

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 11) 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

Section A: General Information and Contact Information

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

I confirm that I have not applied for this project/similar projects through the Towns Municipal Agricultural and/or Community Organization Grant, and/or Golf Tournament Funding.	☐ Yes	☐ 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

Is your organization incorporated?	☐ Yes	☐ No
Date of incorporation:		
Does your organization have charitable status?	☐ Yes	☐ No
If yes, please provide the number:		

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

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

Principal Name:	
Principal Email:	
What level of EcoSchool Certification is your school?	☐ Not certified ☐ Bronze ☐ Silver ☐ Gold ☐ Platinum
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)	File Name:

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

School name:	
Name of school group, club, or parent council:	

I have received permission for this project from the School Principal	☐ Yes ☐ No
Please attach via email proof that this project has received permission from the Catholic School Board's Grant Committee (if DPCDSB), or from your school's designated Facility Manager (PDSB)	File Name:

[A5] Publicly funded school board for a project in schools with a Caledon address

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

Name of Indigenous Group:	☐ Mississaugas of the Credit First Nation ☐ Haudenosaunee Confederacy Chiefs Council ☐ Conseil de la Nation Huronne-Wendat ☐ Six Nations of the Grand River First Nation ☐ Metis Nation of Ontario ☐ Other:
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	File Name:

[A7] Individual/student with an eligible applicant

Name of eligible organization:		
Eligible organization email:		
Eligible organization telephone number:		
Will the eligible organization have an active role in this project?	☐ Yes	☐ No
If yes, please briefly describe their involvement in the project (50 words max.):		

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.

File Name:

Applicant Contact Information – Project Leader

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

First and Last Name of Project Leader:	
Main Contact Number:	
Phone Type	
Email:	

Relationship to Organization:	
Approximate Length of Time Affiliated with Organization:	

Section B: Project Description

Project Name:	
Project Address:	

1. Indicate which of the following eligible project types your project best aligns with (see the Project Eligibility section of the Climate Action Fund Applicants 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: Describe your project and its objectives including the main outcome(s) (Max. 200 words).**

Evaluation Note: This question is scored out of 5 and is worth 20% 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 15% of your final score.

Date	Action or Task	Who is involved?

- 6. 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.

- 7. 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. (Max. 50 words/note)**

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:		

- 8. Describe your plan to monitor and evaluate the success/progress of the project and the outputs as stated in question 7. What is the lifespan of your project? If you have a planting project, please describe the maintenance plan. (Max. 150 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

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

Applicant Note: Human Resources such as staff time can't exceed 25% of total funds requested.

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)
Example: Human Resources	Staff time	35 hours	Staff time to organize event	\$20	\$700	\$20 an hour multiplied by 35 hours	\$700	\$0
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Total Project Cost:	\$
Total Cost Requested from the Climate Action Fund:	\$
Total Cost covered by External Sources (Optional):	\$

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, are 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 associated with this project 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 or expiration of this project.

☐ **I Agree**

Date _____

Signature* _____

_____ I am authorized to bind the Corporation

Name _____

Title/Position _____

Application Checklist

Completed:

- | | |
|--|-----------|
| ☐ Information Form | Section A |
| ☐ Project Description | Section B |
| ☐ Project Budget | Section C |
| ☐ EcoSchool Certification (if applicable) | 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