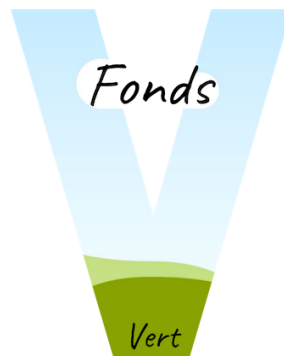




MUNICIPALITY OF LA PÊCHE
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**GREEN FUND PROGRAM
APPLICATION POLICY
STANDARDS AND CRITERIA**



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

Updates	Resolution	Description	Effective date
1	20-365	Set out certain provisions regarding investment terms and conditions, eligible organizations, analysis criteria, and applicant obligations.	December 7, 2020

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1. PREAMBLE

The Municipality of La Pêche recognizes the importance of continuously improving practices and actions to reduce environmental impacts, and providing services that take social impacts and community economic development into account.

Subsequent to the adoption of By-law19-781 by Municipal Council on January 7, 2019, the Municipality of La Pêche set up a *dedicated local Green Fund* to support projects and initiatives that promote environmental protection and sustainable development through the preservation of biodiversity and the fight against climate change.

The Green Fund is an additional means to spur community investment in environmental action and sustainable development for the benefit of present and future generations.

2. 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.

The main objectives of the program are to:

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

3. CORE PRINCIPLES OF THE GREEN FUND

A. GENERAL GUIDELINES AND STRATEGIC MUNICIPAL PLANNING

The Municipality of La Pêche's 2019–2023 Strategic Plan was adopted to build on past successes via a planning tool that reflects the town's commitment to proactive community development and enhanced community well-being. To ensure that our municipality remains a desirable place to live that is recognized as a model of land use, vitality, and sustainable development, we decided to establish the following general guidelines for the Green Fund program:

- o Guide municipal actions with a view to sustainable development.
- o Raise awareness and get residents and stakeholders actively involved in environmental protection in order to spur change.
- o Provide visibility to the Municipality's environmental actions and demonstrate leadership by supporting inspiring and promising projects.

B. ENVIRONMENTAL PRIORITIES


In 2019 the Municipality of La Pêche developed an internal decision-making tool to address problems with aquatic invasive species and declining water quality and provide for the protection and development of local lakes and rivers. To better coordinate our actions and resources, we are applying the same key environmental priorities to completely rethink the way we do things:

- Enforce regulations in effect in MRC des Collines to protect riparian strips
- Inspect and regularize all septic systems
- Revegetate degraded riparian strips
- Reduce erosion and sedimentation affecting lakes and rivers
- Inform, raise awareness, educate
- Protect the drinking water supply
- Do more to protect wetlands

C. INTERNAL MUNICIPAL MANAGEMENT

Municipalities can reduce their environmental impacts by managing municipal operations, procurement, and facilities according to the principles of sustainable development. Better environmental management practices tend to reduce long-term operational costs and are a responsible choice. Furthermore, municipalities that choose to be environmentally proactive become role models for residents and promote the development of a sustainable economy.





D. SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PROTECTION

Those who take an integrated approach to sustainable development agree on a common and consensual definition, such as that provided by the [Sustainable Development Act](#) :

“Sustainable development refers to development that meets the needs of the present without compromising the ability of future generations to meet their own needs. Sustainable development is based on a long-term approach that takes into account the inextricable nature of the environmental, social, and economic dimensions of development activities.”

The Municipality of La Pêche wishes to support innovative projects and measures in various areas (waste, water, and soil management) aimed at the development and use of green technology and the fight against climate change.

The Green Fund provides the Municipality of La Pêche with the means and management framework to partner on measures in the following areas:

-  • Climate change and green technology
-  • Waste management and sustainable development
-  • Water management
-  • Soil management

D.1 CLIMATE CHANGE AND GREEN TECHNOLOGY

The Municipality can support joint initiatives to reduce, limit, or prevent greenhouse gas emissions and mitigate economic and social consequences through special measures.

