

GUIDE

ENVIRONMENTAL INITIATIVES GRANTS INVESTMENT AND INNOVATION

A

INTRODUCTION

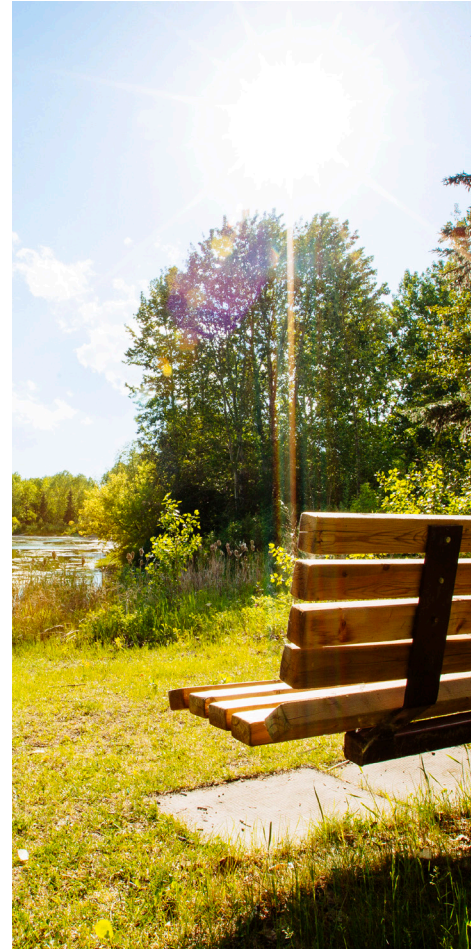
Protecting the environment is a partnership between The City of Red Deer and its citizens. The 2019 Environmental Master Plan (EMP) provides The City and the people of Red Deer with a road map to improved environmental performance. It is built around a 25 year vision for Red Deer's environmental future 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.

The Environmental Initiatives Grant provides two funding options:

Environmental Investment and Environmental Innovation. The Investment stream supports larger, long-term projects over a three-year funding cycle. The Innovation stream is designed for short-term projects that must be completed within one year. Applicants are not eligible to receive funding from both streams for the same project.



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IMPORTANT DATES

Application Deadline

→ Applications will be accepted for a six week time frame each year. To confirm this year's deadline, visit The City's [website](#).

Applicants Notified of Decision

→ Applicants will be notified approximately one month after deadline

Final Report Submission

→ January 31, annually

C

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

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THE RESOURCE

Through this grant program, The City of Red Deer will donate up to \$10,000 per year 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.

G

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

CATEGORY #1

ENVIRONMENTAL INVESTMENT

PURPOSE	Supporting community led projects that empower citizens to take action to achieve the vision and goals outlined in the Environmental Master Plan. This funding stream prioritizes long-term projects with the potential to grow and remain sustainable beyond the grant term.
AMOUNT	Maximum per application: \$10,000 per year
DURATION & FREQUENCY	<div>→ Funding intake to apply for three-year funding (3-year cycle).</div> <div>→ Applicants may put forth more than one funding request if the projects are unique from one another. Recipients are eligible to apply for grants in future years for different projects.</div>
DEADLINE	Applications will be accepted for a six-week period. Please check The City's website to confirm the next deadline.
APPLICANT ELIGIBILITY	<div>To apply, applicants must:</div> <div>→ 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).</div> <div>→ 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).</div> <div>→ Demonstrate alignment with The City's corporate strategies and contribute to the vision and goals outlined in the Environmental Master Plan.</div> <div>→ Meet submission requirements (i.e. application must be complete, received by deadline, etc.)</div> <div><i>*Individuals with ideas for projects will need to work with a non-profit organization.</i></div>
CRITERIA & EVALUATION	<div>Applications will be evaluated on the degree to which the proposed project demonstrates:</div> <div>Project Outcomes: potential to effectively address any one or more of the three stated outcomes.</div> <div><div>1. Help citizens adopt actions to enhance the health and wellbeing of our environment</div><div>2. Foster positive relationships between people and our natural environment</div><div>3. Increase collaboration between citizens through environmental initiatives</div></div> <div>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.</div> <div>Organizational Capacity: ability to effectively deliver the proposed project based on its purpose, activities and good standing.</div> <div>Sustainability: project should demonstrate the ability to continue delivering positive environmental impacts beyond the grant term. Applicants cannot re-apply with the same project once the grant term has ended.</div> <div>Scalability: project is designed to expand or adapt over time to benefit more people or address larger environmental challenges.</div> <div>Budget and Timelines: seems realistic to project success with an expectation that the project includes volunteer hours, sponsorship, other grant, or other forms of leveraging.</div>
ELIGIBLE EXPENSES	<div>→ Expenses related to the delivery of a project/program.</div> <div>→ 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.</div> <div>→ 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.</div>
INELIGIBLE EXPENSES	<div>→ Expenses for projects already underway. No retroactive funding will be considered.</div> <div>→ Project expenses already covered through other City funding.</div> <div>→ Major structures and/or renovation to major structure that are not moveable or removable.</div> <div>→ Capital purchases such as office equipment or furniture.</div> <div>→ Lobbying, advocacy or fundraising activities.</div> <div>→ Any expenses not directly related to the project.</div> <div>→ Further disbursement of funds as grants to a third-party recipient.</div> <div>→ Project expenses that have previously been funded by the Environmental Initiatives grant.</div>
REPORTING	<div>Successful applicants will be required to report on the outcomes of their project as follows:</div> <div><div>1) Mid-Term Monitoring: a check-in to ensure the project is proceeding as planned and outcomes will be met. Occurs between September and October, annually.</div><div>2) Program-End Reporting: this report will include project activity information and outcome reporting. Due January 31, annually.</div></div> <div><i>Note: reporting must be done annually for the duration of the funding agreement.</i></div>
APPEALS	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 .

