

Region of Waterloo

Community Environmental

Fund



Spring 2024 Application Funding Notes

Eligible Expenditures for Community Environmental Fund projects:

1. Costs that are directly linked to, and are essential for, undertaking the proposed initiative.

Examples:

- Purchase of goods, services or land essential for carrying out the project
 - Fees for professionals, consultants, and contractors performing work specifically for the project
 - Advertising to inform public of the project activity and promotional items for participants
 - Rental or purchase of equipment essential for conducting the project
 - Related costs for meetings held to obtain public consultation and gather feedback from project stakeholders
2. All eligible expenditures must be supported by documentation (i.e. invoices or receipts).
 3. Note: Tangible items or goods purchased for a project (i.e. tools, equipment) must be dedicated to the project for a minimum agreed upon term, failing which, all or part of the grant funding may be deemed repayable to the Region.

Ineligible Expenditures for Community Environmental Fund projects:

1. Costs that are associated with ongoing business activity and not a specific requirement of the proposed initiative.

Examples:

- Scholarships
- Retroactive fees

- Ordinary office supplies, office furniture
- Monthly telephone fees
- Utilities
- In-kind donations or volunteer time
- Salaries of existing staff
- Advertising that is a result of ongoing business activity
- Travel and accommodation costs to attend conferences

Grant Limitations

All applications are subject to Regional Council approval and will be awarded only after the Community Environmental Fund is approved as part of the annual Region of Waterloo Budget process.

- Maximum request of \$15,000 per project, and \$5,000 for research and education projects.
- Each applicant is only able to submit one grant application per funding cycle.
- Multi-year grants may be considered when there is a direct benefit associated with using that funding approach. A single application may be used to request more than one year of funding, and may result in a staff recommendation for funding that will be carried over into the next year/granting cycle(s). The availability of funds for each year would continue to be dependent on Council approval of the annual budget, as well as Council approval of the annual allotment of funds as part of the annual Community Environmental Fund Grants review process.
- Grant recipients interested in applying for another grant must first complete their initial project, with a final report submitted to and approved by the Region, before reapplying.
- Projects dependent on additional funding from other sources must provide proof of approval from those sources prior to the Region's disbursement of an approved CEF grant.

Special Instructions for School Ground Greening Projects

- The maximum grant request for a school ground greening projects is \$3000.
 - Schools with a comprehensive multi-year plan, with phased implementation, may apply for a second grant in a subsequent year, to a maximum of \$2,000. The second grant must be for different elements of the project, and not just "more of the same."

- Project funding is 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 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:
 - \$400 each - Large caliper trees (50 to 70 mm in diameter)
 - \$150 each - Armour-stone rock (approx. 2'x2'x3')
 - \$50/yd³ or \$65.40/m³ - Mulch and soil
 - Component costs higher than those specified above must be justified.
- Tree planting should preferably be done to implement the results of a shade audit of the school grounds.

Tentative Timeline for CEF2024

- Council approval of funding for CEF: Late December 2023
- On-line application form available: February 8, 2024
- Applications (on-line) due: March 22, 2024 at 4:30 p.m.
- Staff recommendation of approved projects: April 15, 2024
- Committee approval of recommended projects: May 7, 2024 (Council Endorsement: May 22, 2024)
- Notification to successful applicants: May 24, 2024
- Release of initial funding payment to successful applicants: June 2024 (requires submission of EFT forms to Region for first time funding recipients)