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GMF Funding

APPLICATION GUIDE

Energy, Transportation, Water,
Waste and Land Use

Update February 2022



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INTRODUCTION

The Green Municipal Fund (GMF) was launched in 2020 to support municipal governments and their municipal partners (such as not-for-profits and research institutions). Since then, the funds have contributed to measurably improving local **environmental, social and economic conditions** within the energy, transportation, water, waste and land use (brownfield) sectors. Some of the projects have focused on:

- reducing energy consumption and GHG emissions
- improving water quality, promoting cleaner ways to travel and restoring contaminated sites
- creating local jobs and attracting local investments
- improving quality of living, and health

GMF is a \$1 billion program, delivered by the Federation of Canadian Municipalities (FCM) and funded by the Government of Canada. The program is designed to be stackable with other funding sources to leverage environmental, social and economic sustainability through municipal leadership.

How to use this guide

This guide outlines everything you should know about applying for GMF funding in the energy, transportation, water, waste and land use (brownfield) sectors. It contains thorough instructions, including tips for completing a great application.

IMPORTANT: If you are applying for project funding, you first need to create a profile on FCM's new funding portal. Once you've completed your profile, use this guide to help you prepare and submit your application.

You can find more information about GMF funding [on our website](#).

For any questions on how to apply, please [contact us](#) or call 1-877-417-0550.

About the funding offer

GMF's funding offer supports innovative solutions and approaches to municipal environmental issues. We fund projects for municipalities of all sizes and types in all regions of Canada.

What we fund

GMF funds projects that:

- demonstrate significant environmental and social benefits, as well as a strong businesses case
- support municipal investment in the best possible projects for communities
- achieve – and even exceed – common objectives for sustainable municipal infrastructure investments
- are both innovative and replicable

GMF funding focuses on five areas of municipal activity:

- **Energy:** Energy production is clean and affordable, and energy is either conserved or used efficiently.
- **Transportation:** Active and low-carbon modes of transportation are accessible, efficient, safe and convenient.
- **Water:** Clean water is accessible, and all water is protected, used, and managed efficiently.
- **Waste:** Waste is avoided, recovered and reused through responsible resource management.
- **Land use (brownfield) and integrated planning:** Land is protected, restored and used and managed responsibly.



FUNDING OFFER

We support projects at various stages of development through grants and loans. These include **plans**, **feasibility studies**, **pilot projects** and **capital projects**. Wherever you are in your project, we can help you find the right starting point to help you reach your environmental, economic and social goals.

Table 1 presents a funding overview. Funding amounts are based on total eligible costs for each stage. Further details on eligible costs are provided in the [Appendix: Eligible Costs](#).

Table 1: Funding overview

Funding	Details
Plans	<ul style="list-style-type: none">• Grant for up to 50 percent of eligible costs• Up to a maximum of \$175,000
Feasibility studies	<ul style="list-style-type: none">• Grant for up to 50 percent of eligible costs• Up to a maximum of \$175,000
Pilot projects	<ul style="list-style-type: none">• Grant for up to 50 percent of eligible costs• Up to a maximum of \$500,000* <p><i>*Municipalities and municipal partners with a population of 20,000 or under may qualify for a grant of up to 80 percent of eligible project costs under certain conditions as determined through the assessment process. Contact us to learn about the conditions.</i></p>

Funding	Details
Capital Projects	<ul style="list-style-type: none"> • Combined grant and loan for up to 80% of eligible costs • Loan up to a maximum of \$10 million* • Grant up to 15% of total loan amount. <p><i>*Municipalities with outstanding projects may qualify for a higher loan and grant amount. Contact us to find out if your municipality is eligible.</i></p>

Plans

Plans help communities achieve goals and targets in energy, transportation, water, waste and land use (brownfields). They may target specific areas or include an entire municipality (if rural, population less than 10,000).

GMF funds two types of plans:

- **A sustainable neighbourhood action plan** builds on an existing municipal sustainable community plan or strategy, such as an integrated community sustainability plan, Local Agenda 21 plan or official municipal plan that includes sustainability goals.
- **A community brownfield action plan** identifies priority redevelopment zones and opportunities, including a framework of incentive programs and municipal actions to promote the remediation, rehabilitation and adaptive reuse, and overall improvement of underused properties in a community (e.g., community brownfield strategies, community improvement plans or revitalization plans).

