

# Climate Action Fund Application

The Town of Caledon is pleased to offer eligible applicants the opportunity to apply for funding to support their local climate change projects and initiatives.

## Application Instructions

Please complete Sections A-D of the Application. Refer to the Application Checklist (page 10) to ensure that all required documentation has been submitted with your application.

To learn more about the rules, eligibility, and how the Climate Action Fund works, please refer to the Climate Action Fund Applicants Guide that is available at [caledon.ca/grants](http://caledon.ca/grants)

## Section A: General Information and Contact Information

<b>Organization Name:</b>	
<b>Address:</b>	
<b>Town/City</b>	
<b>Postal Code:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Website:</b>	
<b>I am applying as a:</b>	<input type="checkbox"/> Non-profit organization and/or registered charitable organization <input type="checkbox"/> Neighbourhood association and other unincorporated community-based groups with a documented terms of reference <input type="checkbox"/> Faith/church group, for a non-religious purpose <input type="checkbox"/> Indigenous group <input type="checkbox"/> School with a Caledon address in a publicly funded school board <input type="checkbox"/> School group, club, and parent council, applying on behalf of a school in a publicly funded school board with a Caledon address <input type="checkbox"/> Publicly funded school board for a project in schools with a Caledon address <input type="checkbox"/> Individual/student with a documented collaborative agreement with an eligible applicant
<b>Is your organization HST registered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please provide your HST number:</b>	

<b>I confirm that I have not applied for this project/similar projects such as the Towns Municipal Agricultural and/or Community Organization Grant, and/or Golf Tournament Funding.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Section A Questions by Applicant Type (Only Fill Out the Section Relevant to the Applicant Type)**

**[A1]** Non-profit organization, registered charitable organization, faith/church group

<b>Is your organization incorporated?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Date of incorporation:</b>		
<b>Does your organization have charitable status?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes, please provide the number:</b>		

**[A2]** Neighbourhood association and other unincorporated community-based groups with a documented term of reference

<b>Please attach via email your group's documented terms of reference (required)</b>	<b>File Name:</b>
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**[A3]** School with a Caledon address in a publicly funded school board

<b>Principal Name:</b>		
<b>Principal Email:</b>		
<b>What level of EcoSchool Certification is your school?</b>	<input type="checkbox"/> Not certified <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Platinum	
<b>Please attach via email proof that the project has received permission for this project from the Catholic School Board's Grant Committee (if DPCDSB), or from your school's designated Facility Manager (PDSB)</b>	<b>File Name:</b>	

**[A4]** School group, club, and parent council, applying on behalf of a school in a publicly funded school board with a Caledon address

<b>School name:</b>	
<b>Name of school group, club, or parent council:</b>	

<b>I have received permission for this project from the School Principal</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>Please attach via email proof that the project has received permission for this project from the Catholic School Board's Grant Committee (if DPCDSB), or from your school's designated Facility Manager (PDSB)</b>	<b>File Name:</b>
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**[A5]** Publicly funded school board for a project in schools with a Caledon address

<b>Please list the Caledon schools within your Board that grant funds will be used towards:</b>	
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**[A6]** Indigenous group

<b>Name of Indigenous Group:</b>	<input type="checkbox"/> Mississaugas of the Credit First Nation <input type="checkbox"/> Haudenosaunee Confederacy Chiefs Council <input type="checkbox"/> Conseil de la Nation Huronne-Wendat <input type="checkbox"/> Six Nations of the Grand River First Nation <input type="checkbox"/> Metis Nation of Ontario <input type="checkbox"/> Other:
<b>Please attach via email proof of the Indigenous Community's support of this application and acknowledgement of entering into a grant funding agreement with the Town</b>	<b>File Name:</b>

**[A7]** Individual/student with an eligible applicant

<b>Name of eligible organization:</b>	
<b>Eligible organization email:</b>	
<b>Eligible organization telephone number:</b>	
<b>Will the eligible organization have an active role in this project?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please briefly describe their involvement in the project (100 words max.):</b>	
<b>Please attach via email proof of the eligible organization's agreeance to be the lead organization of this application and enter into a grant funding agreement with the Town.</b>	<b>File Name:</b>

### Applicant Contact Information – Proposed Project Leader

The Project Leader will be the main point of contact between the Town and your organization and is leading implementation of your project.

<b>First and Last Name of Project Leader:</b>	
<b>Main Contact Number:</b>	
<b>Phone Type</b>	
<b>Email:</b>	

<b>Relationship to Organization:</b>	
<b>Approximate Length of Time Affiliated with Organization:</b>	

### Section B: Project Description

<b>Project Name:</b>	
<b>Project Address:</b>	

1. Indicate which of the following eligible project types your project best aligns with (see the Project Eligibility section of the Climate Action Fund Guide for more information). Select all that apply:

- Project that contributes to greenhouse gas emissions reduction (climate mitigation)
- Project that enhances resiliency to climate change impacts (climate adaptation)
- Project that has a focus on climate change education

2. Will this project take place in the geographic boundaries of the Town of Caledon?

- Yes
- No

3. Have you received Climate Action Fund funding for this project and location in the previous year?

- Yes
- No

**4. Project Synopsis: Briefly describe your project and its objectives (Max. 150 words).**  
*Evaluation Note: This question is scored out of 5 and is worth 5% of your final score.*

**5. Provide a timeline for the proposed project tasks in the table below. Please base the project start date on the program schedule outlined in Table 7 in the Climate Action Fund Guide.**  
*Evaluation Note: This question is scored out of 5 and is worth 10% of your final score.*

Date	Action or Task	Who is involved?

