



Climate Change Investment Fund Application Form 2024

1. Organization and Project Contact Information:

Name of Project/Activity/Event:

Start Date:

End Date:

Project/Activity/Event Website Address:

Official Name of the Lead Organization:

Applicant:

Position:

Address:

Postal Code:

Telephone:

Email:

Website:

Social Media:

Do you have a business number? No Yes If YES, please provide:

If your project is being undertaken in partnership with other organizations/groups, please provide their contact information below.

The following information may be requested prior to approval of funding.

- Current copy of the organization’s constitution and by-laws or statement of purpose.
- Organization’s Year End Financial Statement, plus anticipated activity or event budget.
- A list of the organization’s current board/executive including positions, names addresses and home/business phone numbers, e-mails, etc.
- Directors/Executive liability insurance (if applicable).
- Any other information requested by the Town.

2. Prior Town Funding:

Have you previously received prior funding from the Town of Halton Hills?

Yes No

If NOT, please proceed to number 3 and complete all subsequent sections.

If YES, please indicate the last year you received funding, including how much and for what purpose:

What year did you receive the funding?	What was the total amount of funding received?	Describe your project	Name the Town Department that provided funding

3. Project Information:

3.1 Please provide a brief description of your organization's/group's mandate and history

3.2 Please describe your project, including how it aligns with Town plans and strategies such as Council's [Strategic Plan](#), [the Low-Carbon Transition Strategy](#), and the [Climate Change Adaptation Plan](#). (maximum 200 words).

3.3 Please explain the need for your project and what makes it unique? How will your project benefit the community? (maximum 200 words).

3.4 What are the expected outcomes, benefits or results of your project? (maximum 200 words)

Financial Information:

3.5 Please specify your funding request from the Climate Change Investment Fund:

Project Type (select one listed below)	List the items that you are requesting funding for.	How much money are you requesting? (Maximum \$2,500)
<input type="checkbox"/> Special one-time project or event		\$
<input type="checkbox"/> Pilot project		\$
<input type="checkbox"/> Extension/expansion of current service(s)		\$
<input type="checkbox"/> Community Engagement/ Organizational Development/Capacity Building		\$
<input type="checkbox"/> Other – based on consultation with the Town. Please describe.		\$
Total amount requested from the Climate Change Investment Fund		\$

3.6 Please specify other sources of funding (cash or in-kind) and the total project budget. For in-kind volunteer contributions, please specify the number of volunteers, associated volunteer hours and the dollar value assigned to volunteers on a per hour basis:

Funding Source (cash or in-kind)	Amount (cash or In-kind) Secured or Pending
	\$
	\$
	\$
Total amount requested from other sources	\$
Total project budget (<u>all</u> sources of funding)	\$

*If you require additional space, please attach additional information in your email or sheets of paper.

3.7 Please attach a workplan, budget summary and quotes/invoices (if applicable) with your application, including actual and projected revenue (e.g. grants, in-kind, donations, sponsorships) and expenses (e.g. facilities, equipment, travel, fees, training).

3.8 Please include two letters of support.

3.9 Are you charging an admission fee? Yes, No, If YES, how much: \$
Where will the admission fee and/or any profits be directed?

4 Pre-Submission Checklist:



- Did you include all required and relevant material?
- Did you also apply for other sources of funding?
- Did you keep a copy of all documents for your records?

5 Terms and Conditions:

The completed application and supporting documents will be used for the assessment of eligibility, and for Town reporting purposes.

- Successful projects will acknowledge Town of Halton Hills support in all communications and promotions.
- Funds received are to be used as specified as submitted in the application and approved by Council through a staff report.
- All unused funds shall be returned to the Town of Halton Hills. In addition, at the Town's request, the funding recipient shall repay the whole or part of the funding, if the recipient:
 - Ceases operating or dissolves;
 - Knowingly provided false information in this application;

- Breaches any of the Terms and Conditions of the funding; and/or
- Has found itself in any other situation whereby the funding can no longer be effectively used to complete the project, as approved by Council.
- The project must adhere to all applicable municipal by-laws, policies and procedures. Where necessary, appropriate legal agreement(s) will be developed and submitted to Council for consideration.
- The information given in support of this project is true, correct and complete in every respect and will comply with the above Terms and Conditions.
- A one-page report on the project's results shall be submitted within 14 months of receiving funding. This report should include information on the results achieved, how any profits were reinvested into Halton Hills to support the Town's climate change goals, level of community engagement, lessons learned, final budget, potential greenhouse gas savings, next steps and measures to ensure that the project will be sustained without additional Town assistance.

6 Application Submission:

Please forward the completed application and supporting documents electronically to jennifers@haltonhills.ca. Alternatively, one copy of the completed application and supporting documents, printed double-sided may be submitted to:

Jennifer Spence
 Re: Climate Change Investment Fund
 Business, Environment & Culture
 Town of Halton Hills
 1 Halton Hills Drive, ON L7G 5G2

Late applications and/or incomplete applications will not be considered. To confirm we have your submitted application please contact Jennifer Spence at 905-875-6023 or by e-mail at jennifers@haltonhills.ca prior to 4 p.m., Wednesday May 8, 2024.

7 Certification:

I hereby certify that the information contained in this application is accurate and complete.

 Signature of Applicant

 Position on Executive

 Signature of Applicant
 (Authorized Signature such as that of Board Member, Executive Director)

 Position on Executive

Date: _____