Rural residents are increasingly aware of and concerned about the impacts of climate change on their communities and livelihoods. We wish to support actions and initiatives that will make a difference and be an inspiration for people. We want climate data to be used to make smart adaptations to our daily lives and work environments.

Climate change can have a variety of impacts with local and global implications. Obvious examples include the concentration of greenhouse gases, the increase in the number and severity of heat waves, and increasingly frequent heavy rain and winter thaw events, which complicate water management for municipalities.

The effects of climate change affect population health, the economy, and public finances. To improve quality of life for residents and communities, we must act now in a strategic and deliberate way to encourage changes in our behaviour through initiatives focused on sustainable mobility, conversion to lower-carbon energy sources, and adaptation to the impacts of climate change.

The Municipality wishes to encourage local initiatives to develop and implement innovative green technology that is a source of inspiration on a larger scale and can improve quality of life in the community.

D.2 WASTE MANAGEMENT AND SUSTAINABLE DEVELOPMENT

The Municipality can support and implement measures to help achieve its waste management objectives. Our society's overconsumption and our food production and consumption habits generate massive quantities of waste that represent a huge challenge for municipalities, both financially and environmentally.

Projects and initiatives promoting recycling and waste reduction will be given high priority. These measures must be geared toward ensuring that waste is disposed of safely to mitigate the environmental impact. Source control measures and innovative projects to raise awareness about waste recovery and reuse will be promoted.

Projects targeted for support could include initiatives involving the treatment of organic waste, the development of active mobility infrastructure, studies on natural environments, and integrated development of green spaces and safe recreational structures consistent with the needs of the community.

D.3 WATER MANAGEMENT

The Municipality can support initiatives that promote the sharing of water resource knowledge and collaboration between stakeholders. Water resource management is central to economic prosperity. Water is not an inexhaustible resource, so it must be protected through best practices that promote responsible consumption.

Protecting the environment so that our children and future generations inherit a cleaner, greener, more prosperous community inevitably requires access to quality

water. Water enables ecosystems to survive and thrive. It provides a habitat for fish, plants, and insects. It nourishes forests, grasslands, and crops.

Without drinking water and wastewater treatment, communities, households, and businesses could not survive. Water is a crucial issue for our society, our economy, and the environment. It is central to our future prosperity, because we depend on it for almost every aspect of our lives. We must therefore nurture this essential resource and recognize its vital importance.

D.4 SOIL MANAGEMENT

The Municipality can support initiatives to prevent soil pollution and promote greener, more sustainable approaches to greenspace management. Healthy soil is essential to life. Yet soil is subject to many threats from human activities, including erosion, contamination, reduced biodiversity, and more.

Soil performs functions such as storage, nutrient filtration, water purification, and pollutant retention. Healthy soils provide a number of economic and environmental benefits, including improved crop growth, yield, and quality as well as greater water and nutrient retention, resilience, biodiversity, and adaptation to (or mitigation of) climate change. Soil protection is a joint responsibility, which is why the Municipality wishes to encourage eco-friendly greenspace maintenance and a reduction in the use of products that negatively affect soil quality.

The support framework for the Municipality of La Pêche Green Fund will evolve over time to achieve value-added objectives. You can email us your suggestions for new measures to reduce our environmental footprint at fondsvert@villelapeche.qc.ca.

4. ELIGIBILITY

To achieve program objectives, the Municipality offers financial and professional support for projects and initiatives aimed at protecting the environment, improving the quality of life, and promoting sustainable development within municipal limits. Support depends on funds available and maximum amounts and is not guaranteed to be renewed.

A) ELIGIBLE ORGANIZATIONS

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

- 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.

