

## **Deliverable / Project: Community Sustainability Grants Program**

### **Description of Project**

As per Sustainable Orangeville's Terms of Reference, the Committee is to implement a grant program to local stakeholders that are committed to the delivery of initiatives that assist in the development, implementation, and promotion of environmentally sustainable practices.

### **Criteria for Grant Applications**

To be eligible for a grant, the applicant must reside in the Town of Orangeville and have an initiative in one of the following areas:

- Urban food systems
- Active transportation
- Waste reduction
- Water conservation
- Energy conservation
- Air quality
- Urban Forestry
- Other, please specify.

### **Process to Apply for the Grant**

1. Applicants will apply online through the Town's website. Applicants requiring the application form in an alternate format may reach out to the Clerks Division.
2. Completed applications will be submitted to the Committee Secretary and Staff Liaison.
3. Committee Secretary to attach applications to upcoming agendas as they come in (rolling and ongoing item).
4. The Committee established a Community Sustainability Grants Program Working Group to review the applications.
5. The working group provides bi-monthly updates to the Committee on the applications that have been reviewed and grants that have been issued.

6. At the Committee meetings, the Committee can approve or deny the applications **OR as the applications come in, they are to be sent to the working group who will each have a vote to approve or deny the application (would still be listed on the agenda so working group can update the entire committee during meetings).**
7. The Committee Secretary advises the applicants of the status of their application and whether it was approved or refused by the working group.

### **Budget Breakdown**

- Level one - \$500 grant – up to nine (9) grants available.
- Level two - \$1000 grant – up to five (5) grants available.
- Level three - \$2500 grant – up to two (2) grants available.

**Total Budget for this project: \$14,500**

### **Scheduled Start and Completion Timeline**

#### **Phase 1: January – February**

- Develop the criteria for the application form and draft a copy of the application form.
- Example – A stakeholder can apply for either a \$500 grant, \$1,000 grant, or a \$2,500 grant, what is the criteria needed to obtain each level?
- Example – Describe how your project meets the eligibility criteria, describe the project and its objectives, does the project benefit the community, what will be purchased with this grant?
- Confirm the opening and closing date for application submissions and identify dates you would like promotion / advertising (Communication Division requires 8-week minimum notice).
- Create the promotional information and materials you would like the Communication Division to advertise before and during this program.
- Example – what information to include on the town's webpage, news releases, social media posts, newspaper ads (who, what, where, when, why).
- Establish who and how the applications are reviewed and approved.
- Example - As applications are received, they will be added to the agenda for review at each meeting OR form a working group to vote on the applications as they come in.

- **When the draft application is created, submit it to the Committee Secretary so it can be reviewed, finalized, and published to the website by Town Staff.**
- **When the promotional and advertising materials are completed, and the key dates are finalized, submit it to the Committee Secretary to distribute to the Communications Division and respective staff.**

#### **Who is Leading this Phase?**

- Committee Member
- Working Group
- **Committee Secretary** - is to receive promotional content / descriptions and promotional materials from the Committee and will provide it to the Communication Division and will assist in the creation of the application.
- **Communications Department** - will require dates, promotional materials, and the grant application draft.

#### **Phase 2: February**

- Finalize the application form.
- Ensure the application form has met all requirements, has all required information, and is ready to be distributed.

#### **Who is Leading this Phase?**

- Committee Member
- Working Group
- Committee Secretary
- Staff Liaison
- Communication Department and Deputy Clerk to receive and approve final grant application.

#### **Phase 3: March – April**

- Open the application process beginning March x and close it on April x.
- Applicants can apply online through the Town's website and submitted Applications will be sent to the Committee Secretary.
- Grant Program will be a rolling item on the Committee's agenda during this phase – review / approve the applications at the meetings as they come in.

- **Alternatively, Committee Secretary sends Grant Applications to the working group to decide if they can be approved or denied.**
- Applicants to be notified of application status by the Committee Secretary.

**Who is Leading this Phase?**

- Committee Members
- Working Group
- Committee Secretary
- Staff Liaison

**Phase 4: April**

- Application process closes.
- Committee to review / approve any final applications that have not already been approved or denied.
- Approved applicant to be notified, when possible, through the Committee Secretary.

**Who is Leading this Phase?**

- Committee Members
  - Working Group
  - Committee Secretary
  - Staff Liaison
-