



Climate Change Investment Fund Application Guide

1. Application Deadline:

Tuesday August 3, 2021 by 4:30 p.m.

(Maximum amount of \$2,000 per applicant from a total fund of \$15,000 per year)

Applicants are encouraged to contact Town staff to review their submission prior to the deadline to ensure the application is complete. Late or incomplete applications will not be considered for funding after the deadline.

Applications can be submitted at any time prior to the deadline.

For more information, please contact:

Jennifer Spence

Climate Change and Asset Management

Town of Halton Hills

905-875-6023

jennifers@haltonhills.ca

The residents of Halton Hills are encouraged to take actions to support Council's climate change goals and environment goals by reducing greenhouse gas emissions to assist the community to become a carbon neutral community by 2030. The Climate Change Investment Fund's objective is to provide 'seed' funding to support practical, community-based initiatives relating to mitigating and adapting to climate change.

The Town of Halton Hills is committed to offering a Climate Change Investment Fund to support local community groups and organizations to take practical climate change adaptation and mitigation actions to reduce our collective impact on the environment.

1. Purpose

The purpose of this application guide is to outline the application, review process, and criteria for proposals seeking funding from the Town of Halton Hills Climate Change Investment Fund.

2. Application Deadline

Applications submitted to the Climate Change Investment Fund will be reviewed once per year. The funding recommendation process is as follows:

- Climate Change and Asset Management (CCAM) staff review applications
- CCAM staff make funding recommendations to the Climate Change Action Task Force who will validate the recommended funding for projects
- CCAM staff will bring a report to Council for final approval.

3. Definitions

The following words are defined in this application guide as follows.

- Individual: A resident or business owner who pays property taxes to the Town of Halton Hills, directly or indirectly.
- Business: Commercial entity that pays taxes to the Town of Halton Hills, directly or indirectly.
- Community Organization: Duly constituted group, club, association or society.
- Group: Two or more individuals who share a common purpose.
- School Board: a local board or authority responsible for the provision and maintenance of recognized educational schools

4. Eligibility

Eligibility for funding will vary on the type of organization submitting the application. Please review eligibility requirements listed below.

- The proposal shall be submitted by any Halton Hills individual, business, school board (with a non-profit partner), not for profit, social service organization, registered charity, service club and other groups dedicated to advancing Halton Hills' climate change goals.
- The proposal shall be submitted by a business in partnership with at least one non-profit group or organization (e.g. social service organization, registered charity, service club) as the lead applicant, and any profits must be re-invested

into the Halton Hills community for activities supporting the implementation of the Town's climate change goals. Estimates of the amount of profits that will be re-invested and for what purpose must be included in the project budget and confirmed via the one-page report that is to be submitted within 14 months of receiving funding.

- The proposal shall be assessed on a case by case basis using the Town's Registered Community Groups/organizations criteria for individuals, businesses, and for-profit groups/organizations.
- The proposal shall be take place within the municipal boundaries of the Town of Halton Hills and benefit Halton Hills residents.
- The proposal shall be support one or more of the mitigation and adaptation climate change goals of the Town of Halton Hills.
- The proposal shall have community-wide benefit.
- The proposal shall not duplicate existing initiatives.
- The proposal shall establish and strengthen local community partnerships.
- The proposal shall achieve measurable results.
- The proposal must be completed within 14 months of receiving funds. If the project requires more time please contact the Climate Change and Asset Management Division.
- A final report must be submitted to the Town when the project is completed.

5. Ineligibility

The following types of proposals/projects are not eligible:

- Fundraising activities and/or events, unless it is clearly demonstrated that the primary purpose of the fundraising activity/event is the implementation of mitigating and adapting Town climate change goals, and that any and all profits will be re-invested into Halton Hills. These proposals will be reviewed on a case-by-case basis.
- Existing projects, unless introducing a new climate change related initiative and/or component.
- Purchasing and/or rental of vehicles.
- Purchasing buildings, equipment, and/or renovations that are considered as capital assets.
- Ongoing operating expenses such as wages, salaries, rent and insurance.
- Initiatives that mostly target audiences outside of Halton Hills.
- Refreshments.
- Travel and accommodation, and conference/seminar/workshop fees.
- Initiatives that are held prior to the application deadline.
- Government (federal, provincial, regional and municipal), including

government agencies such as conservation authorities.

- Political affiliations.
- For-profit companies or organizations, unless submitted as specified in Section 4 above.
- Disbursement of funding to third-party recipient(s).