Feasibility studies

Feasibility studies assess in detail the approaches needed to implement an eligible pilot or capital project. They include technical evaluations, site assessments, stakeholder engagement and detailed project planning. They fully demonstrate and validate the project's environmental, social and economic benefits, in line with GMF's environmental thresholds for capital projects.

GMF offers study grants for energy, waste, water, transportation and land use (brownfield) projects.

Pilot projects

Pilot projects assess innovative solutions in real-world conditions. They may be a small-scale version of a capital project, or a full-scale replicable test of a novel approach. Pilot projects must evaluate innovative measures where there is uncertainty of implementation, operations or energy savings. Pilots can include novel approaches that have yet to be tested in Canada.

GMF offers pilot project grants for energy, waste, water, transportation and land use (brownfield) projects.

Capital projects

Capital projects include both natural and constructed physical infrastructure that provide a municipal service. GMF capital projects are usually composed of physical assets. These are defined by following generally accepted accounting principles (GAAP).

The funding and grant amounts for capital projects are calculated as a proportion of **total project budget**, which includes costs related to the environmental efficiency measures. Therefore, overall capital construction costs, including project management costs, should be included as part of the project scope and budget as detailed in your project workbook (one of the required supporting documents in the application process).

GMF offers capital project financing for energy, waste, water, transportation and land use (brownfield) projects.



ELIGIBILITY

Eligible applicants

The following organizations are eligible for GMF funding:

- **Canadian municipal governments** (e.g., towns, cities, regions, districts, and local boards)
- **municipal partners**, which include:
 - private sector entities
 - Indigenous communities¹
 - municipally owned corporations
 - regional, provincial or territorial organizations delivering municipal services
 - non-governmental organizations
 - not-for-profit organizations
 - research institutes (e.g., universities)

Federal, provincial and territorial governments, their agencies, and organizations they control are *not* eligible to receive GMF funding.

Note: To apply for a plan, you must be either a municipal government or a municipally owned corporation.

¹ Refers to an Indigenous community for which a province or territory has passed an act or a regulation that affords it the status of municipality, or an Indigenous community that is a partner of a municipal government on an eligible project or has a shared service agreement with a municipal government related to infrastructure, climate change or adaptation.

Eligible projects

All projects that meet the thresholds shown below (Table 2) are eligible. However, we consider several factors in making a funding decision. We strive to fund only the best projects, and not all eligible projects will be approved for funding.

The purpose of the GMF funding offer is to enable municipalities and their partners to pursue ambitious targets in environmental, economic and social sustainability.

Table 2: Funding eligibility criteria by sector

Sector	Eligibility thresholds
Energy	<ul style="list-style-type: none">• Retrofit of existing corporate facilities: 30 percent reduction in energy consumption, with a minimum of 20 percent coming from energy-efficiency measures, and a maximum of 10 percent from on-site renewable energy generation.• New corporate construction: must target net-zero energy performance• New corporate construction on brownfield redevelopment: 45 percent reduction in design energy consumption, with a minimum of 30 percent coming from energy-efficiency measures, and a maximum of 10 percent from on-site renewable energy generation• Corporate energy recovery in new or existing facilities: potential to use residual thermal energy resulting in a minimum 40 percent reduction in GHG emissions within three years.<ul style="list-style-type: none">◦ Note: Stand-alone electricity generation without thermal capture and use is <i>not</i> eligible.◦ Note: Fuel switching to natural gas from other sources of energy is <i>not</i> eligible.
Transportation	<ul style="list-style-type: none">• Reduce GHG emissions or energy use by a municipal fleet or fleet subset 20 percent below current baseline. <p>OR</p> <ul style="list-style-type: none">• Have potential to reduce vehicle kilometres travelled in single-occupancy vehicles by encouraging alternative modes of travel.

