



SAULT STE. MARIE

CDF – Green Initiatives Program

1.0 Purpose

The purpose of the Green Initiatives Program of the Community Development Fund (CDF) is to support green initiatives that result in reduced greenhouse gas emissions (GHG's), improve water quality/rehabilitation or increase energy efficiency.

2.0 Policy

The City of Sault Ste. Marie's (the City) Environmental Sustainability Committee (ESC) may recommend the allocation of funds for eligible projects or programs that support of the City's environmental plans and practices, in particular the reduction of greenhouse gas emissions (GHGs), water quality/rehabilitation or increase energy efficiency.

Funding applications will be reviewed by the ESC in accordance with the CDF – Green Initiatives Program guidelines and will be recommended to Council for approval.

Total annual funds available for all projects under the CDF – Green Initiatives Program is \$50,000. This amount will be reviewed on an annual basis.

3.0 Definitions

3.1 "Environmental sustainability" means: projects that support reducing our community GHG emissions and reducing pollution, maintaining our natural environment and managing the use of natural resources in a way that ensures their availability for future generations.

3.2 "Eligible Applicant" means:

- a. Non-profit organizations and City departments.

3.3 "Eligible Project" means any project or activity that demonstrates environmental benefits or improvements and is consistent with City policies, and may include:

- GHG Reduction
- Improves water quality / rehabilitation
- Increase energy efficiency

4.0 Processing for Evaluating Proposals

4.1. The Community Development & Enterprise Services Department (CD&ES) will provide the resources to support the intake of applications and support the proponent(s) in the development of their proposal.

4.2. City Finance and CD&ES, will provide recommendations regarding economic resources available and related concerns (e.g., due diligence collaboration, risk management, etc.)



4.3. Once an application has been deemed eligible and complete by City staff, applications will be reviewed with the Environmental Sustainability Committee for recommendation to City Council.

4.4. All requests will be presented to Council in writing with supporting presentations by the applicant, if required. A copy of the application will be included in the Council package, which is public. Any confidential material to support the application should be contained in a separate document and marked confidential.

4.5. City Council will make the final decision regarding the approval of financial contributions.

5.0 Accountability, Monitoring and Reporting of Results

The following will be expected from the successful applicants:

5.1. Recognition of the Community Development Fund contribution to the project in reports and appropriate marketing products, including the City logo.

5.2. Progress reports as outlined in their application timetable and proposal to City Council.

5.3. A final project report containing an evaluation of the success of the initiative in meeting its goals and key performance targets as well as the benefits to the community.

5.4. A complete report of all revenues and disbursements for the project within 6 months of completion of project. The City Finance Department will require supporting financial documentation (e.g. paid invoices, etc.) and has the right to review or audit project.

The Green Initiative funds are provided on a re-imbusement basis, i.e., an organization incurs the cost, provides invoices to the City in a claim report and the City's contribution level to the project is then provided. Where other levels of government or other funding programs are involved, the City will receive claim packages as submitted to the other funding agencies and pay their proportional share of approved and eligible project costs.



Guidelines: Community Development Fund – Green Initiatives Program

1. Introduction

The purpose of the Green Initiatives Program of the Community Development Fund (CDF) is to support green initiatives that result in reduced greenhouse gas emissions (GHG's), improve water quality/rehabilitation or increase energy efficiency

The following sections highlight the application guidelines and review procedures.

2. Program Parameters

- Total annual funds available from the CDF for Green Initiatives is \$50,000.
- Decisions for selected projects will be recommended by the ESC and approved before Council.
- To review project eligibility, it is recommended applicants consult with City staff prior to submitting the application.

3. Funding Limits

The total annual funds are \$50,000 and applicants are advised to submit applications proportionate to the funding available.

4. Submission Date

Applications for the CDF Green Initiatives Program will be accepted on a rolling basis throughout the year.

5. Eligible Applicants

Eligible Applicants include non-profit organizations and City departments.

6. Application Requirements

Applicants will complete the following application information, provide a covering request letter, and will provide the necessary supporting documentation to support their request. The application will include a project plan, which outlines:

6.1 Applicant Information

- Legal name of business/organization
- Names of Officers, Directors & Principals
- History of Organization
- Organization mandate
- Key contact for initiative
- Contributing partners

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- References

6.2 Project Information

- Project description
- Objectives
- Performance targets
- Impacts and Limitations of Project
- Methodology and timing (including key dates for progress reports and final report to Council)

6.3 Costs and Financing

- Detailed project costs
- Financing arrangements (e.g., equity, loans, etc.) and funding partners
- In-kind contributions
- Balance, Financial Statements, Cash flow projections (historical and projected), where appropriate
- Demonstrated need for assistance and supporting documentation and applications to other government assistance programs, etc.

