



# Region of Waterloo

# Community Environmental Fund

## 2017 Application Guideline

**“Preserve, protect and enhance green space, agricultural and environmentally sensitive lands and Regionally owned forests.”**

**– Region of Waterloo 2015-2018 Strategic Plan**

The **Community Environmental Fund** was established in 2011 to provide “an integrated funding program to support community-based environmental initiatives.” The Fund assists community members and organizations who wish to carry out projects that protect, promote, and enhance our natural environment. Through this Fund, the Region collaborates with local stakeholders to build a sustainable community for current and future generations.

Subject to the approval of the 2017 Regional Budget, the Community Environmental Fund program will provide Stewardship grants for:

1. Enhancement and restoration of natural areas
2. Naturalization of landscapes
3. Acquisition of ecologically significant natural areas
4. Public education and awareness initiatives on some aspect of environmental stewardship
5. Environmental stewardship-related research

The Community Environmental Fund is intended to support environmental projects and initiatives by community members that propose to achieve the following goals:

1. Provide a positive environmental return;
2. Engage citizens and encourage collaboration;
3. Seek innovative solutions;
4. Produce measurable and achievable outcomes;
5. Attract matching funds from other funding organizations or in-kind contributions from partners;
6. Stimulate sustainable behavioural changes in the community; and
7. Benefit the environment in Waterloo Region.

All projects also require formal approval by Regional Council and associated contractual arrangements.

## Project Eligibility

To be eligible for consideration, a project proposal to the **Community Environmental Fund**, must:

- a) Be implemented within the Waterloo Region,
- b) Fall within at least one of the **Project Categories** listed below, and
- c) Satisfy at least two of the **Criteria** within the related **Project Category(ies)**

## Project Categories

### 1. Enhancement and restoration of natural areas

Objective:

To restore the ecological quality of natural areas within a Landscape Level Feature, Core Environmental Feature, or Supporting Feature as identified in the Regional Official Plan or an Area Municipal Official Plan, which have been degraded or damaged.

Criteria:

- Creates new linkages or corridors among natural features or enhances existing ones
- Improves aquatic habitat within watercourses or ponds
- Creates eco-passages that facilitate wildlife movement beneath roads to reduce roadkill and/or reduce hazards to drivers
- Controls infestations of invasive non-native species
- Involves youth, schools, neighbourhood associations, service clubs, or naturalist groups
- Provides opportunities for increasing local knowledge and expertise of environmental stewardship
- Attracts matching funds or in-kind contributions from individuals or other organizations
- Is endorsed by an Environmental Advisory Committee and/or an Environmentally Sensitive Landscape Public Liaison Committee.

### 2. Naturalization of roadsides, trails, the grounds of educational facilities, or Regional facilities where such projects are directly related to Regionally supported interests

Objective:

To establish low-maintenance, drought-tolerant, locally indigenous vegetation along the side of a Regional road or a public trail, or other publicly owned land.

Criteria:

- Not part of an ongoing public infrastructure project.
- Is in proximity to existing natural features or Major Urban Greenspaces.
- Uses drought-tolerant native species.
- Is supported by the Kissing Bridge Trailway Advisory Board or an Area Municipal trail advisory committee.
- Attracts native pollinators.
- Involves youth, schools, or community associations.
- Provides opportunity for public education about naturalization.
- Attracts matching funds or in-kind contributions from individuals or other organizations.

### **3. Acquisition of ecologically significant natural areas**

Objective:

Acquisition of land within Environmentally Sensitive Policy Areas, Environmentally Sensitive Landscapes, or adjacent to Regional Forests to help bring high quality natural areas within a Landscape Level Feature or Core Environmental Feature as identified in the Regional Official Plan, into the ownership of a “conservation body” as defined by the Conservation Lands Act or an established land trust.

Criteria:

- Property lies within an Environmentally Sensitive Landscape, a Core Environmental Feature designated in the Regional Official Plan, or a Supporting Environmental Feature designated in an Area Municipal Official Plan.
- Property lies adjacent to a Regional Forest, Conservation Area, or Area Municipal parkland, or can otherwise serve a linkage function between high quality natural areas.
- Land contains rare habitat or significant species.
- Is supported by the Ecological and Environmental Advisory Committee.
- Will not entail substantial outlays for remediation or stewardship.
- Provides opportunities for public education or research.
- Attracts matching funds or in-kind contributions from individuals or other organizations

### **4. Public education and awareness initiatives on some aspect of environmental stewardship relevant to Waterloo Region**

Objective:

To increase public awareness on aspects of land stewardship within Waterloo Region.