Sector	Eligibility thresholds
Waste	<ul style="list-style-type: none"> Waste diversion of 60 percent of municipal waste stream from landfill; any project demonstrating the potential to result in an incremental improvement above an already-present 60 percent diversion will be eligible. <ul style="list-style-type: none"> Note: Projects presenting a thermal treatment project must have already achieved a 60 percent diversion rate. Note for remote communities: Divert 15 percent from the current baseline using a local solution; no minimum diversion threshold for thermal treatment, provided the community can demonstrate this is the most sustainable solution to its challenge. Projects addressing particular waste streams of concern for multiple municipalities.
Water	<ul style="list-style-type: none"> Corporate retrofit water conservation: reduce a municipal facility's potable water use by 40 percent from current annual consumption. Community retrofit water conservation: reduce residential per capita potable water consumption by 20 percent. Corporate stormwater quality: 80 percent of total suspended solids removed from all runoff leaving the site. Community stormwater quality: projects that treat to a lower percentage removal—above 60 percent—in favour of larger total removal. Wastewater treatment: new or retrofit wastewater projects that meet regulatory requirements and contribute to achieving the overarching principle. Septic systems (new or retrofit): must attain the equivalent of a secondary standard of wastewater treatment or better for a septic or decentralized system. <ul style="list-style-type: none"> Note: Septic tank replacements are <i>not</i> eligible for funding.
Land use (brownfields)	<ul style="list-style-type: none"> Brownfield remediation and risk management to provincial or territorial standards as is the current practice. Stand-alone renewable energy projects built on a brownfield (i.e., brightfield). Redevelopment project built on a remediated brownfield that fulfills GMF's energy, transportation, waste or water requirements.



EVALUATION OF APPLICATIONS

Plans

GMF will evaluate your **plan** submitted for funding consideration in relation to three main aspects:

- potential environmental benefit and integrated approach to sustainability
- knowledge value for the municipal sector
- project management and cost-effectiveness of the proposal

We will then break down these aspects into the following evaluation criteria:

- sustainability considerations
- linkages to existing plans and policies
- systems approach
- innovative practices and technologies (beyond business as usual)
- potential for replication and lessons learned
- work plan
- budget

Feasibility studies, pilot projects and capital projects

GMF will evaluate your **feasibility study, pilot project or capital project** submitted for funding consideration using the following three criteria:

- **Impact:** The initiative has the potential to 1) generate measurable environmental benefits, including energy savings and GHG emissions reductions, as well as other improvements or sustainable practices, and 2) result in improved health, quality of life or community economic development.
- **Implementation:** The initiative is designed holistically with a strong project management approach that includes planning, risk management, stakeholder engagement and appropriate resourcing.
- **Transformative potential:** The initiative exemplifies transformative potential through demonstration or adoption of new and better solutions, with a high likelihood of replication.

Table 3 outlines the elements of these criteria.

Table 3: Evaluation criteria		
Impact	Implementation	Transformative potential
<ul style="list-style-type: none">• Environmental benefits• Community benefits• Economic benefits• Relative impact (considers provider size and context)	<ul style="list-style-type: none">• Stakeholder engagement• Linkages to existing plans and policies• Team and partners• Workplan and budget• Risk management• Financing• Measurement and monitoring	<ul style="list-style-type: none">• Innovation• Audacity• Capacity building• Replication



APPLICATION PROCESS

To apply for GMF funding, you must submit:

- a pre-application form
- an application form
- a project workbook
- all [required supporting documents](#)

A GMF project officer will be your point of contact throughout the process and will review your file and provide feedback. You may be asked to revisit some steps to help you submit a complete and high-quality application.

Before you begin the full application, you must submit a pre-application form to confirm your eligibility (steps 1 and 2 below in Figure 1). To do this, you need to create a client profile in FCM's funding portal.

Funding and review process

Figure 1: Funding application phases



Step 1: Pre-application submission

You must submit a simple pre-application form through [FCM's funding portal](#). To access the funding portal, you must register with FCM to create your client profile:

1. From the funding portal home page, click **Register Now**.
2. Fill in all fields, and click **Submit**. This will send a service request to FCM.
3. Check your email; you will receive a message with a PIN and instructions to access the funding portal and choose your password.

Once you have access to the funding portal and your client profile:

1. Select **My Applications** from the menu on the left.
2. Click the folder icon for the desired program name (FCM Green Municipal Fund—Capital Project for a capital project pre-application, or FCM Green Municipal Fund—Direct Funding Core for a plan, feasibility study or pilot project pre-application).
3. Select **New Submission**.
4. Click **Next** to complete all the pre-application sections and questions.