6.4 Environmental Benefits

- Description of how the project achieves a reduction in GHG's, improvement in water quality or energy efficiency

6.5 Community Benefits

- How the project compliments other local initiatives
- Impact on the community as a whole

After receiving the Application requirements, City staff may request further information and clarification from the proponent.

For processing, all applications will be sent to:

Tom Vair
Deputy CAO, Community Development & Enterprise Services
99 Foster Drive, Second Level
Sault Ste. Marie, ON P6A 5X6
Telephone enquiries: (705) 759-5308
E-mail: t.vair@cityssm.on.ca



7. Process for Evaluating Proposals

7.1. The Community Development & Enterprise Services Department will provide the resources to support the intake of applications and support the proponent(s) in the development of their proposal.

7.2. The City Finance, through the CD&ES, will provide recommendations regarding economic resources available and related concerns (e.g., due diligence collaboration, risk management, etc.)

7.3. Once an application has been deemed eligible and complete by City staff, applications will be reviewed with the Green Committee for recommendation to City Council.

7.4. All requests will be presented to Council in writing with supporting presentations by the applicant, if required. A copy of the application will be included in the Council package which is public. Any confidential material to support the application should be contained in a separate document and marked confidential.

7.5. City Council will make the final decision regarding the approval of financial contributions.

8. Accountability, Monitoring and Reporting of Results

The following will be expected from the successful applicants:

8.1. Recognition of the Community Development Fund contribution to the project in reports and appropriate marketing products, including the City logo.

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8.3. A final project report containing an evaluation of the success of the initiative in meeting its goals and key performance targets as well as the benefits to the community.

8.4. A complete report of all revenues and disbursements for the project within 6 months of completion of project. The City Finance Department will require supporting financial documentation (e.g. paid invoices, etc.) and has the right to review or audit project.

The Green Initiative funds are provided on a re-imbusement basis, i.e., an organization incurs the cost, provides invoices to the City in a claim report and the City's contribution level to the project is then provided. Where other levels of government or other funding programs are involved, the City will receive claim packages as submitted to the other funding agencies and pay their proportional share of approved and eligible project costs.

9. Individual organizations must demonstrate the following:

- Community benefit – clear, measurable benefits to the community
- Appropriate financial reporting and controls that demonstrate the financial capability and capacity to manage the project.
- Accountability of organization with clear identity, appropriate organizational structure and capacity to deliver project
- Involvement of multiple partners in planning, doing or evaluating the work (where appropriate)
- Support from individuals who are knowledgeable about the sector and/or the initiative



10. The organization must have a clearly stated purpose and function and must be fully responsible for the planning and provision of its services.

11. The organization must demonstrate the need for funding

12. Where appropriate, organizations should show that the private sector or non-governmental field has contributed a minimum of 20% of the funding for the program.

13. The organization shall provide evidence that it has fully explored other sources of financial support, including upper levels of government, foundations, private industry, fundraising, user fees, etc.

14. The organization must provide the appropriate financial and organizational information (where appropriate):

- Copies financial statements and/or annual budget
- Business plan or corporate strategic plan
- If the organization is currently funded by the City, indicate the percentage of costs the City funds
- No significant past deficits or large, unrestricted reserve funds or accumulated surplus

15. An organization must be able to monitor outcomes and be able to evaluate activities for which the grants were received. It must be willing to participate in an evaluation process of its service standards and attainment of objectives and a project summary within one year of project completion.

16. Project Application Exceptions

16.1 Previous applicants for grants under this program who have not fulfilled the requirements of the program by submitting an accountability statement and/or repaying unspent funds are ineligible to reapply until such a time as these requirements have been met.

16.2 If an eligible project is cancelled, or is not completed within 12 months of the approval of the grant funding or within the extended project period approved by the ESC, any unexpended funds shall be returned to the City.

16.3 Any amount of the \$50,000 allocated in the Community Development Fund to environmental initiatives not used in a given budget year, will go toward the purchase of trees in the subsequent year, which trees should be planted in City parks or on City property by Public Works employees.