If your project is not eligible, but it supports implementation of the Town’s climate change mitigation and adaption goals, please contact the Climate Change and Asset Management division of the Strategic Initiatives Department of the CAO’s Office at jennifers@haltonhills.ca or 905.873.2601 ext. 2290. We may be able to assist your project in alternate ways.

6. Evaluation Criteria

Proposals will be evaluated based on extent to which they demonstrate the following criteria:

	The proposal supports the Town’s Low-Carbon Transition Strategy and the reduction of greenhouse gas emissions (e.g. energy conservation, active transportation, water conservation, waste management).
	The proposal supports the goals of the Town’s Climate Change Adaptation Plan and contributes to strengthening resiliency (e.g. tree planting, rain gardens, natural heritage, and low-impact development).
	The proposal has broad community benefits.
	The proposal demonstrates collaboration and community engagement.
	The proposal promotes volunteerism, participation, leadership development, and maximizes community involvement, engagement and awareness.
	The proposal offers a new service or complements an existing service, without duplication.
	The proposal takes place within the Town of Halton Hills and benefits Halton Hills residents.
	The proposal is realistic and likely to be implemented.
	The proposal leverages other sources of funding, including matching funds and in-kind contributions
	The proposal promotes efficient/effective use of municipal resources.
	The proposal facilitates self-sufficiency over the long-term.
	The proposal demonstrates ability to achieve measurable and long-lasting results and report these to the Town.
	The proposal is accessible, inclusive and diverse.
	The proposal is submitted by an applicant who is in good standing with the Town.

	Demonstrates an innovative approach to addressing climate change that has the potential to scale.
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In some cases, additional information may be requested to supplement the above. Once funding is approved by Town Council, applicants have 30 days to submit any outstanding required information to Town staff or the approved funding is cancelled.

7. Application Process

Decisions on applicants receiving funding will generally follow the steps outlined below. Steps of the Application Process:

1. Applicant reviews the application guide and submits the application to the Town.
2. Town staff review the submitted application.
3. Town staff present the applications to the Climate Change Task Force to make recommendations to Council.
4. Staff report is written and submitted to Council for approval of recommendations.
5. Notification to applicants of report going to Council.
6. Council Decision.
7. Notification to applicant.
8. Final report submitted to the Town within 14 months of receiving funding.

The key components of this process are:

- Applications will be reviewed by Town staff for accuracy and completeness.
- Applications involving funding from other Town sources will be identified and reviewed for no duplications on requested funding.
- Only completed applications will be forwarded to the Climate Change Task Force for review and recommendation.
- Applications recommended for funding by the Climate Change Task Force will be sent via a staff report to Council for final approval.
- Climate Change Task Force and/or Council may request a presentation from the Applicant.
- Applicants will receive written notification regarding Council's decision.

8. Funding

- Up to a maximum of \$2,000, per project, per applicant, per intake period may be funded.
- A maximum of \$15,000 may be funded per intake period.
- Multiple applications may be made by the same applicant.
- Funds will be distributed based on funding availability, number and quality of

applications received, as well as the amount of funding requested.

9. Additional Funding

Applicants are strongly encouraged to apply for additional funding from other sources, and where appropriate, additional funding may be available from other Town funding program. The Town will not support funding from multiple funding programs for the exact same item(s).

10. Scope and Responsibilities

The Climate Change Investment Fund is available to individuals, groups, community organizations, businesses (who partner with not-for-profit organizations) located in Halton Hills who are interested in contributing to the Town's mitigation and adaptation climate change goals - subject to meeting applicable criteria.

The Climate Change Investment Fund is managed by the Climate Change and Asset Management division within the Strategic Initiatives Department of the CAO's Office, in collaboration with various Town departments and the Climate Change Task Force, as appropriate.

11. Application Guide Review

The Application Guide for the Climate Change Investment Fund will be reviewed biennially. Recommended changes of a major nature, if any, will be based on consultation with Climate Change and Asset Management staff and the Climate Change Task Force, and presented to Council for consideration. Minor changes may be made at any time, subject to approval by the Chief Administration Officer.

12. Application Submission

For additional information please review the application form. Forward your completed application and any additional documentation electronically to jennifers@haltonhills.ca. Alternatively, one copy of the completed application may be submitted to:

Jennifer Spence, Climate Change Outreach Coordinator
Climate Change and Asset Management
Town of Halton Hills
1 Halton Hills Drive, ON L7G 5G2

*Late applications and/or incomplete applications will not be considered. To confirm we have your submitted application please contact jennifers@haltonhills.ca prior to 4:30 p.m., Tuesday August 3, 2021.