Note: You can save your progress at any time; at the bottom of page and return to the form later to complete it.

Step 2: Eligibility determination

A GMF project officer will review your pre-application form to determine whether your organization and initiative are eligible for funding before releasing the full application to you. You will receive a response within 15 business days of the date we receive your pre-application form.

Step 3: Full application

Once your eligibility is confirmed, your GMF project officer will inform you that the full application form is available through FCM's application portal, ready for you to complete and submit. The officer will also provide you with an Excel project workbook template to complete and submit.

Step 4: Verification and submission:

As you complete the application form, don't hesitate to contact your GMF project officer if you have any questions. Once you've verified the information on your application form, project workbook and required supporting documents, submit it to GMF through the FCM funding portal.

Step 5: GMF project officer review

A GMF project officer will review your application for accuracy and completeness and will work with you to resolve any remaining questions.

Step 6: Peer review and internal review

An external expert peer review panel evaluates all funding applications. An internal analysis is also completed to provide a funding recommendation to GMF's managing director, the GMF Council and FCM's Board of Directors.

Step 7: FCM funding decision

- Plans and studies: Funding decisions are determined by GMF's managing director.
 - The average time for a funding decision from the application submission is three to five months.
- Pilot and capital projects: FCM's Board of Directors approves the funding recommendation made by GMF Council.
 - The average time for a funding decision from the application submission is four to six months.

When to apply

We accept applications year-round until all annual funds are allocated. Once all funding is allocated for the year, any new applications are deferred for approval to the following fiscal year, beginning April 1. If your application is deferred, we will let you know.

Required supporting documents

Throughout the application process, we ask you to include supporting documents with important information about your organization and the details of the proposed project. Required documents differ depending on the type of project and whether your organization is a municipal government or a partner of a municipal government.

Table 4 below lists these mandatory documents, along with the requirements and conditions your organization must fulfill before you submit an application to GMF.

Note: Additional supporting documentation may be requested. You are welcome to provide further evidence as available.

TIP: When possible, in your application please refer to specific page numbers or sections in your supporting documents. This will ensure staff and peer reviewers evaluate your application accurately.

Table 4: Required supporting documents

Application category	Required supporting documents
All applications	<ul style="list-style-type: none">• Completed application form• Project workbook• Letters from confirmed sources of funding• Evidence of municipal support (e.g., council resolution describing your organizational commitment to, and financial support for, the project and funding application to GMF)²• Project team organizational chart and resumés• Letter of confirmation of consultation with your province or territory (except Quebec)³• Municipal plan or strategy that supports the initiative
Pilot project and capital project applications	<ul style="list-style-type: none">• Completed feasibility study or equivalent• Executive summary of the environmental assessment of your initiative, if required under federal and/or provincial laws

² For plans, studies and pilots, the municipal contribution must be at least 10 percent of eligible costs.

³ Consultation with the provincial or territorial government is a requirement of FCM's funding agreement with the federal government.

Application category	Required supporting documents
Capital project applications	<ul style="list-style-type: none"> • Audited financial statements for the past three years • A risk management plan for the project • New Brunswick municipalities (other than the City of Saint John): evidence that you have obtained the New Brunswick Municipal Capital Borrowing Board's authorization to borrow funds • Nova Scotia municipalities: evidence that you have obtained authorization from the Minister of Service Nova Scotia and Municipal Relations to borrow funds • Quebec municipalities: evidence that you have obtained the règlement d'emprunt issued by the Ministère des Affaires municipales et de l'Habitation
Land use (brownfield) project applications	<ul style="list-style-type: none"> • Phase I environmental site assessment(s) (or equivalent) of the site <p>For land use (brownfield) capital projects</p> <ul style="list-style-type: none"> • Phase II environmental site assessment(s) (or equivalent) of the site • Remedial action plan or risk management plan (or equivalent) for the site <p>For renewable energy production projects (brightfields)</p> <ul style="list-style-type: none"> • Record of site condition or equivalent from the provincial or territorial authorities
Municipally owned corporations	<ul style="list-style-type: none"> • Evidence of your organization's relationship to, and mandate from, the lead municipality in relation to the proposed project, including your organization's articles of incorporation or your shareholder agreement with the lead municipality
Non-municipal applicants (municipal partners)	<ul style="list-style-type: none"> • Official document stating municipal partnership • Confirmation of organizational support from CEO or CFO • Statement of cash flows • Business plan and any associated contracts that demonstrate revenue generated from the environmental initiative • Organizational chart of the corporate structure



APPLICATION INSTRUCTIONS

Follow the directions below as you complete your pre-application form and full application. Answer each question with enough detail so that someone who has never heard of your project would fully understand your application.

