

# Region of Waterloo Community Environmental Fund



## 2023 Application Guideline

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The **Community Environmental Fund** was established in 2011 to provide an integrated funding program to support community-based environmental initiatives that will benefit current and future generations. The Fund assists community members and organizations to carry out projects that promote environmental sustainability, and protect and enhance our natural environment.

### Region of Waterloo Strategic Plan Objectives (2019-2023) - Environment and Climate Action

- Reduce greenhouse gas emissions.
- Improve resilience to climate change and/or severe weather.
- Direct more waste away from the landfill, improve recycling and better manage organic waste.
- Protect our water resources (drinking water and wastewater treatment).
- Promote the efficient use of urban land, and protect and enhance agricultural and natural areas.

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## 1.0 Funding Goals and Objectives

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

- Provide a positive and lasting environmental return,
- Engage citizens and encourage collaboration,
- Seek innovative solutions and/or increase knowledge, and
- Produce measurable and achievable outcomes.

Requests for funding typically range from \$1,000 to \$15,000 per project. Additional detail on funding availability is included under section 8.0 Grant Limitations.

This is an annual funding opportunity that is dependant on funds being approved in the Regional Council annual budget. In addition, all projects require formal approval by Regional Council and associated contractual arrangements.

## 2.0 Granting Streams

The Community Environmental Fund program contains two granting streams:

### Stewardship grants for:

1. Enhancement and restoration of natural areas
2. Naturalization of landscapes
3. Acquisition of ecologically significant natural areas
4. Public education/awareness initiatives related to environmental stewardship
5. Research related to environmental stewardship

### Sustainability grants for:

6. Demonstration Projects that:
  - Reduce greenhouse gas (GHG) and/or air emissions
  - Increase energy conservation or efficiency and/or
  - Reduce or divert waste

7. Public education/awareness initiatives which promote long term behavioural change related to environmental sustainability
8. Research related to environmental sustainability

### **3.0 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 both the Project (category) Specific Criteria and the Additional Criteria (Section 5)

Note: The Region will not fund projects that generate profit for an individual/organization, or activities that are political or discriminatory in nature.

### **4.0 Project Categories**

#### **Stewardship Grants**

##### **1. Enhancement and restoration of natural areas**

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

Criteria: Supported projects will:

- Create new linkages or corridors among natural features or enhances existing ones;
- Improve aquatic habitat within watercourses, wetlands or ponds;
- Create eco-passages that facilitate wildlife movement beneath roads to reduce roadkill and/or reduce hazards to drivers; and/or
- Control invasive non-native species.

##### **2. Naturalization of landscapes**

Objective: To establish, enhance or restore local indigenous vegetation along roadsides, trails, the grounds of educational facilities, or other publicly owned (or accessible) lands.

Criteria: Supported projects will:

- Be in proximity to existing natural features or Major Urban Greenspaces;
- Use low-maintenance, drought-tolerant native species; and/or
- Create habitat or attract native pollinators.

Note: Naturalization projects may not be part of an ongoing public infrastructure project.

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

Objective: To bring high quality natural areas into the ownership of a “conservation body” as defined by the Conservation Lands Act, or an established land trust.

Criteria: The property must:

- Be 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;
- Be adjacent to a Regional Forest, Conservation Area, or Area Municipal parkland;
- Serve a linkage function between high quality natural areas; and/or
- Contain rare habitat or significant species.

Note: Acquisition projects must not require substantial future outlays for remediation or stewardship.

### **4. Public education and awareness initiatives to promote environmental stewardship in Waterloo Region**

Objective: To increase public awareness and understanding of the value of environmental stewardship within Waterloo Region.

Criteria: Supported projects will:

- Have the potential to reach and/or involve significant numbers of the region’s citizens;
- Promote 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;
- Contribute to building community capacity with respect to local stewardship; and/or
- Incorporate an evaluation component to identify the effectiveness of the initiative (i.e. measuring raised awareness or monitoring behavioural change actually occurring).

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

Objective: To increase knowledge of environmental stewardship issues relevant to Waterloo Region.