**6. Please describe how your project aligns with the goals, objectives, and/or actions in the Town’s Resilient Caledon Plan and meets the Fund’s project eligibility selected in question 1. (Max. 250 words)**  
*Evaluation Note: This question is scored out of 5 and is worth 20% of your final score.*

7. Describe your engagement plan (e.g. how you will engage the community or the broader school population) throughout your project. If you are partnering with any other groups or organizations, describe their role in the project. (Max. 200 words)

*Evaluation Note: This question is scored out of 5 and is worth 20% of your final score.*

8. State the main outcome of your project and identify project outputs that support the achievement of your main project outcome in the tables below. Please include any comments in the notes column. If the space provided in the Notes column is insufficient, include additional notes as a separate attachment when submitting your application.

**The outcome is what the project wants or needs to achieve. The outputs are the actions or items that contribute to achieving an outcome. (Max. 50 words)**

*Evaluation Note: This question is scored out of 5 and is worth 15% of your final score.*

Output	Number	Notes
Estimated number of people engaged		
Number of volunteers participated		
Number of organizations collaborated with		
Number of trees/plants planted		
Estimated energy saved		
Estimated GHGs reduced		
Number of events/workshops held		
Estimated amount of waste avoided		
Number of educational materials developed		
Amount of invasive species removed		
# of social media interactions		
Other:		

**9. Describe your plan to monitor and evaluate the success/progress of the project and the outputs as stated in question 8. What is the lifespan of your project? If you have a planting project, please describe the maintenance plan. (Max. 250 words)**

*Evaluation Note: This question is scored out of 5 and is worth 15% of your final score.*

**Part C: Project Budget**

Complete the table below outlining your project budget. Please ensure that the total cost covered by the Climate Action Fund amount is **equal to or less than** the available funds offered (\$8,000). If the project is greater than \$8,000, applicants may optionally disclose additional sources of funding. Applicants are encouraged to review eligible expenses in the Climate Action Fund Applicants Guide that is available at [caledon.ca/grants](http://caledon.ca/grants)

*Evaluation Note: This question is scored out of 5 and is worth 15% of your final score.*

Expenditure Type	Item Description (item name, plant species, etc.)	Quantity	How the item relates to your project (max. 150 characters)	Cost per item	Total Cost (Quantity x Unit Cost)	Methodology/Source of total cost (max. 150 characters)	Cost covered by Climate Action Fund	Cost covered by external sources (optional)
<i>Example: Human Resources</i>	<i>Staff time</i>	<i>35 hours</i>	<i>Staff time to organize event</i>	<i>\$20</i>	<i>\$700</i>	<i>\$20 an hour multiplied by 35 hours</i>	<i>\$700</i>	<i>\$0</i>
				\$	\$		\$	\$
				\$	\$		\$	\$
				\$	\$		\$	\$
				\$	\$		\$	\$
				\$	\$		\$	\$

<b>Total Project Cost:</b>	
<b>Total Cost Requested from the Climate Action Fund:</b>	
<b>Total Cost covered by External Sources:</b>	



## Section D: Certification Form

**By submitting this application, all applicants, including those submitting their applications electronically (i.e., online or via email) are deemed to have read, understood, and agreed to abide by the terms and conditions of the Climate Action Fund as set out in the application.**

I certify that the information contained in this application, including all attachments, is accurate to the best of my knowledge, and further that I am authorized to submit this application on behalf of the applicant organization.

I acknowledge and agree that if this application is approved for funding by The Corporation of the Town of Caledon (the "Town"), the applicant organization will be required to enter into a Climate Action Fund Agreement with the Town prior to the release of any funds to the applicant organization.

I further acknowledge and agree that the applicant organization will be required to comply with all the terms of the Agreement, including but not limited to the following requirements:

1. To comply with all applicable statutes, regulations, and policies and to obtain all required approvals and permits for the project;
2. To agree that the Town bears no responsibility for the project and to indemnify the Town for any loss or damage arising from the project;
3. To allow the Town to use the project name and any images associated with the project for promotional purposes;
4. To permit the Town to claim ownership of any greenhouse gas emission reductions resulting from the project;
5. To maintain records of expenditures and provide copies of receipts/invoices to the Town; and,
6. To return all unspent funds to the Town upon completion of the project.

**I Agree**

Date \_\_\_\_\_

Signature\* \_\_\_\_\_

I am authorized to bind the Corporation

Name \_\_\_\_\_

Title/Position \_\_\_\_\_

## Application Checklist

### **Completed:**

- |                          |                     |           |
|--------------------------|---------------------|-----------|
| <input type="checkbox"/> | Information Form    | Section A |
| <input type="checkbox"/> | Project Description | Section B |
| <input type="checkbox"/> | Project Budget      | Section C |
| <input type="checkbox"/> | Certification Form  | Section D |

### **For non-profit, charitable organizations, neighbourhood associations only:**

- Copy of business plan, recent funding proposal, annual report, work plan or other strategic documents if possible. (If this material is not available, this should be communicated to Town staff and additional material may be requested).

### **For all projects with a physical outdoor installation (including planting projects):**

- Sketch of project site, including the dimensions of the proposed installation
- Photos of existing site
- Letter of support from the owner of the property (if not owned by the applicant)

### **For schools, school groups and parent councils only:**

- Catholic School Board Requirement:** A signed Support Letter or email from the Catholic School Board's Grant Committee
- Public School Board Requirement:** Proof of approval from your school's designated Facility Manager (email or signed letter)

### **Optional (strongly encouraged):**

- At least one quotation (can be informal) to justify budget items over \$2,000
- Letters of support from other contributing (financial or in-kind) partners