

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 (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 (GHG) emissions, 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 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
- Increases energy efficiency

4.0 Processing for Evaluating Proposals

4.1 The Community Development and 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 for longer duration projects 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 is required within 60 days of project completion.

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

The Green Initiatives 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.

Community Development Fund Application Form
Green Initiatives Stream

Please fill in each of the following sections:

Section 1. Applicant Information

Please select which type of organization you represent:

Non-profit organization

City of Sault Ste. Marie (list Department): _____

Legal name of business and/or organization: _____

Address: _____

Phone Number: _____ Fax: _____

Contact Name: _____ Email: _____

Phone: _____

Names of Officers, Directors & Principals (if applicable):

Briefly describe the function or purpose of your organization (e.g. include a short history, mandate, goals and objectives)

Contributing partners (name organization, if new please provide references):

Section 2: Project Information

Please provide key information about your project including: project description, objectives, performance targets, impacts and limitations of project, methodology and timing (including key dates for progress reports and final report to council)

Total amount of assistance requested \$ _____

Please specify as accurately as possible how the Green Initiatives Fund will be used if approved. Requests for capital purchases or printed material must include a minimum of one quote from a firm/business to provide the service/material.

Does your organization currently receive other financial assistance from the City, either in-kind or direct funding?

Yes

No

If yes, please specify:

Have you received Green Initiative funding from the City previously?

No

Yes Amount (\$) _____ and type GHGs Energy Efficiency Water

What was the last year received: _____(specify year)

If yes, for the last year that the grant was received, append a copy of a Post-Project Report. For grants given to assist in capital purchases or printed material, please append an example and/or colour photo of the item(s).

Submit the following required attachments with your application:

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

Section 4: Environmental Benefits

Please select the category that your project best falls under (check all that apply)

- Greenhouse Gas Reduction (if your project will reduce GHGs in Sault Ste. Marie, please indicate the estimate reduction in tonnes of carbon dioxide equivalent (tCO₂e) _____)
- Improves water quality / rehabilitation
- Increases energy efficiency

Description of how the project achieves a reduction in GHGs, improvement in water quality and/or energy efficiency.

Section 5: Community Benefits

How does the project compliment other local initiatives?

What is the anticipated impact on the community as a whole from your planned project?

I CERTIFY that to the best of my knowledge, the information provided in the Green Initiatives Program Fund application is accurate and complete and is endorsed by the organization society or City department, which I represent.

DATED in Sault Ste. Marie, this _____ day of _____, 20__

NAME	Title	Signature	Phone Number
_____	_____	_____	_____

PLEASE RETURN THIS FORM AND RELATED SUPPORTING DOCUMENTATION TO:

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

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

FOR OFFICE USE ONLY

Application Received By: _____ **Date:** _____

Collection of Personal Information Notice

Personal information of the Green Initiative Fund Application is collected under the authority of the Municipal Freedom of Information and Protection of Privacy ACT R.S.O. 1990 m.c.M.56 and will be used solely to determine applicable information necessary for application. Questions about this collection should be directed to the address noted in the Competition Outline.