



Green Initiatives Fund Sustainable Communities Grant Application Form

Congratulations on deciding to apply for a Sustainable Communities Grant! Please complete the following application form so that we can evaluate your project proposal.

PART A - APPLICATION FORM	
NAME OF PROJECT: _____	
PROJECT APPLICANT (please print):	
Organization Name: _____	Fax No: _____
Contact Name: _____	Email: _____
Contact Phone No: _____	Address: _____
Alternate Contact: _____	_____
Alternate Phone No: _____	_____
TYPE OF ORGANIZATION:	
<input type="checkbox"/> Municipal corporation	<input type="checkbox"/> First Nation/Métis community
<input type="checkbox"/> Local government	<input type="checkbox"/> Non-profit organization
<input type="checkbox"/> Educational institution	<input type="checkbox"/> Charitable status Reg No. _____ (Prov/Fed)
<input type="checkbox"/> Community association	<input type="checkbox"/> Youth group
<input type="checkbox"/> Other: _____	
TIMETABLE:	
Project Start Date: _____	
Project End Date: _____	
PROJECT COST:	
Total Project Cost: _____	Total Funding Requested: _____

PROJECT FOCUS

Please select the one category that best fits your project goals.

- | | |
|--|--|
| <input type="checkbox"/> <i>Climate Change</i> | <input type="checkbox"/> <i>Ecosystem Conservation</i> |
| <input type="checkbox"/> <i>Eco-tourism</i> | <input type="checkbox"/> <i>Sustainable Development Awareness</i> |
| <input type="checkbox"/> <i>Green Agricultural Practices</i> | <input type="checkbox"/> <i>Water Conservation and Source Water Protection</i> |

PROJECT ELIGIBILITY

Please check that your project meets the following criteria (check the appropriate boxes):

- Works towards progress in one of the identified target areas (Climate Change; Eco-tourism; Green Agricultural Practices; Ecosystem Conservation; Sustainable Development Awareness; or Water Conservation and Source Water Protection).
- Takes place in Saskatchewan.
- Will be completed within two calendar years.
- Is a one-time activity and will not require on-going funding from the province beyond two calendar years.
- Is distinct from your (the applicant's) standard operations, as Green Initiatives Fund money CANNOT be used to provide on-going operational funding (e.g. on-going office costs, established operational budgets).
- The applicant is willing to obtain all licenses and permits required to carry out the project and has explicitly identified these licenses and permits in the application.
- The applicant is willing to provide requested documentation from the Worker's Compensation Board (WCB) prior to release of funds.
- Has NOT previously received funding from the Green Initiatives Fund.
- Does NOT include debt financing or cost recovery purposes.
- Is NOT undertaken as a result of a government order, such as investigations and remediation.
- Is NOT for the purchase of:
 - infrastructure, including landfills, roads, water/wastewater and buildings used for residential or commercial purposes;
 - Equipment, including but not limited to, heating and cooling equipment;
 - Vehicle(s); or
 - Land.
- Is NOT a research project.
- Is NOT a biofuels project.

CERTIFICATION:

We certify that the information provided in this application, including all enclosures, is accurate to the best of our knowledge and that we are authorized to sign on behalf of the group. Two signatures are required.

Name (please print)

Name (please print)

Signature

Signature

Date

Date

APPLICATION PACKAGE CHECKLIST:

A complete application package requires all of the following pieces:

- Part A – Signed and completed Application Form (page 1 and 2 of this document)
- Part B – Project Description (see below for more information)
- Part C – Project Budget (see below for more information)
- Part D – Additional Information (as required)

Please send the complete application package by postal mail or e-mail to:

Green Initiatives Fund
Ministry of Environment
5th Floor, 3211 Albert St
S4S 5W6
gif@gov.sk.ca

IMPORTANT NOTE: Your complete application must be postmarked or received by the deadline date. Late applications will not be considered. If the submission deadline falls on a weekend or holiday your submission still needs to be postmarked before the deadline date.