Criteria: Supported research will:

- Contribute to building community capacity with respect to local stewardship; and/or
- Create opportunities for the enhancement of natural habitat or local production of food using sustainable methods.

Note: Research projects must be carried out 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 within Waterloo Region.

## **Sustainability Grants**

### **6. Sustainability demonstration projects**

Objective: To implement tangible projects that: reduce greenhouse gases or air emissions; improve energy/fuel conservation or efficiency; and/or reduce/divert waste.

Criteria: Supported projects will:

- Develop or evaluate a new environmental technology or sustainability practice;
- Act as a catalyst in advancing the adoption of cost effective new technologies or processes;
- Provide concrete measureable and achievable results;
- Incorporate public communication of the results to community stakeholders; and/or
- Have the potential to be implemented on a broader scale in the future.

### **7. Public education and awareness initiatives to promote long term behavioural changes related to environmental sustainability**

Objective: To promote long term behavioural change and awareness on aspects of environmental sustainability, with particular relevance to reducing GHG and other air pollutants.

Criteria: Supported projects will:

- Influence community stakeholder adoption of environmentally beneficial actions;
- Have the potential to reach and/or involve significant numbers of the Region's citizens;
- Increase the accessibility of relevant environmental information, resources, or services to the diverse population of the Region of Waterloo; and/or

- Incorporate an evaluation component to identify the effectiveness of the initiative (i.e. measuring raised awareness or monitoring behavioural change actually occurring).

## 8. Environmental sustainability-based research

Objective: To carry out a project to increase knowledge of and solutions for environmental sustainability issues within Waterloo Region

Criteria: Supported research will:

- Have potential to be applied in the future to achieve results within the Region (e.g. reduction of greenhouse gases, air emissions, energy/fuel consumption, or waste reduction/diversion;
- Provide opportunities for increasing local knowledge and expertise of environmental sustainability; and/or
- Encourage community stakeholders to adopt environmentally beneficial actions.

Note: Research projects must be carried out at a high school or post-secondary institution or by a member(s) of a recognized naturalist, agricultural, or environmental organization within Waterloo Region.

## 5.0 Additional Criteria

In addition to the project specific criteria, applicants are encouraged to:

- **Involve community stakeholders**, such as youth, schools, community/neighbourhood associations, service clubs, or naturalist groups.
- **Provide opportunities for public education and/or research**, to increase local knowledge and expertise of environmental stewardship, naturalization, and/or sustainability.
- **Seek endorsement and/or support** from community stakeholder groups, such as: an Environmental Advisory Committee, an Environmentally Sensitive Landscape Public Liaison Committee, the Kissing Bridge Trailway Advisory Board and/or an Area Municipal trail advisory committee.
- **Attract matching funds** from other funding organizations or in-kind contributions from partners.

## 6.0 Applicant Eligibility

All projects and/or applicants must be located within Waterloo Region. Please refer to Grant Limitations section below for additional detail.

**Stewardship and Sustainability Grants** are available for:

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- Charitable or non-profit organizations (clubs, associations, land trusts)
- Neighbourhood associations and other unincorporated community-based groups (must have a documented Terms of Reference)
- Co-operative corporations
- Schools, school boards, universities, colleges, hospitals, library or other public institutions
- Individuals/students with a documented collaborative agreement with an eligible applicant. A sample letter of collaborative agreement is available from staff upon request.

**Stewardship Grants** are also available for:

- Private landowners (including commercial or business owners who provide matching funds)
- Area Municipalities, the Grand River Conservation Authority or Regional departments

## 7.0 Eligible Expenditures

All eligible expenditures must be supported by documentation (i.e. invoices or receipts).

**Eligible Costs** – Costs that are directly linked to, and are essential for, undertaking the proposed initiative.

For example:

- 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

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

For example:

- Scholarships
- Retroactive fees
- Ordinary office supplies, office furniture
- Monthly telephone fees
- Utilities
- In-kind donations or volunteer time
- Salaries of existing staff

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- Advertising that is a result of ongoing business activity
- Travel and accommodation costs to attend conferences

## 8.0 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/yd<sup>3</sup> or \$65.40/m<sup>3</sup>- 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.