Criteria:

- Is supported by a Regional advisory committee, and/or Area Municipal environmental advisory committee.
- Has the potential to reach and/or involve significant numbers of the region’s citizens.
- Promotes better stewardship of Landscape Level Features or Core Environmental Features as identified in the Regional Official Plan consistent with Regional policy or Supporting Environmental Features designated in Area Municipal Official Plans.
- Involves youth, schools, or community associations.
- Attracts matching funds or in-kind contributions from other organizations

### **5. Environmental stewardship-related research**

Objective:

To carry out a project to increase knowledge of environmental stewardship issues of particular relevance to Waterloo Region.

Criteria:

- Is being carried by a student(s) at a high school or post-secondary institution or by a member(s) of a recognized naturalist, agricultural, or environmental organization.
- Involves youth, schools, neighbourhood associations, service clubs, or naturalist groups.
- Creates opportunities for the enhancement of natural habitat or sustainable local production of food.
- Contributes to building community capacity with respect to local stewardship.

- Is endorsed by the Ecological and Environmental Advisory Committee, or an Area Municipal environmental advisory committee, or an Environmentally Sensitive Landscapes Public Liaison Committee.
- Attracts matching funds or in-kind contributions from individuals or other organizations.

## Applicant Eligibility

- Private landowners (except commercial or business owners) with respect to lands within Waterloo Region.
- Non-profit clubs, associations, organizations, co-operatives, or land trusts based in Waterloo Region.
- Schools, universities, colleges and students at accredited educational institutions in Waterloo Region.
- Area Municipalities, the Grand River Conservation Authority, or Regional departments.

## Funding Eligibility

Eligible costs	Ineligible costs
<p>Costs that are directly linked to and are essential for undertaking the proposed initiative. For example:</p> <ul style="list-style-type: none"> <li>• Fees for professionals, consultants, and contractors performing work specifically for the project</li> <li>• Advertising to inform public of the project activity and promotional items for participants</li> <li>• Rental or purchase of equipment essential for conducting the project</li> <li>• Purchase of goods, services or land essential for carrying out the project</li> <li>• Related costs for meetings held to obtain public consultation and gather feedback from project stakeholders</li> </ul>	<p>Costs that are associated with ongoing business activity and not a specific requirement of the proposed initiative. For example:</p> <ul style="list-style-type: none"> <li>• Scholarships</li> <li>• Retroactive fees</li> <li>• Ordinary office supplies, office furniture</li> <li>• Monthly telephone fees</li> <li>• Utilities</li> <li>• In-kind donations or volunteer time</li> <li>• Salaries of existing staff</li> <li>• Advertising that is a result of ongoing business activity</li> <li>• Travel and accommodation costs to attend conferences</li> </ul>

Backup documentation is required for all submitted expenses (invoices or receipts) to be reimbursed by the fund. All paid expenses must be invoiced directly to the **Community Environmental Fund** recipient along with proof of payment for reimbursement by the Region. Alternatively, budgeted project expenses can be invoiced directly to the Region of Waterloo with the approval of the designated staff contact (see page 7). In this case, the Region will pay the bill directly.

**Unless an extension is authorized by the designated staff contact, projects must be completed within one calendar year of the date of approval.**

## Grant Limitations

### Special instructions for school ground greening projects

Funding cannot be applied to curriculum development or curriculum delivery except where the spending supports the environmental stewardship, ecological restoration, and broader public education goals of the Community Environmental Fund or other environmental initiatives supported by the Region.

The following maximum cost formula will apply to the most common components of school ground greening projects:

- |   |  |
|---|--|
| a. Large caliper trees (50 to 70 mm in diameter):                       | \$400 each                                     |
| b. Armour-stone rock (approx. 2'x2'x3'):                                | \$150 each                                     |
| c. Mulch and soil:  | \$50/yd <sup>3</sup> or \$65.40/m <sup>3</sup> |
| d. Component costs higher than those specified above must be justified. |  |

- Maximum amount of total grant requests for school ground greening projects: \$3000

Tree planting should preferably be done to implement the results of a shade audit of the school grounds.

Project funding is also contingent upon financial support from at least two other sources (e.g. other funding organizations, school community, or in-kind donations from community members). Funding will be considered for larger multi-year projects subject to the following criteria:

- a. The project is consistent with the general criteria for such projects;
- b. The current project is part of a comprehensive multi-year plan with phased implementation;
- c. The funding is for different elements of the project, and not just “more of the same;” and
- d. The required amount of any subsequent application does not exceed \$2000.