BEFORE YOU APPLY

All applicants requesting funding must complete their pre- and full application forms through FCM's funding portal.

Please read these instructions for how to answer the application questions available through the application portal.

If you have questions about how to apply, please contact an FCM representative at gmfinfo@fcm.ca or 1-877-417-0550.

The instructions below provide detailed information on how to complete each section of both the pre-application and the full application. **Excerpts from the funding portal are included to help guide you.**

PRE-APPLICATION

The information you provide helps GMF staff members determine the eligibility of your initiative and whether to invite you to complete the full application.

Applicant eligibility

In this section, please tell us who you are, where you are from and who your main partners are, if any.

Participating organization

Please provide the name and role of each participating organization.

- **Lead applicant:** the municipality, or a partner organization, that signs the contract with FCM, oversees the initiative (even if it has a third party complete the work), incurs the costs of the initiative, and submits the required reporting to FCM.
- **Lead municipality:** the municipality where the initiative is taking place or that will benefit from the initiative.

Note: if your organization is not a municipal government, your initiative must be supported by one. You will be required to provide the name for the main contact at your local municipality within the project team.

Project team members

Please provide contact details for the lead contact. For non-municipal applicants, provide the municipal contact and any details on your partnership with the lead municipality.

Note: Municipal corporations must also complete this step.

If possible, please indicate how you heard about FCM's funding.

Project eligibility

In this section, tell us about your initiative, the anticipated benefits, why this project is important and how you intend to implement it.

Tip: Be as concise, specific and quantitative (measurable) as possible when you answer the questions in the pre- and full application forms. You can answer each question or refer us to specific sections or pages in your attached documents.

Project working title	The title should: <ul style="list-style-type: none">• Describe the initiative• Mention the name of the lead municipality
Project type	Type of funding requested: <ul style="list-style-type: none">• Plan• Feasibility study• Pilot project• Capital project Refer to the descriptions of each of the eligible initiatives
Sector	What sector the initiative falls under: <ul style="list-style-type: none">• Energy• Transportation• Water• Waste• Multisector (plans)

Executive summary

Provide a summary of your project that covers the following:

- Objectives and scope of the initiative
- Why this project is important and how it will improve your community
- How the project is innovative for your municipality, region, or province or territory
- For feasibility studies, pilots and capital projects, the expected environmental, social and economic benefits that have been identified
- For plans, the potential environmental, social and economic benefits that will result from the implementation of the actions identified

Please provide any other information you feel is relevant in helping GMF to understand your project and the intended outcomes. Non-municipal applicants may provide additional details on their partnership with the lead municipality.

Project start and end date (YYYY-MM-DD)	Indicate the start and end dates for your proposed initiative.
Total project costs (\$)	Provide the total costs of your proposed initiative.
Funding request (\$)	Indicate the amount of funding you are requesting for your proposed initiative. See Table 1 for available funding.
Summary of expected environmental benefits (for feasibility studies, pilots and capital projects only)	Provide a summary of the anticipated environmental benefits, to the best of your knowledge, of your initiative.
Anticipated sources of funding (capital projects only)	Provide the names and additional information of your project's anticipated sources of funding.

Required documents

Please review the list of documents provided on the portal that you will be required to submit to FCM if you are invited to complete a detailed application.

Declaration and signature

In the declaration and signature section, simply type the information of the person with signing authority from the lead applicant organization (see Part A of the application form).

Note: The person with signing authority may be different from the lead applicant primary contact.

FULL APPLICATION

Depending on the project type, not all sections below will apply. The portal will indicate which sections apply to you.