B) ELIGIBLE PROJECTS

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

- The fight against climate change and green technology: Initiatives encouraging sustainable changes in behaviour and practices that reduce greenhouse gas emissions and promote adaptations to the impacts of climate change.
- Waste management and sustainable development: Sustainable and responsible management of residual materials and organic waste and concrete actions in terms of infrastructure development.
- Water management: Resource conservation and protection of buffer strips.
- Soil management: Conservation practices and methods to improve the sustainable management of land and natural resources.

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 must have a predominantly environmental dimension and seek 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.

C) 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%.

- o The maximum financial support¹ is \$15,000 per project.
- o A minimum investment of 20% of total eligible project expenses is required from the applicant.
- o 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 at some other time of the year, it must still be analyzed by the committee.*

Any unused or unallocated funds will be reinvested in the Reserve Fund at the end of the year to increase the budget for the following year. Funding will be allocated in such a way as to promote as many inspiring projects as possible in the Municipality. The Municipality of La Pêche reserves the right to give priority to applicants who have never received funding.

The amounts granted in the course of a year under the Green Fund are in no way a guarantee of future grants and can therefore be considered as one-time funding.

The terms and conditions may be reviewed and modified at the time a project is approved by the Municipality, depending on the nature of the project in question.

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

D) ELIGIBLE EXPENSES

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

1. Administration and human resources:

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

2. Professional services:

- o 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
- o 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:

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

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

4. Expenses incurred before the application receipt date:

- o 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.
- o 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.

E) INELIGIBLE EXPENSES

Expenses that are not eligible for the Green Fund include:

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

5. APPLICATION STRUCTURE

Applicants must ensure their project is presented in sections in accordance with the following basic structure:

Sections	Meets criteria		Description (for information only)
	Yes	Score (%)	
A. Applicant		5	
B. Project		35	
C. Project approach and feasibility		35	
D. Resources, interest, and community buy-in		10	
E. Budget and creation of lever effect		15	
Total		/100	

A. APPLICANT

Introduce the person or organization and explain how the proposed project is consistent with the organization's mission and Green Fund objectives and priorities.

B. PROJECT

Present the project and demonstrate how it fits into one of the priorities described in the program. To do this, applicants must:

- o Identify the project action fields and explain how each one fits into one or more Green Fund priorities
- o Estimate or quantify the expected results, both qualitatively (educational value, community outreach, improvement to quality of life/living environment) and quantitatively (quantified environmental or social benefits)
- o Demonstrate the project's educational value
- o Demonstrate the project's potential long-term viability

C. APPROACH AND FEASIBILITY

Explain project implementation by describing:

- o The project plan, including the work plan and timeline
- o The implementation and rollout stages
- o How methodology will be monitored and objectives achieved
- o Communication, information, or even consultation activities with the target audience or the network of project stakeholders
- o The communication process between the organization and the municipality

D. HUMAN AND MATERIAL RESOURCES

Demonstrate that you have the human and material resources to carry out the project:

- o The role of each team member assigned to the project
- o The project manager's experience, including their degree of commitment and availability for the project
- o The main material resources used to carry out the project, funding sources, partnerships (financial or human), human resources, and volunteers

E. BUDGET

List of expenses and funding sources in a realistic budget:

- o Estimate of the project costs, with details of the main costs
- o Amount of financial assistance requested
- o Other financial partners and their financial commitment, including financial assistance from other sources

6. ANALYSIS CRITERIA

Submitted projects must, without exception, meet the following basic criteria:

- A. Meet one or more of the Green Fund's objectives:**
In accordance with Section 2 of the Green Fund Program Application Policy.
- B. Meet one or more of the Municipality's environmental priorities:**
In accordance with Section 3.2 of the Green Fund Program Application Policy.
- C. Be in line with at least one of the Green Fund's priorities:**
In accordance with Section 3.4 of the Green Fund Program Application Policy.
- D. Comply with the structure and eligibility criteria:**
In accordance with Section 5 of the Green Fund Program Application Policy.
- E. Adhere to the guiding principles, strategic objectives, and operational strategies of the 2019–2023 Strategic Plan concerning the environment:**
See the reference document (in French) at:
<http://www.villelapeche.qc.ca/downloads/Politiques/2019-09-18-plan-strategique-fr-web.pdf>