**\*\*Please note that all applications are subject to Regional Council approval and will be considered only after funding for the Community Environmental Fund is approved as part of the Region of Waterloo Budget in early 2017.**

## How to Apply

### 1. Get an application

#### Download a digital copy

Visit the Region of Waterloo’s website at [regionofwaterloo.ca/sustainability](http://regionofwaterloo.ca/sustainability).

#### Pick up a physical copy

Visit the Citizen Services Desks at any of our main administrative buildings: 99 Regina St. S., Waterloo, 150 Frederick St., Kitchener and 150 Main St., Cambridge.

### 2. Complete the application

#### Questions

Questions regarding the application process and guidelines can be directed to the designated staff contact below. Staff are available to discuss your project and assist with

applying for funding. In some cases, a site visit with staff may be recommended. The project must be deemed eligible to be considered for funding.

Staff Contact:

Chris Gosselin

Manager, Environmental Planning and Stewardship

Planning, Development and Legislative Services

[cgosselin@regionofwaterloo.ca](mailto:cgosselin@regionofwaterloo.ca)

Phone: 519-575-4501

### **3. Submit your application**

#### **Email**

Submit the completed application package to [sustainability@regionofwaterloo.ca](mailto:sustainability@regionofwaterloo.ca) with CEF Application as the email subject line.

#### **Mail**

Address the completed application package to:

Community Environmental Fund

Attention: Chris Gosselin

Region of Waterloo

150 Frederick St., 8<sup>th</sup> Floor

Kitchener, ON N2G 4J3

#### **Fax**

Send the completed application package to 519-575-4449 to the attention of Chris Gosselin – Community Environmental Fund

#### **Due Date**

To be considered, the completed application form must be submitted no later than 4 p.m., Friday, January 6, 2017.

## **Review and Selection Process**

### **1. Application submission**

The application deadline is 4 p.m., Friday, January 6, 2017.

Where appropriate, applicants should attach plans, drawings, letters of funding commitment from other funding sources, and other relevant information. The total application package should be no longer than 15 pages.

## **2. Application review and evaluation**

January – February

Applications will be reviewed by designated Planning and Stewardship staff. The Region of Waterloo reserves the right to reject or decline any or all applications. Applicants may be contacted to provide clarification or additional information if necessary.

## **3. Recommendations to Regional Council**

Following approval of 2017 Regional Budget

Environmental Planning and Stewardship staff review and make recommendations to Regional Council for final approval. All applications are subject to Regional Council approval and funding.

## **4. Notification of application status**

Shortly after Council approval of projects

All applicants will be contacted regarding the status of their applications. A staff contact person will be assigned to each approved application. Successful applicants may be required to sign a contract with the Region of Waterloo and funds will be disbursed according to a formal agreement between the Region of Waterloo and grant recipient.

## **Fund Distribution**

As a pre-condition to the distribution of any project funding, the project sponsor may be required to enter into a legal agreement with the Regional Municipality of Waterloo. The legal agreement will outline the scope of the project, the responsibilities of the applicant in completing the project and applying the grant funding. The purchase of any tangible items or goods for a project shall be dedicated to the project for a minimum agreed upon term failing which all or part of the grant funding may be repayable.

Project-related receipts and invoices may be submitted to the Region of Waterloo for reimbursement as they occur, or all at once when the project is completed. Receipts will be required for all paid project components except volunteer labour.

When an approved project is completed, applicants shall notify their designated staff contact. Depending on the nature of the project, a site inspection or follow-up meeting may be required to confirm that the project has been completed as originally approved. Within four weeks of confirmation that the project has been satisfactorily completed, any outstanding payments will be made up to the specified amount.

**Approved proposals must be completed within one calendar year from the date the application was approved, or the grant will be cancelled. Extensions may be considered based on the project timeline in the application or under extenuating circumstances. Any extensions must be requested by the applicant in writing at least one month prior to the lapsing of the approval. Extensions must be approved by the designated staff person.**

## Reporting

All projects must provide a final report within 30 days of the project completion date, showing results of the project before any final payments are made. This will assist staff in reporting back to Council and the public on the implementation of the Fund.

The following must be included in the final report:

- Success in achieving project goals
- Challenges in achieving project goals
- Results of the project (quantitative and qualitative)
- Proof of payments (receipts, invoices)
- Maximum page limit: 4 single-side excluding appendices

For larger or longer duration projects, the applicant may be required to submit a one-page interim report to the designated Regional staff contact in the first half of implementing the project. The interim report will outline the project's progress, challenges and responses as well as remaining future steps. If any significant component of the original project proposal cannot be carried out as originally approved, the applicant will submit a brief report outlining the difficulties and any required changes, which must not exceed the original funding allocation.