adaptation Strategy](#)