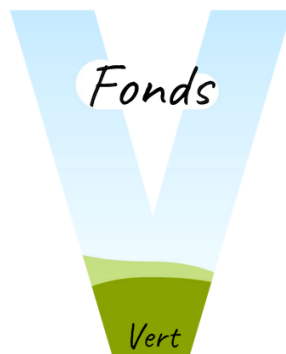




MUNICIPALITY OF LA PÊCHE
1 route Principale Ouest
La Pêche, Québec J0X 2W0

APPLICATION GUIDE



Adopted on October 7, 2019
Resolution 19-302
Updated December 7, 2020
Resolution 20-365

1. GREEN FUND OBJECTIVES

The Green Fund is a means for the Municipality of La Pêche to foster projects and initiatives aimed at protecting the environment, improving quality of life, and promoting sustainable development within its limits.

- Promote environmental protection through the involvement of residents and local organizations
- Establish partnerships in synergy with the community
- Recognize and promote environmental protection organizations
- Promote and support projects and initiatives aimed at preserving biodiversity and fighting climate change
- Support municipal residents and stakeholders in their efforts to protect natural areas, with a view to sustainable development
- Promote better environmental practices and put in place mechanisms for environmental protection, restoration, and enhancement

2. ELIGIBLE PROJECTS

The Green Fund supports projects that address at least one of these four priorities:



- The fight against climate change and green technology



- Waste management and sustainable development



- Water management

- Soil management

Projects eligible for the Green Fund support program include but are not limited to the following categories:

Studies

Preparatory research and development work for the purpose of being able to act in full knowledge of the facts, carry out work, make a decision, or execute a project. Only studies related to actual projects can qualify.

Awareness projects

Talks, presentations, publications, distribution of educational materials, or any other measure resulting in behavioural change and raising residents' awareness of the importance of achieving the main objectives of this program.

Development measures

Measures aimed at organizing the community and putting in place tools or taking other actions to improve or protect the quality of the environment and quality of life with a view to sustainable development.

Environmental events

A recurring or one-time event or function held in the Municipality. The event program has a predominantly environmental dimension and seeks to change behaviour to achieve the

objectives of the Green Fund program.

Special or major projects

Projects in this category can involve multiple stakeholders, offer potentially far-reaching benefits, or provide valuable experience and are notable for the fact that they address multiple objectives and issues at once.

3. ELIGIBLE ORGANIZATIONS

In general, all of the following are eligible to submit a project:

- Individual residents or groups of residents
- Local entrepreneurs or groups of entrepreneurs
- Legally incorporated non-profit organizations recognized by the Municipality
- Public bodies (such as the Municipality of La Pêche, a municipal body, an educational institution, a school organization, or a health or social services institution)

In all cases, applicants must work on and propose projects or measures to be carried out within the limits of the Municipality of La Pêche.

4. GRANT TERMS AND CONDITIONS

The budget for the Municipality of La Pêche's Green Fund is determined annually based on the funds available and the projects presented.

The terms and conditions for applying for financial support are as follows:

- For projects whose total cost is **\$5,000 or less**: Financial support may be up to 75% of the total eligible project expenses.
- For projects whose total cost is **over \$5,000**: Financial support will be calculated at 75% for the first \$5,000 in total eligible expenses and the remainder will be calculated at 50%.
- The maximum financial support¹ is \$15,000 per project.
- A minimum investment of 20% of total eligible project expenses is required from the applicant.
- The minimum 20% investment must include at least 10% of the total eligible project expenses in cash outlays and may include up to of 10% of the total eligible project expenses in volunteer time calculated at the minimum wage.

Note: *When the Municipality of La Pêche is the initiator, projects may be fully financed by the Green Fund. If a municipal project must be submitted during the year, it must still be analyzed by the committee.*

¹ The Municipality of La Pêche reserves the right to increase the maximum financial support for the “special or major project” category.