## 9.0 How to Apply

**Due Date** - To be considered, the completed application form must be submitted no later than **4:30 p.m., April 21, 2023.**

1. **Find the on-line application at** <https://www.regionofwaterloo.ca/en/living-here/environmental-sustainability.aspx>
2. **Complete the application**
  - 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.

### **Stewardship Grants Lead:**

Albert Hovingh – Senior Planner, Stewardship  
Planning, Development and Legislative Services  
[AHovingh@regionofwaterloo.ca](mailto:AHovingh@regionofwaterloo.ca)  
Phone: 519-575-4813 or 519-510-9505 (cell)

### **Sustainability Grants Lead:**

Kate Hagerman - Manager, Environmental Planning and Stewardship  
Planning, Development and Legislative Services  
[KHagerman@regionofwaterloo.ca](mailto:KHagerman@regionofwaterloo.ca)  
Phone: 519-501-8271 (cell)

3. **Remember to attach all relevant and required documentation before you submit your completed application**
4. **Alternative application formats are available** by contacting [sustainability@regionofwaterloo.ca](mailto:sustainability@regionofwaterloo.ca) or calling 519-575-4400 ext. 3572. These applications can be submitted by e-mail to [sustainability@regionofwaterloo.ca](mailto:sustainability@regionofwaterloo.ca) with “CEF Application” as the email subject line.

## 10.0 Review and Selection Process

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**1. Application submission** – The application deadline is **April 21, 2023 at 4:30 p.m.**

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 – April 24 to May 30, 2023**

Applications will be reviewed by designated planning, stewardship and sustainability 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 of approved projects to Regional Council – May 30, 2023**

Environmental planning, stewardship and sustainability staff review and make recommendations to Regional Council for final approval. All applications are subject to Regional Council approval and funding availability.

- **Committee approval of recommended projects: June 6, 2023**
- **Council endorsement June 21, 2023**

**4. Notification of application status – June 23, 2023**

All applicants will be contacted regarding the status of their applications. A staff contact person will be assigned to each approved application.

**5. Release of initial funding to successful applicants – Late June 2023**

First time “vendors” (i.e. funding recipients) are required to submit Electronic Fund Transfer (EFT) forms to Region.

**6. Agreement Signing** - Successful applicants may be required to sign a formal agreement with the Region of Waterloo. The legal agreement will outline the scope of the project, the responsibilities of the applicant in completing the project, and the details of the funding disbursement.

## **11.0 Fund Disbursement and Reporting**

**Payments** – As part of the approval process, Regional staff will advise on how funds will be distributed. For the majority of projects, a lump sum (75%) will be provided upfront, with the remainder (25%) provided upon successful completion of the project. Final payments will be made within four weeks of the receipt and approval of all required documentation (i.e. final report, including a final budget with attached invoices and receipts).

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**Timing** – Projects must be completed within one calendar year from the date of approval. 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.

**Project Change** – If any significant component of the original project proposal cannot be carried out as approved, the applicant will submit, for staff approval, a brief report outlining the difficulties and any required changes, which must not exceed the original funding allocation.

**Expense Documentation** – To be eligible for final payment, expenses must be supported by documentation (i.e. invoices or receipts). Invoices must be clearly invoiced to the Community Environmental Fund recipient and include proof of payment.

**Project Completion** – When an approved project is completed, applicants shall notify their designated staff contact. Depending on the nature of the project, a site visit or follow-up meeting may be required to confirm that the project has been completed as originally approved.

**Final Report** – 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:

- Results of the project - quantitative and qualitative
- Project Learnings - successes and challenges in achieving project goals
- Final Budget with proof of payments - receipts, invoices
- Maximum page limit: 4 single-side excluding appendices

An on-line form is available at <https://forms.regionofwaterloo.ca/Planning-and-Economic-Development/Community-Environmental-fund/CEF-Final-Report>

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.