

GUIDE

ENVIRONMENTAL INITIATIVES GRANT



A

INTRODUCTION

Protecting the environment is a partnership between The City of Red Deer and its citizens. The 2019 Environmental Master Plan (EMP) provides The City and the people of Red Deer with a road map to improved environmental performance. It is built around a 25 year vision for Red Deer’s environmental future that was developed with the people of Red Deer: *Red Deer actively enhances its rich natural environment and minimizes its ecological footprint through City leadership, community collaboration and active stewardship. Red Deer is a leading example of a resilient and sustainable community in which urban and natural systems are effectively integrated to the benefit of both.*

To achieve this, the plan includes clear goals and measurable environmental targets.

The City recognizes the importance of local participation in environmental projects through citizen action, relationships and collaboration. This grant is designed to empower citizens to take actions that contribute to reaching the vision and goals outlined in the EMP. The City is seeking to fund projects that support at least one of the goals outlined in the EMP for water, waste, energy, ecology, community design and air.



B

IMPORTANT DATES

Application Deadline

→ March 28, 2024 at 4 p.m.

Applicants Notified of Decision

→ April 30, 2024

Final Report Submission

→ January 31, 2025

OUTCOMES

This grant is designed to provide financial support to community-led projects that empower citizens to take action to achieve this vision. The desired outcomes are:

- Help citizens adopt actions to enhance the health and wellbeing of our environment.
- Foster positive relationships between people and our natural environment.
- Increase collaboration between citizens through environmental initiatives.

Projects must also support at least one of the goals outlined in The City's [Environmental Master Plan](#):

- 1 *Water* | To improve the quality of our water resources and increase water conservation.
- 2 *Waste* | To decrease the amount of waste going into the landfill and increase waste diversion opportunities.
- 3 *Energy* | To reduce energy use and move towards using renewable energy sources.
- 4 *Ecology* | To protect and enhance the terrestrial and aquatic health of the natural heritage system.
- 5 *Community Design* | To plan and build a well-connected, sustainable community that contributes to a quality of life for residents.
- 6 *Air* | To improve air quality and reduce emissions.

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THE RESOURCE

Through this grant program, The City of Red Deer will allocate \$10,000 to support environmental initiatives in Red Deer that align with the vision and goals of the EMP.

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THE SUPPORT

For questions regarding this grant program, please contact:

Community Development

403.406.8820

environmental.initiatives@reddeer.ca

Visit <https://www.reddeer.ca/whats-happening/grants> for more details and to access the link to the application software.



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RETURN OF FUNDING CLAUSE

Funding that is not expended as per the details of the application shall be returned to The City for re-investment in other services through this grant program.

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REPORTING

Successful applicants will be required to attend a check-in meeting approximately half way through the grant term, and submit a final report. The City acknowledges that reporting can be a drain on volunteer resources and time. Therefore, The City commits to keeping reporting to a minimum, requesting only information that is absolutely necessary to ensure a reasonable level of accountability while also trying to maximize the funding available to the community.



GRANT ENVIRONMENTAL INITIATIVES

PURPOSE	<i>Supporting community-led projects that empower citizens to take action to achieve the vision and goals outlined in the Environmental Master Plan</i>
AMOUNT	Maximum per application: \$10,000
DURATION & FREQUENCY	<ul style="list-style-type: none"> → Projects will be eligible for funding one time only. Organizations may apply for funding for more than one project, as long as the projects are unique. Recipients are eligible to apply for grants in future years for different projects → Projects must be completed by December 31, 2024
DEADLINE	Applications are due by March 28th at 4 p.m.
APPLICANT ELIGIBILITY	<p>To apply, applicants must:</p> <ul style="list-style-type: none"> → Contribute to the vision and goals outlined in the Environmental Master Plan, and → Be a registered non-profit society in good standing serving Red Deer (i.e., your Society Annual Return with audited financial statement has been filed with the Government of Alberta for your most recent fiscal year end) → Be in good standing with The City (i.e., not be in arrears for municipal taxes or utilities, or failed to pay any other municipal charge or invoice) → Meet submission requirements (i.e., the application must be complete, received by the deadline, in the format required, etc.) <p>*Individuals with ideas for projects will need to work with a non-profit organization.</p>
CRITERIA & EVALUATION	<p>Applications will be evaluated on the degree to which the proposed project demonstrates:</p> <p>Project Outcomes: potential to effectively address any one or more of the three stated outcomes.</p> <ol style="list-style-type: none"> 1. Help citizens adopt actions to enhance the health and wellbeing of our environment 2. Foster positive relationships between people and our natural environment 3. Increase collaboration between citizens through environmental initiatives <p>EMP Goals: potential to effectively address at least one of the six Environmental Master Plan focus area goals featured on Page 3 of this guide.</p> <p>Organizational Capacity: ability to effectively deliver the proposed project based on its purpose, activities and good standing.</p> <p>Budget and Timelines: seems realistic to project success with an expectation that the project includes volunteer hours, sponsorship, other grants, or other forms of leveraging.</p>
ELIGIBLE EXPENSES	<ul style="list-style-type: none"> → Expenses related to the delivery of a project/program → Materials (e.g. plants, soil, amender); supplies (e.g. equipment rentals, tools, safety equipment); marketing and promotions; education; honorarium; insurance. This is not an exhaustive list; see ineligible expenses → Administration or overhead costs are allowed and must not exceed 20% of total budget submission for items such as rent, insurances and non-direct support salaries or supplies
INELIGIBLE EXPENSES	<ul style="list-style-type: none"> → Expenses for projects already underway. No retroactive funding will be considered → Project expenses already covered through other City funding → Major structures and/or renovations to major structures that are not moveable or removable → Capital purchases such as office equipment and furniture → Lobbying, advocacy or fundraising activities → Any expenses not directly related to the project → Further disbursement of funds as grants to a third-party recipient
REPORTING	<p>Successful applicants will be required to report on the outcomes of their project as follows:</p> <ol style="list-style-type: none"> 1) Mid-Term Monitoring: attend a check-in meeting approximately half way through the grant term to ensure the project is proceeding as planned and outcomes will be met. 2) Program-End Reporting: due by January 31, 2025 successful applicants will be required to report on <ul style="list-style-type: none"> → Project activities and status, including explanations for any variations to the project as outlined in the original application → Project results, including how it contributed to achieving the EMP goals based on the results of the indicators identified in the application, and how it contributed to the Project Outcomes based on the results of the indicators identified in the application → Financial information, including the approved vs actual project budget and proof of project expenditures via receipts and/or invoices 3) Funding recipients will submit their organization's audited financial statement within 14 days of their Annual General Meeting.
APPEALS	<p>Community Development will consider appeals only in instances where the appellant believes there has been an error in fact or in process in the handling of their submission. Disagreement with a final funding decision in itself does not warrant an appeal. To make an appeal, complete your Appeal Form and submit it within 10 days to environmental.initiatives@reddeer.ca.</p>