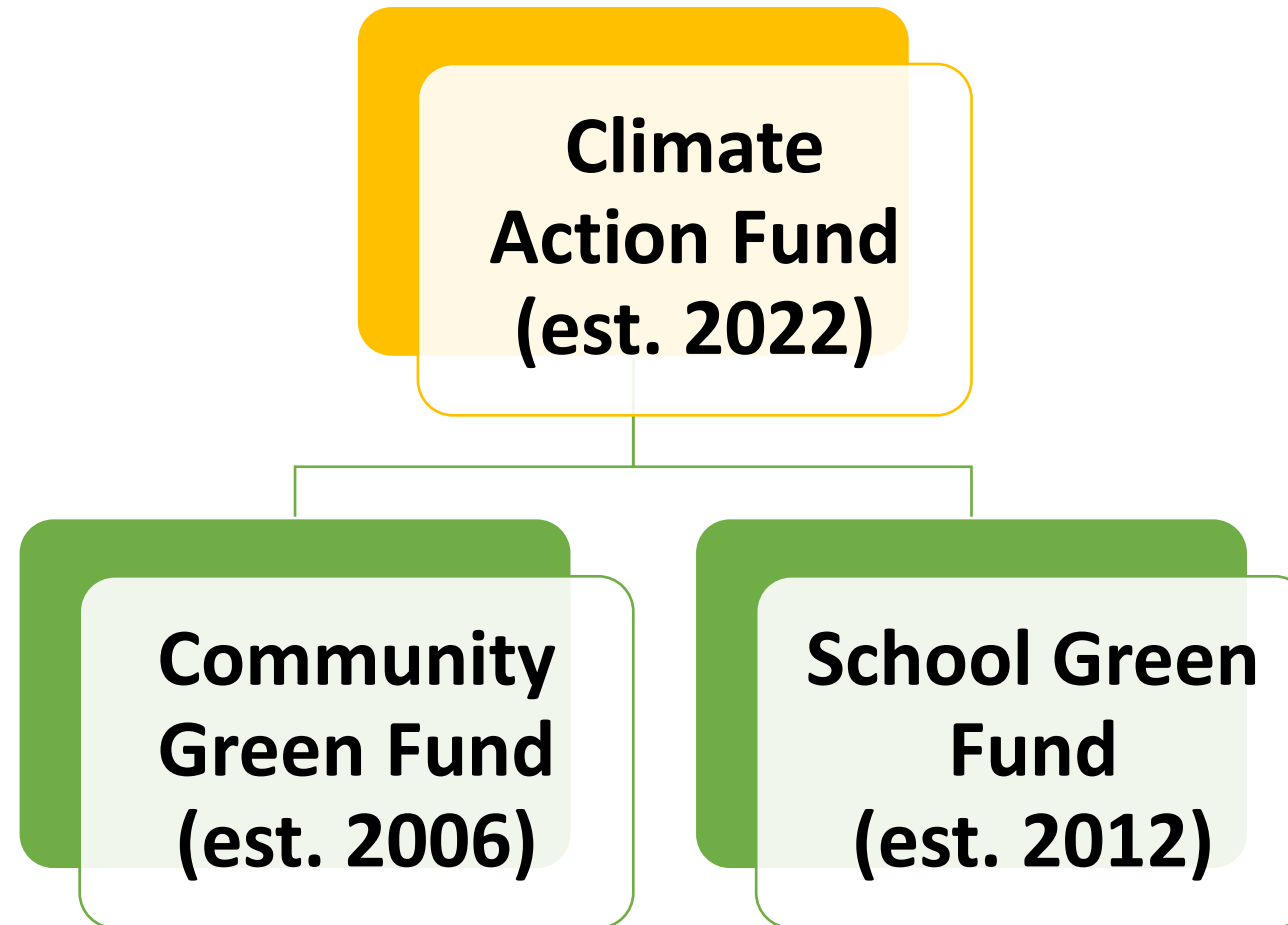Climate Action Fund Webinar

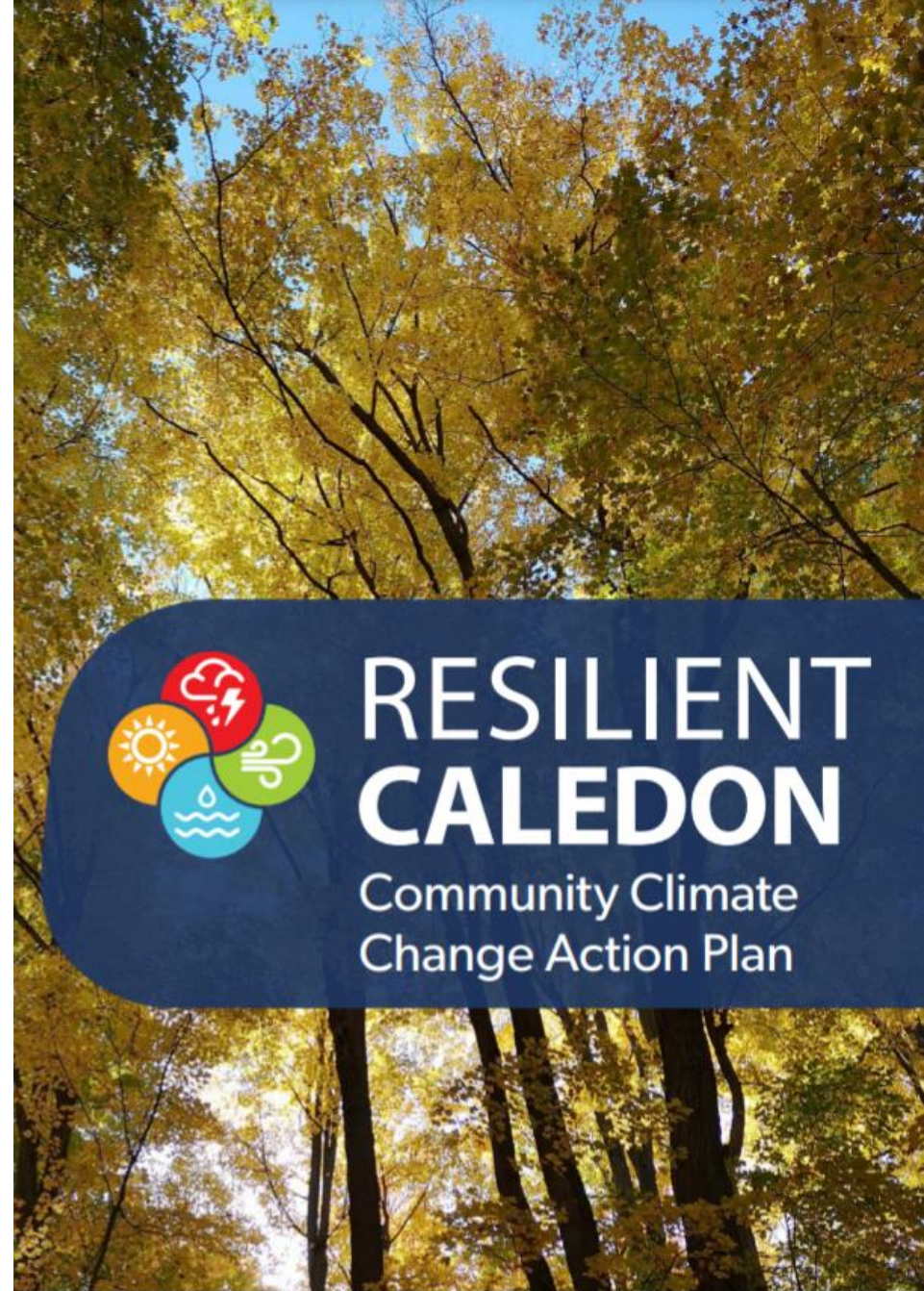What is the Climate Action Fund?

Seem Familiar?

Why did we Update the Fund?