Applicant information

TIP: The information gathered from your pre-application form will appear here. This is your opportunity to review and edit it.

Project team members

If you haven't done so already, identify up to five members of your project team and each one's role. Attach their resumés OR documents that list their professional qualifications and experiences. If your team members have not yet been identified, provide documentation in the portal table that describes the positions that will make up your team, including roles, qualifications and past experiences necessary to complete a successful project. The table should include at least one member of the lead applicant's project management team. If your project is sponsored or championed by a municipal elected official, include them as well.

If you are a municipal partner, be sure to upload evidence of municipal support. A letter from the lead municipality should state this support of the project and be signed by the mayor on behalf of council, or by the municipality's chief administrative officer or city manager.

- Optional: The letter may specify any way in which the municipality demonstrates that support, if applicable (e.g., in-kind, financial contribution).

Note: municipal corporations must also complete this step.

Supporting documents: Provide a well-defined organizational chart of the organization and project team, team members' resumés and the municipal support letter if applicable.

Project description

Project overview

TIP: The information gathered from your pre-application form will appear here. This is your opportunity to review and edit it.

Note: If your project is approved, we may post the executive summary on our website.

Objectives and rationale

For all project types, focus on:

- the purpose of the project and challenges you are trying to solve
- a link between your project and existing plans, policies or programs (municipal, regional or national)
- the possibility of capitalizing on this initiative
- why this project is a municipal priority

For plans, focus on:

- the sustainability considerations this plan will address
- how this plan is using a systems approach

TRANSFORMATIVE POTENTIAL

Innovative aspects of the project

GMF funds innovative and impactful projects. Describe the innovative solutions you will explore, and answer these questions for each one:

- **How is your solution better than the currently accepted standard?**

Think about how your proposed solution is better than the baseline (i.e., the current practice or best alternative solution). Express this in technical, economic or social measures such as improved levels of service; capital and operating cost savings; and energy efficiency, reliability, reduced environmental impacts and increased resilience.

- **What is new about your solution?**

For example, does it develop or apply *new* knowledge, policies, practices, technologies, or financial models in your community? Or does it apply existing knowledge, policies, practices, technologies, or financial models in a *new way*, possibly to suit your unique circumstances?

Note: For plans, also use this section to describe your initiative's [potential for replication](#).

Uncertainties around innovation

Adopting innovative solutions usually means facing more uncertainties than adopting already proven ones, and that often keeps municipalities from innovating. We recognize that uncertainties are an inevitable part of being innovative and have designed this funding to support municipalities that take on this worthy challenge.

To be clear, ***uncertainties are different from the risks*** associated with implementing your project. Even if you have a strong risk management plan, there may still be uncertainties related to new technology or applying proven technology in a new way. For example, there may be uncertainties associated with the long-term performance of new technology involved in this project, or political uncertainties such as the need to establish new policies, practices, or partnerships. Are there financial, regulatory, political, or organizational uncertainties associated with the solutions involved in this project?

ENVIRONMENTAL BENEFITS

*** This section applies only to feasibility studies, pilots and capital projects**

Environmental results and performance toward a more sustainable society is the primary mandate of GMF, and we therefore give greater weight to this section in funding decisions. Please refer to the required environmental ([Table 2](#)) that you must meet to be eligible for funding.

Supporting documentation:

Pilots and capital projects

- Feasibility study
- Energy model and/or relevant calculations (if applicable)
- The completed **environmental benefits** tab in the project workbook. The worksheet will be pre-populated for you based on your feasibility study.

Direct, quantifiable environmental benefits (for pilots and capital projects only)

Describe and quantify, when possible, how your full-scale project would generate quantitative (i.e., measurable) benefits such as CO₂e reduction, criteria air contaminants reduction, water saved, water treated, stormwater managed, solid waste treated, land reclaimed, waste diverted, etc.

Other environmental benefits

Describe how your project will result in other environmental benefits not represented or highlighted within the main environmental category. Examples could include improving GHG emission reductions, natural assets, using sustainably sourced materials, treating above the regulatory requirements and reducing environmental nuisances such as light and noise.

Consider whether your project enables follow-up projects with quantifiable environmental benefits. If so, identify those benefits and provide estimates; for example, a smart grid project that allows more renewable generation projects to be integrated on to the grid.