PART B – PROJECT DESCRIPTION

Please attach a written description of your project that includes the following information:

1. Project Summary

Provide a general overview of your project.

2. Need for your project

Identify and describe the environmental issue that your project will address and why it is important to your community.

3. Project Objectives

How will your project meet the objectives of the Green Initiatives Fund? State clearly what your project will accomplish and how the environment, community and economy will benefit. Make sure that your project objectives are achievable and measurable.

- **Environmental Impact:** How will your project have a positive environmental impact? What are the possible negative environmental impacts of your project?
- **Community Impact:** How will your project impact the community? Who will participate in the project from the larger community (e.g. youth groups, seniors groups, businesses, educational institutions)? What is the expected longevity of the project's deliverable or actions?
- **Economic Impact:** How will your project contribute to Saskatchewan's economy? Will your project generate jobs or economic opportunities? Will your project develop the skills of your community members?

4. Project Workplan:

- **Project Activities:** What activities will take place to meet your project objectives? What methods or techniques will be used to meet your project objectives?
- **Project Timeline:** When will your project start and end (maximum 24 months)? When will each activity take place? Please take into account the time it takes to submit your application and negotiate a contribution agreement (approximately three months from the application deadline).
- **Deliverables:** Identify and describe each of your project's deliverables. Identify a deadline for each.
- **Project Team:** Who is on your project team? What are their roles/qualifications? Who else will work on the project? (e.g. project coordinator, volunteers, paid staff, consultants, technical experts, etc.)
- **Education and awareness:** How will you let your community know about the project and its results? (e.g. news releases, public events, posters)
- **Project Sustainability:** How will the benefits to the environment, community and economy be maintained after your project has been completed?
- **Project Location:** Where in Saskatchewan is your project located? Provide a site map if applicable.

5. Project Evaluation

- Explain how you will measure project results.
- Detail when you will measure your results and report back to the Ministry of Environment.
- Consult the list of indicators below. Identify indicators that will help you measure the success of your project. Feel free to create indicators that suit your project. Acceptable indicators can be negotiated with the Ministry of Environment. See **Appendix A – Examples of Acceptable Indicators** for ideas.

PART C – PROJECT BUDGET

Please attach a project budget that includes the following three pieces:

1. Summary of Expenses

Please outline your expected expenditures on human resources, materials, supplies and equipment and other expenses.

- Base your estimates on fair market value (the going rate for a product or service in your area).
- When calculating staff costs, be sure to include costs of employer contributions, such as employment insurance contributions, which are required on behalf of employees.

2. Summary of Revenue

Please outline your expected revenue, including:

- Anticipated level of financial and in-kind support from other sources.
 - In-kind support can include donations of equipment, materials, office space and professional services.
 - Volunteer time is a valuable source of in-kind support. Calculate the value of volunteer time at fair market value and include it as in-kind support in your budget. By involving volunteers you help to make a bigger impact with your project.
 - Include all cash contributions and in-kind support from other funding sources, including **ALL provincial government sources**.

3. Funding Requested

Please outline the amount of money you are applying to receive from the Green Initiatives Fund – Sustainable Communities Grant.

For examples of how to present the budget please see **Appendix B – Example Budget Tables**.

PART D – ADDITIONAL INFORMATION

You may want to include additional information to supplement or strengthen your application.

This information could include:

- copies of permits or approvals (if applicable)
- letters of support from community members
- any additional information you think will enhance your proposal (e.g. photos, sketches)
- site map of project location