GRANT

CATEGORY #2

ENVIRONMENTAL INNOVATION

PURPOSE	Support community-led projects with a focus on innovative, short-term projects addressing arising environmental issues in Red Deer.
AMOUNT	Maximum per application: \$10,000
DURATION & FREQUENCY	<div>→ 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.</div> <div>→ Projects must be completed by December 31 of the intake year.</div>
DEADLINE	Applications will be accepted for a six-week period. Please check The City's website to confirm the next deadline.
APPLICANT ELIGIBILITY	<div>To apply, applicants must:</div> <div>→ 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).</div> <div>→ 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).</div> <div>→ Demonstrate alignment with The City's corporate strategies and contribute to the vision and goals outlined in the Environmental Master Plan.</div> <div>→ Meet submission requirements (i.e. application must be complete, received by deadline, etc.)</div> <div><i>*Individuals with ideas for projects will need to work with a non-profit organization.</i></div>
CRITERIA & EVALUATION	<div>Applications will be evaluated on the degree to which the proposed project demonstrates:</div> <div>Project Outcomes: potential to effectively address any one or more of the three stated outcomes.<div><div>1. Help citizens adopt actions to enhance the health and wellbeing of our environment</div><div>2. Foster positive relationships between people and our natural environment</div><div>3. Increase collaboration between citizens through environmental initiatives</div></div></div> <div>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.</div> <div>Organizational Capacity: ability to effectively deliver the proposed project based on its purpose, activities and good standing.</div> <div>Budget and Timelines: seems realistic to project success with an expectation that the project includes volunteer hours, sponsorship, other grant, or other forms of leveraging.</div>
ELIGIBLE EXPENSES	<div>→ Expenses related to the delivery of a project/program.</div> <div>→ 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.</div> <div>→ 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.</div>
INELIGIBLE EXPENSES	<div>→ Expenses for projects already underway. No retroactive funding will be considered.</div> <div>→ Project expenses already covered through other City funding.</div> <div>→ Major structures and/or renovation to major structure that are not moveable or removable.</div> <div>→ Capital purchases such as office equipment or furniture.</div> <div>→ Lobbying, advocacy or fundraising activities.</div> <div>→ Any expenses not directly related to the project.</div> <div>→ Further disbursement of funds as grants to a third-party recipient.</div>
REPORTING	<div>Successful applicants will be required to report on the outcomes of their project as follows:</div> <div>1) Mid-Term Monitoring: attend a check-in meeting approximately halfway through the grant term to ensure the project is proceeding as planned and the outcomes will be met.</div> <div>2) Program-End Reporting: due by January 31, successful applicants will be required to report on:<div>→ Project activities and status, including explanation for any variations to the project as outlined in the original application.</div><div>→ Project results, including how it contributed to achieving the EMP goals based on the results of the indicators identified in the applications, and how it contributed to the Project Outcomes based on the results of the indicators identified in the application.</div><div>→ Financial information, including the approved vs actual project budget.</div></div>