ECONOMIC AND SOCIAL BENEFITS

* This section applies only to feasibility studies, pilots and capital projects

In this section, you are asked to describe the economic and social benefits of your project. A wide variety of benefits are acceptable for a project proposal. For instance, social benefits could include improved social equity, improved public health or the creation of educational, cultural or recreational opportunities. Economic benefits could include job creation, local spending technical skill development, the creation of a new revenue stream or the simplification of municipal operations.

Supporting documentation (optional): Complete the *economic and social benefits* tabs in the project workbook.

Economic and financial benefits

Using valid and conservative assumptions, and considering the whole life cycle cost of the project, tell us the economic and financial benefits your municipality will gain when this project is completed (e.g., value for money in terms of economic, environmental and social benefits; improving financial sustainability; revenue generation).

We want to know:

- how any economic benefits might be generated (e.g., capital and operating cost reductions, extension of asset life, lower total cost of ownership, revenue generation)
- which economic indicators you will measure (e.g., financial savings, percentage cost savings, payback, internal rates of return, revenue)
- how the solutions in this project generate value and are financially efficient and effective

Social benefits

Describe benefits that go beyond the currently accepted standard for similar assets, such as improving your ability to adapt to climate change, increasing public safety or creating jobs in your community.

MEASUREMENT AND MONITORING

* This section applies only to pilots and capital projects

Monitoring and reporting are essential components of GMF's evaluation of project progress, implementation and performance. How we monitor and then track lessons learned and success is just as important as doing the project itself.

Supporting documentation: Provide a feasibility study or additional supporting documentation that clearly demonstrates *how* you will measure the performance of the project.

This measurement and monitoring criterion assesses the project's data collection, analysis and approach to project performance verification.

- FCM seeks projects that have a robust measurement system to support the demonstration of expected project benefits, particularly quantifiable environmental benefits. A strong measurement system will encompass a range of indicators including those related to environmental performance, business case and improved level of service.
- Depending on the project, a measurement system would include a description of each parameter, how its value will be determined (e.g., direct measurement, modelling, estimation), any assumptions or additional technical factors pertinent to determining performance and how the information will be used or rolled up to determine the performance of the project.

ADOPTION AND REPLICATION

* This section applies only to pilots and capital projects

A project is considered replicable when it demonstrates the following:

- Clear performance benefits that address a common problem across many municipalities.
- A key challenge for businesses, local governments, or the general population is addressed.
- There are clear market drivers for the adoption of this solution such as cost savings over status quo, financial returns, regulation requirements and incentives.
- Commonly understood metrics and measures are used to show performance.
- Models or best practices that have demonstrated proven results are applied to project design.

Give specific examples of mechanisms you will use in your project to encourage adoption and replication such as, but not limited to:

- clear market drivers such as cost savings and financial returns, regulation requirements, incentives
- partnerships with one or more private sector organizations, academic institutions, governments or non-governmental organizations with mandates for replicating solutions
- a coalition of providers involved in this application or expressions of interest from other providers that might replicate the solution if the project is successful
- a design that makes replication part of the solution; for example, packaged solutions and toolkits

CAPACITY BUILDING

*** This section applies to all project types**

Imagine that the project is complete, and you are ready to reflect on lessons learned. Consider the aspects below that may be relevant to your situation and which of them could help strengthen your community:

- knowledge gaps in your organization, either with staff or residents, that were revealed by this project and how they were addressed
- knowledge gaps that showed up in the wider community, how this knowledge was shared and what plans are in place to continue sharing it
- capacity you have today that you did not have before the project
- educational activities or materials that could be created to continue sharing knowledge and lessons learned

You will want to focus on the following, as applicable:

- building awareness among elected officials
- conducting knowledge transfer activities and capacity building for staff (e.g., training) and the local community (e.g., local trades, consultants and contractors)
- creating educational materials and pathways that spread your lessons learned across your community and to others

* This section applies to all project types

Project management is an essential component in GMF's evaluation of any funding proposal. A project may start with a great idea, but if there is no budget or financial ground on which it stands, it becomes very difficult to evaluate the likelihood of successful implementation.

Aside from the environmental section, this part of the application will require the most time and effort. Be sure to follow the instructions carefully, and please contact the project officer assigned to your file if you need any assistance.