- Alignment with goals and objectives of the Resilient Caledon Climate Change Action Plan

- Refine program parameters and improve upon administrative efficiencies based upon feedback from Town staff and past applicants

- Ensure communities are supported by their local Government

RESILIENT CALEDON
Community Climate Change Action Plan

CLIMATE ACTION FUND APPLICANTS GUIDE

TOWN OF CALEDON

- The Climate Action Fund Applicants Guide and Application is available through our website at: www.caledon.ca/grants
- Click the following link to directly access the guide: Climate Action Fund Applicants Guide

Climate Action Fund Rules

1) Only one application per organization will be accepted each year

2) Projects must be based in Caledon and directly benefit Caledon residents

3) Applicants cannot apply for the same project in the same location two years in a row

4) Funding must be used within the same calendar year they are issued, unless otherwise stipulated

5) Any unspent funds must be returned to the Town upon completion of the project

6) Applicants who apply to the Climate Action Fund cannot apply to the Towns Municipal, Agricultural and Community grants, and/or Golf Tournament funding

7) If the Town receives an application from a school and school group, club, and/or parent council for the same school, only one application will be awarded per school, determined by the application score

Eligible Applicants

1) Non-profit organizations and/or registered charitable organizations

2) Neighbourhood associations and other unincorporated community-based groups with a documented terms of reference

3) Faith/church groups, for a non-religious purpose

4) Indigenous groups

5) Schools with a Caledon address in a publicly funded school board

6) School groups, clubs, and parent councils, applying on behalf of a school in a publicly funded school board with a Caledon address

7) Publicly funded school boards for a project in schools with a Caledon address

8) Individuals/students with a documented collaborative agreement with an eligible applicant

Eligible Project Types

Contributes to the reduction of greenhouse gas emissions

Enhances the resiliency to climate change impacts

Educates the community about climate change action

Funding & Eligible Expenses

Applicants can apply for up to $8,000 through the Climate Action Fund.

GRANT THRESHOLD	HOLDBACK PERCENTAGE
$2,000 or less	10%
$2,001+	15%

Returning Funds to the Town

A grant recipient has not spent their full awarded amount as stated in their Grant Agreement

Claims ineligible expenses

Claims expenses that are unrelated or are out of scope to their Council-approved project

Staff strongly encourage grant recipients to notify environment@caledon.ca about any changes from your application's project scope or budget for approval

ELIGIBLE EXPENSES

Project supplies and materials directly related to the project
Workshop materials
Space rental or permit fees for event/activity space
Project communications (e.g. flyers, posters, printing)
Human Resources e.g. staff salaries (cannot exceed 25% of your total grant request)
Project evaluation activities
Rentals or small equipment purchases
Consultant fees and skilled labour
Other expenses on a case-by-case basis and approved by the Town

INELIGIBLE EXPENSES

Expenses not directly related to the project
Beautification or landscaping repairs (e.g., ornamental gardens, pathways, etc.)
Fees and expenses for memberships, conferences, travel, personal vehicle use, and parking
Activities related to political or religious purposes
Costs associated with the regular operation of your organization such as current staff salaries (unrelated to project), office rental, utilities, lunch for employees and not related to your project or a community workshop, computer equipment, phones, fax, internet, accounting services, insurance, etc.
Activities that extend beyond Caledon's borders
HST if registered
Other expenses on a case-by-case basis

How do I Apply for the Climate Action Fund?

Submit an online application through **www.caledon.ca/grants**

Printable and fillable application forms available upon request to **environment@caledon.ca**

Additional Documents to Include

Copy of an existing work plan, strategic document, annual report, or recent funding proposal

For projects involving permanent installations, a letter of support from the owner of the property is required (if not owned by the applicant)

Catholic School Requirement: A signed support letter and/or email from the Catholic School Board's Grant Committee

Public School Requirement: Proof of approval from your school's designated Facility Manager (e.g., email or signed letter)

Planting projects will require a sketch of the project site including project dimensions, photos of the existing site, and a letter of support from the owner of the property (if the installation is permanent and not owned by the applicant)