APPENDIX A – EXAMPLES OF ACCEPTABLE INDICATORS

Indicators	Measurable Results
Energy Efficiency and Reduction of Greenhouse Gas Emissions	
Reduced emissions of greenhouse gases (e.g. carbon dioxide, methane etc.)	Tonnes per year _____
Amount of energy conserved in households	Kilowatt hours/year _____
Amount of energy conserved in buildings	Kilowatt hours/year _____
Vehicles tested	Number of vehicles _____
Tune-ups and emissions clinics	Number of clinics _____
Single occupant vehicles reduced	Eliminated km _____ Number of vehicles _____
Energy conservation audits	Number of houses visited _____
Protecting and Conserving Water	
Water conserved (household, business, industrial)	Litres per year _____
Water re-use (household, business, industrial)	Litres per year _____
Sediment reduced	Tonnes per year _____
Reduction in fecal coliform	CFU/100ml water _____
Stream/lake bank protected or stabilized	Number of km _____ or area m2 _____
Water saving devices installed	Number of devices _____
Improved septic system maintenance (e.g. reduction of nitrate in groundwater or in fecal coliform count in surface water)	Number of septic systems _____
Green Agricultural Practices	
Environmental Management plans implemented/signed	Hectares _____ number of plans _____
Pesticides diverted from use or reduced	Kilograms or litres per year _____
Fertilizers diverted from use or reduced	Kilograms or litres per year _____
Conversion of farms to organic production	Hectares _____
Ecosystem Conservation	
Native plants, trees and shrubs planted	Number of plants/trees/shrubs _____ area m2 _____
Wildlife habitat created or restored	Hectares _____
Species at Risk (from official list) protected/restored (flora, fauna)	Number of species _____
Other species protected or restored (flora, fauna)	Number of species _____
Non-native species removed	Number of species _____
Wetlands/aquatic ecosystem created, restored, or rehabilitated	Hectares _____
Shoreline habitat created/restored	Hectares _____
Shoreline habitat preserved/protected	Hectares _____
Habitat permanently protected (acquisition, easement, covenant agreement)	Hectares _____
Habitat protected by land stewardship agreement	Hectares _____
Nesting structures installed	Number of structures _____
Other wildlife structures installed	Number of structures _____
In-stream structures installed	Number of structures _____
Removal of dump sites posing a danger to ecosystems	Number of sites _____ kilograms _____ m2 _____
Debris removed	Tonnes _____
Sustainable Development Awareness	
Participants in education project	Number of participants _____
Volunteers participating directly in project	Number of volunteers _____
Volunteer person-years	Number of person years _____
People directly affected by project (those immediately involved)	Number of people _____
Youth groups directly involved in project	Number of youth groups _____
Individual youth involved in project	Number of individual youth _____
Aboriginal groups/peoples directly involved in project	Number of aboriginal groups/peoples _____
Partnerships developed	Number of partnerships _____
Federal departments involved	Number of departments _____
Provincial or Territorial departments involved	Number of departments _____
Municipal governments involved	Number of governments _____
Project recognition/awards	Number of awards _____
Media reports on project	Number of media reports _____
Public events organized	Number of events _____
Eco-tourism	
Number of visitors	Number of visitors _____
Permanent jobs created	Number of jobs _____
Employment person-years	Number of person years _____

APPENDIX B – EXAMPLE BUDGET TABLES

The following tables provide examples of how the project budget can be presented:

Budget A Human Resources	Costs				Funding Sources		
Service	# of people	Rate	Time (each)	Total Cost	GIF Funding	Other	
						Cash	In-Kind
Sub-total Budget A							

Budget B Materials, Supplies & Equipment	Costs			Funding Sources		
Item	# of Units	Unit Cost	Total Cost	GIF Funding	Other	
					Cash	In-Kind
Sub-total Budget B						

Budget C Other Expenditures	Costs			Funding Sources		
Item	# of Units	Unit Cost	Total Cost	GIF Funding	Other	
					Cash	In-Kind
Sub-total Budget C						

Budget D Anticipated Revenue from project	Sales		
Item	# of Units	Unit Cost	Total Revenue
Sub-total Budget D			

Budget E - Other Sources of Funding		Contribution		
Group Name	Description	Cash	In-kind	Total
Total		\$	\$	\$

Total Costs and Funding (Add Sub-Totals for Budgets A + B + C)	Total costs for the Project	Total Funding from GIF	Total Cash Donations/ Revenue (Budget D + E)	Total Value of In-kind Donations
	\$	\$	\$	\$