

CDF – Green Initiatives Program Fund Overview

1.0 Purpose

The purpose of the Green Initiatives Program of the Community Development Fund (CDF) is to support green initiatives that result in improved environmental sustainability in Sault Ste. Marie.

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 and other community environmental sustainability activities.

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 either a:

- i. Incorporated Not-for-profit organization
- ii. Unincorporated organization/collective – must be composed of at least 2 members and have been active as a group for at least 1 year
- iii. Local School or School Group / Committee
- iv. City of Sault Ste. Marie Department

- "Eligible Project" means any project or activity that demonstrates environmental benefits or improvements and is consistent with City policies, and may include, but is not limited to greenhouse gas (GHG) reduction, improving water quality / rehabilitation, increases energy efficiency, healthy and resilient ecosystems, including habitat restoration active transportation or waste reduction.

3 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.

4 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

Before filling out an application, please discuss your project and/or activity with Community Development and Enterprise Services (CD&ES) staff. Contact information is available in Section 7 of the application. Staff will help guide potential applicants through the process and answer any questions regarding the program and application form.

Please fill in each of the following sections:

Section 1: Intakes

Applications will be accepted quarterly every year and recommended for Council approval by the City's Environmental Sustainability Committee (ESC) at their quarterly meetings. Please select the intake round you wish to apply for funds.

| Intake | Submission Period | Application Due | ESC and Council Review | Project Implementation |
|-----------------------------|--------------------------|--|-------------------------------|-------------------------------|
| <input type="checkbox"/> Q1 | January 1 – March 31 | Last Friday in March of each calendar year | April | After May 1 |
| <input type="checkbox"/> Q2 | April 1 – June 30 | Last Friday in June of each calendar year | July | After August 1 |
| <input type="checkbox"/> Q3 | July 1 – September 30 | Last Friday in September of each calendar year | October | After November 1 |
| <input type="checkbox"/> Q4 | October 1 – December 31 | Last Friday in December of each calendar year | January | After February 1 |

Section 2: Applicant Information

Please select which type of organization you represent:

- Incorporated Not-for-profit organization
- Unincorporated organization/collective – must be composed of at least 2 members and have been active as a group for at least 1 year
- Local School or School Group / Committee
- City of Sault Ste. Marie (list Department): _____

Organization/Collection/School/School Group Name: _____

Address: _____

Phone Number: _____ Fax: _____

Contact Name: _____ Email: _____

Phone: _____

Names of Organization 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 (elaborate on the partner (name), type of partnership (e.g. joint venture, in-kind organization) or proposed collaboration, and provide references):

Section 3: 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)

Outline your communication strategy for promoting the project you are seeking GIF for (e.g., press release, social media post, community event, etc.) and any plans to ensure that the project is brought to the attention of the community. Please also include the target audience of your project and anticipated impact (e.g., education, awareness, reduced emissions, water quality improvement)

Section 4: Costs and Financing

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.

If you are a City Department, please elaborate on how you plan to use this this request to build a pathway into future operating and/or capital budgets. Please also tie this into the environmental sustainability section of the corporate strategic plan.

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 (\$) _____

Project Title / Description:

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. Please note that applicants can apply more than once a year, providing their last project post-project report has been submitted to and approved by the City. 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 5: Environmental Benefits

Description of how the project achieves environmental sustainability, such as a reduction in GHGs, improvement in water quality, energy efficiency, healthy and resilient ecosystems, including habitat restoration, active transportation and/or waste reduction.

Section 6: 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?

If applicable, how does your project plan to increase environmental sustainability education and awareness in our community?

Section 7

I UNDERSTAND that by signing this application, I agree that my project:

- Has a distinct start and end date within the year that the grant is provided.
- Has specific deliverables based on the project.
- Will benefit the residents of Sault Ste. Marie.
- City of Sault Ste. Marie property held by the organization must have a current and up-to-date tax payments upon the City’s receipt of application. Through the grant period, tax payments must be maintained and up-to-date. Organizations whose property taxes are in arrears will not be considered for this program. Organizations who default on their property taxes through the grant period will not receive any payment from the City of Sault Ste. Marie, and the grant agreement may be terminated immediately.

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:

Emily Cormier
 Sustainability Coordinator, Community Development & Enterprise Services
 99 Foster Drive, Level 1
 Sault Ste. Marie, ON P6A 5X6
 Telephone inquiries: (705) 989-8748
 Email: e.cormier2@cityssm.on.ca

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDRED.

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.