5. ELIGIBLE EXPENSES

The Municipality may grant financial support, upon approval by Municipal Council, for the following eligible expenses:

1. Administration and human resources:

- Administrative costs directly related to the project that are incurred solely for the project (e.g., office equipment, stationery, printing)
- Travel expenses directly related to project completion, up to \$200

2. Professional services:

- Any expense associated with hiring professional or technical consultants, including a professional employee of the organization, or contractors who are directly involved in the technical, environmental, or financial aspects of the project on an ad hoc basis
- Costs associated with contributions in the form of products or services directly related to the technical, environmental, or financial aspects of the project

3. Advertising and promotion:

- Expenses incurred to consult and inform the community about the project and develop a website or other communication tools (e.g., posters, leaflets, etc.)

4. Expenses incurred before the application receipt date:

- If a project is selected, expenses up to \$1,000 incurred for that project up to 90 days prior to the Green Fund submission date may be eligible for reimbursement. Please note, however, that eligible in-kind costs cannot exceed 10% of total eligible expenses.
- Labour costs for writing the application in order to meet the conditions for third-party funding must be documented so that expenses can be checked for eligibility and level of effort. The applicant organization must provide a letter confirming the details of its cash contributions for preparing the application.

Note: *The Municipality reserves the right to use 100% of the funds to carry out its projects.*

6. INELIGIBLE EXPENSES

Expenses that are not eligible for the Green Fund include:

- Expenses incurred before project funding is approved by the Municipality
- Past debts, future loans, or projects carried out before the applications for funding were submitted
- Sales taxes

Being eligible and submitting a complete application does not guarantee that support will be provided by the Municipality of La Pêche. The Municipality of La Pêche reserves the right to approve or reject any application to the Green Fund.

Projects submitted cannot be funded by more than one Municipality of La Pêche source. Eligible applicants may receive funding for their proposed projects from only one program and may not combine several sources of funding offered by the Municipality of La Pêche for the same project.

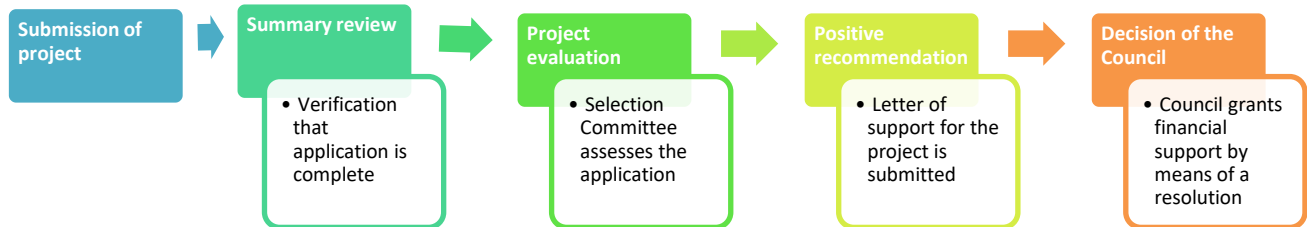
7. SUBMITTING GRANT APPLICATIONS

Applicants must follow the steps below and send a complete grant application by email to fondsvert@villelapeche.qc.ca:

- Complete the Project Submission Form available on the Municipality of La Pêche website.
- Attach all additional documents required to analyze the grant application.
- Have the application signed by the person in charge of the project.
- Send the Project Submission Form and all supporting documents by email.

*The grant application form must be submitted with all required documents by **March 1** or **September 1** of each year so that the Analysis Committee can review it.*

8. APPLICATION REVIEW PROCESS



The Municipality reserves the right to request additional information in order to better evaluate activity proposals and to require applicants to present their projects to the Selection Committee.

Organizations that receive financial support undertake to provide the Municipality with an activity report and financial statements specifically showing how the funds were used.

APPENDIX 1

DOCUMENTS TO ATTACH

- Project Submission Form signed by the authorized persons in charge
- Copy of the organization's letters patent and NEQ (Quebec Enterprise Number), if applicable
- Organization's bylaws, if applicable
- Up-to-date list of the members of the board of directors and their respective functions, if applicable
- Latest financial statements available, if applicable
- Résumés of the key project members
- Proof of financial commitments from other partners and backers, if applicable
- Letters of support from the community (members, users or customers, other partners), if applicable
- Sample promotional ad for your project, if possible