Optional Documents to Include
(Strongly encouraged)

$

At least one **quotation (can be informal) to justify budget items over $2,000**

Project-specific support letters from community stakeholders or partners

Application Evaluation & Scoring

Evaluation Criteria	Weight
Project Description	5%
Time Task Table	10%
Resilient Caledon Plan and Project Eligibility Alignment	20%
Engagement Plan	20%
Project Outputs	15%
Monitoring/Evaluation Plan	15%
Project Budget	15%

SCORE	RATING	DESCRIPTION
5	Excellent	Exceeds some or all evaluated criteria
4	Satisfactory	Meets all evaluated criteria
3	Below Average	Meets most of the evaluated criteria
2	Poor	Meets some of the evaluated criteria
1	Very Poor	Minimally addresses some, but not all evaluated criteria
0	Incomplete	Non-responsive or did not meet any evaluated criteria

Evaluation Score & Funding Allotment

POINT SCORE	FUNDING ALLOTMENT
30 – 35 points	Full Funding
25 – 29 points	Partial Funding (75% of requested grant)
24 and below	No funding

Climate Action Fund Process and Approximate Timelines

Step	Approximate Timeline
Application Deadline	October
Application Screening	1-2 Weeks prior to the scheduled evaluation meeting
Application Evaluation	Before end of year
Council Approval	December-January
Notification	One week after Council approval
Agreement	January-February
Transfer of Funds	Upon agreement execution (January-March)
Project Implementation	Within the calendar year
Reporting and Holdback	One month prior to agreement expiry (Final Report)

Reporting Requirements: Interim Progress Update

1. Summary of the activities completed to date and the current status of your project

2. Notification and description of major changes to your timelines, activities, or budget

3. An up-to-date project budget

Reporting Requirements: Final Report

1. Summary of project results and achievements

2. Updated project outputs table

3. Description if the recipient was unable to achieve all expected results

4. Feedback on the Climate Action Fund process and any recommended improvements

5. Completion of the Final Budget Template and copies of invoices for eligible expenses

6. Photo(s) of completed project

Tips and Tricks for a Successful Application

Review the Program Guide. The "Climate Action Fund Applicants Guide" is a helpful document where you can find important information regarding project and expense eligibility, grant rules, application submission requirements, and how your application will be evaluated.

Focus on outcomes. Consider what your project is trying to achieve. Your outcome should be SMART – Specific, Measurable, Achievable, Realistic, and Time-bound.

On the ground action. Think about how your project can help advance climate action in Caledon in addition to raising awareness.

Partnerships are important. Before you apply, consider what organizations or individuals you need to work with to make your project a success. Working collaboratively can be more effective than working alone!

Not the building/property owner? Receive approval! If you don't own the property in which your project is taking place, it is required to receive approval from the building/property owner.

Inquire about costs. Unsure how much your project will cost? Try calling and/or reviewing websites of local businesses, contractors, past applicants, etc. to build a project budget. Remember that your application is approved by Council, so it will be important not to deviate from the budget in your application!

Start with an evaluation plan. How will you know whether your project achieved its objectives? Creating an evaluation plan early in the process will help you understand what tools you'll need to measure success.

Project Ideas!

Project Type	Project Idea
Waste Management	- Installing water bottle refill stations - Eliminating single use plastics
Active Transportation	- Stationary bike repair stations - Bike rack installation
Anti-Idling & Air Quality Campaigns	- Parking spots dedicated to zero emission vehicles - A campaign issuing fake tickets for idling vehicles
Habitat Restoration	- Nesting for bees, birds, bats, and other wildlife - Natural area restoration and/or revitalization
Energy Tracking & Monitoring	- Mini community based solar energy projects - Turning off nonessential light campaigns
Greening and Eco-Gardens	- Outdoor classrooms - Flower gardens that attract pollinator insects
Local Food Awareness	- Community food gardens - Compost boxes to create your own fertilizer

Feeling Stuck?

Email us at
environment@caledon.ca

Call 905-584-2272 and ask
to speak with the Energy
and Environment Team