



## Climate Change Investment Fund Application Guide 2024

The Climate Change Investment Fund application deadline is prior to 4 p.m. on Wednesday May 8, 2024. Each project may receive a maximum of \$2,500 from the total fund of \$15,000 per year. A maximum of two applications may be submitted by the same applicant.

Applicants are encouraged to contact Town staff to review their application submission prior to the deadline to ensure the application is complete. Late or incomplete applications will not be considered for funding after the deadline.

Applications can be submitted at any time prior to the deadline.

**For more information, please contact:**

Jennifer Spence  
Business, Environment & Culture  
Town of Halton Hills  
905-873-2600, ext. 2290  
[jennifers@haltonhills.ca](mailto:jennifers@haltonhills.ca)

The Climate Change Investment Fund (CCIF) is dedicated to enable groups and organizations to implement local, on-the-ground environmental projects that align with Town plans and strategies such as Council's [Strategic Plan](#), [the Low-Carbon Transition Strategy](#), and the [Climate Change Adaptation Plan](#).

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## 1. Purpose

The purpose of the CCIF Application Guide is to assist applicants with questions and information about the CCIF including the application process, evaluation criteria, and additional details to submit a complete application.

## 2. Application Deadline

The CCIF Application deadline is Wednesday, May 8, 2024, prior to 4 p.m.

## 3. Definitions

The following words are defined in the CCIF Application Guide as follows.

- Individual: a resident or business owner who pays property taxes to the Town of Halton Hills, directly or indirectly.
- Business: commercial entity that pays taxes to the Town of Halton Hills, directly or indirectly.
- Community Organization: duly constituted group, club, association, or society.
- Group: two or more individuals who share a common purpose.
- School Board: a local board or authority responsible for the provision and maintenance of recognized educational schools.

## 4. Eligibility

Eligibility requirements are listed below.

An application can be submitted directly by a Halton Hills resident, business, school, not for profit and social service organization, registered charity, and other group dedicated to advancing Halton Hills' natural environment and climate change adaptation and mitigation objectives.

- An application can be submitted through a collaborating partner to undertake climate actions in Halton Hills.
- The project must take place within the municipal borders of the Town of Halton Hills.
- The project must demonstrate a community-wide benefit.
- The applicant is encouraged partner on their project.
- The project shall achieve measurable results.
- The applicant must submit a final report within 14 months of receiving funding.

## 5. Ineligibility

The following types of projects are not eligible:

- Purchasing and/or rental of vehicles.
- Purchasing buildings, equipment, and/or renovations that are considered as capital assets.
- Ongoing operating expenses such as wages, salaries, rent, and insurance.
- Initiatives held before the application deadline.

- Political affiliations.
- Disbursement of funding to third-party recipient(s) other than partners identified in the application.
- Fundraising activities/events.

If your proposal is not eligible, but it supports implementation of the Town’s climate change goals, please contact the Climate Change and Asset Management division of the Business, Environment & Culture Department at [jennifers@haltonhills.ca](mailto:jennifers@haltonhills.ca) or 905-875-6023. We may be able to assist your project in alternate ways.

## 6. Evaluation Criteria

The proposal is based on the following criteria.

Does the proposal relate to the objectives and/or goals in the following: <ul style="list-style-type: none"> <li>• Natural environment objectives identified in the Town’s Strategic Plan.</li> <li>• The Town’s Low-Carbon Transition Strategy and the reduction of greenhouse gas emissions (e.g., energy conservation, active transportation, water conservation, waste management).</li> <li>• The goals of the Town’s Climate Change Adaptation Plan and supports strengthening resiliency (e.g., tree planting, rain gardens, natural assets, and low-impact development).</li> </ul>
The proposal has broad community benefits.
The proposal demonstrates collaboration and community engagement.
The proposal promotes volunteerism, participation, leadership development, and maximizes community involvement, engagement, and awareness.
The proposal offers a new service or complements an existing service, without duplication.
The proposal takes place within the community and benefits Halton Hills residents.
The proposal is realistic and likely to be implemented.
The proposal leverages other sources of funding, including matching funds and in-kind contributions.
The proposal promotes efficient/effective use of municipal funds.
The proposal facilitates self-sufficiency over the long-term.
The proposal demonstrates ability to achieve measurable and long-lasting results and report these to the Town.
The proposal is accessible, inclusive, and diverse.
The proposal is submitted by an applicant who is in good standing with the Town.
The group has demonstrated relevant experience, using an innovative approach to addressing climate change that has the potential to be duplicated and scale up.

In some cases, additional information may be requested to supplement the above criteria. Once funding is approved by Town Council, applicants have 30 days to submit any outstanding required information to Town staff or the approved funding is cancelled.

## **7. Application Process**

The application process generally follows the steps outlined below.

1. Applications are submitted to the Town.
2. Applications are reviewed for accuracy and completeness.
3. Only completed applications are presented to Council.
4. Applicants receive notification of the upcoming Council report and meeting.
5. Council makes the final funding decision.
6. Applicants receive notification by email of Council's decision.
7. Applicant submits a final project report to the Town within 14 months of receiving funding.

## **8. Funding**

- Up to a maximum of \$2,500, per project, per applicant, per intake period will be funded.
- A total of \$15,000 may be funded through the CCIF per year.
- A maximum of two applications may be made by the same applicant for distinct and separate projects.
- Funds will be distributed based on funding availability, number and quality of applications received, as well as the amount of funding requested.

## **9. Additional Funding**

Applicants are strongly encouraged to apply for additional funding from other sources, and where appropriate, additional funding may be available from other Town funding program(s). The Town will not support funding from multiple funding programs for the exact same item(s).

## **10. Application Guide Review**

The Application Guide for the CCIF will be reviewed biennially. Minor changes may be made at any time, subject to approval by the Commissioner from the Business, Environment & Culture Department. Major changes of the CCIF will be presented to Council for approval.

## **11. Application Submission**

For additional information please complete the CCIF Application. Forward your application and any additional documentation electronically to [jennifers@haltonhills.ca](mailto:jennifers@haltonhills.ca). Alternatively, one copy of the completed application may be submitted to:

Jennifer Spence, Climate Change Outreach Coordinator  
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 application please contact [jennifers@haltonhills.ca](mailto:jennifers@haltonhills.ca) prior to 4 p.m., Wednesday, May 8, 2024.