Note: *Projects that do not meet these basic criteria will not be evaluated.*

7. GRANT APPLICATION PROCESS

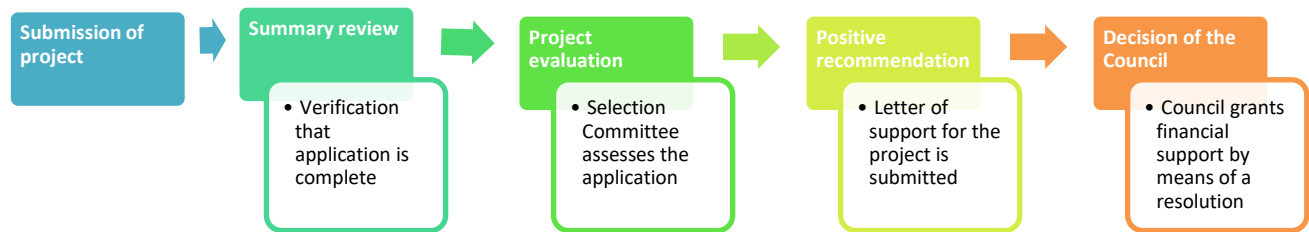
Complete grant applications must be sent by email to fondsvert@villelapeche.qc.ca and must include the following documents:

- o Duly completed grant application form, available on the Municipality of La Pêche website
- o Detailed budget representing the cost of the project
- o For recognized non-profit organizations: Copy of the letters patent (provincial charter)

The Municipality of La Pêche will analyze and process applications in the order in which they are submitted. Only complete applications will be analyzed. Grant applications must be submitted with all required documents by **March 1** of each year for analysis by a committee.

If funds are still available during the year, the committee will meet a second time to review a second set of projects. All required documents for that series must be submitted by **September 1**.

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.

Each project is reviewed by the Selection Committee, which is responsible for examining the projects submitted and makes its recommendations to Municipal Council. Funding for the projects selected is granted by means of a resolution by Municipal Council.

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

Project analysis will take into account the priorities established by the Municipality of La Pêche and the funds available.

9. OBLIGATIONS

All recipients of financial support from the Municipality are required to:

- o Carry out the project for which they obtained a grant, as presented in the grant application
- o Fully comply with municipal, provincial, and federal regulations
- o Submit a periodic progress report to the Municipality of La Pêche during the course of the project (as needed) and a Final Report using the designated form along with photographs. Please note that copies of invoices and supporting documents are only required to be available on request.
- o Work with residents affected by the project using a collaborative approach
- o Mention that the project has received financial support from the Municipality of La Pêche in all documents related to the project. Ensure sufficient visibility and have any document mentioning the Municipality or bearing its logo approved before it is released to the public.
- o Authorize the Municipality of La Pêche to publish, at its discretion, the final report and photographs submitted by the organization at the end of the project
- o Agree to produce and deliver all required deliverables in French
- o Comply with any other terms and conditions set by the Municipality once the project is accepted

If, for any reason beyond their control, the recipient cannot fulfill their commitment or changes the nature, objectives, schedule, or budget of the project, they must officially inform the Municipality of La Pêche as soon as possible.

Amounts not used or used for purposes other than those specified in the project application form must be reimbursed.

Payments are always contingent upon the availability of funds. The Municipality of La Pêche reserves the right to reduce the amount of financial assistance, cancel this assistance, or require reimbursement of the sums granted if the provisions of the program or the terms and conditions related to the project are not upheld or if a project is abandoned.

Failure to submit a Final Project Report may result in the denial of future applications for financial assistance.

REFERENCE

- MRC des Collines-de-l'Outaouais, Territorial Development Fund, 2018.
Federation of Canadian Municipalities, Green Municipal Fund, 2000.
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