Project management and delivery

Tell us about your project management approach and demonstrate how it is appropriate given your project's stage of development and risk profile.

Describe the following:

- the project team (include the structure, roles, expertise and gaps)
- financing (include the sources, secured and unsecured amounts, and the plan to secure all financing)
- coordination (describe your plan to collaborate across all relevant municipal departments)
- stakeholder engagement (describe your plan for engagement, the participants and the type of participation you expect from them—for example, the type of input will you seek from them, or their involvement in a monitoring system)

Project implementation risk (for pilots and capital projects only)

We want to know more about the biggest risks and challenges you face in implementing this project, and how you will manage and mitigate them.

The following lists typical implementation risks and challenges. Include any that apply to your project. If necessary, attach supporting documents for the risks and challenges you expect to encounter.

- environmental
- financial
- regulatory
- social
- technical
- timing

Note: If your project has a risk that does not fall into one of these categories, you will be asked to elaborate.

TIP: If you have identified risk mitigation measures, make sure they are well reflected in appropriate sections of your application and they are supported by appropriate documents.

*** This section applies to all project types**

Budget

Some information that you provided at the pre-application stage has been carried over to this part of the form. Please review those parts and update them if necessary.

Project start and end dates: Review and update if necessary. These dates should be approximate. Please note that for most projects, dates are flexible and can be adjusted.

Funding request: Information has been provided in the pre-application. No action is required.

Loan amount requested (capital projects only): You will obtain this information in your completed project workbook. Once you have completed the **budget and sources of funding** tabs in the workbook, you will be provided with the loan amount. Once you have reviewed and confirmed the amount, please enter it here.

Grant amount requested: You will obtain this information in your completed project workbook. Once you have completed the **budget and sources of funding** tabs, the grant amount will be automatically calculated and will be a percentage of the total loan amount requested. Once calculated, please enter the amount found in the project workbook.

Anticipated sources of funding

Information gathered from your pre-application form will appear here. Please review and update it if necessary.

Include the source of funding, the date it was committed and a confirmation letter.

Note: Any changes made to this table will also need to be made in the project workbook's **Sources of funding** tab.

Supporting documentation: Upload the project workbook and letters from all confirmed sources of funding.

Note: You *must* use the project workbook template provided.

Project milestones

Milestones are set at the application stage, confirmed at the contracting stage for approved projects, and monitored throughout the implementation stage to inform timing of reporting and disbursements.

You may identify up to five project milestones.

Note: For capital projects, the final milestone should be the environmental results report that is required by GMF one year after project completion (minimum 12 months of continuous monitoring).

The fields in the milestone table on the portal are:

- key milestone (the main identifier or title)
- description (briefly identifies any tangible outcome of the milestone, such as contract signed, pictures taken or completion of a report)
- total forecasted costs (should be equal to the total project cost)

Note: Capital projects must be substantially completed within three years of FCM board approval. GMF may be flexible if there is open and transparent communication between the recipient/borrower and FCM. GMF recognizes the challenges in remote and northern communities in procurement costs and delivery of materials.

If we approve your project, the milestones included in the work plan may be used to determine when we disburse your funding.

Please contact your assigned GMF project officer if you need assistance setting the milestones.

Declaration and signature

In the declaration and signature section, simply type out the information of the person with signing authority from the lead applicant organization (see Part A of the application form) who will sign the application if it is successful.

Note: The person who signs may differ from the lead applicant primary contact.

Once the application is complete, please verify that you have gathered and attached all supporting documents listed in the **Application process** section of the form. Follow the instructions in the next part of this guide to submit your application and required documents.

How to submit your application

Organize your supporting documents

Before submitting your application, please check the list of required supporting documents for your project type in the *Application process* section. These documents justify the information provided in the application.

Ensure that your documents have titles that properly reflect their content.

Tip: If possible, add to each document's title the application section that the document supports. This will help us find the appropriate files more quickly.

Ready to submit?

Ensuring your submission is complete with all supporting documents will reduce processing time. Here are some tips for completing the submission process:

- The portal will let you know if all sections of the form have been properly completed and you have uploaded the required supporting documents. You will not be able to submit until all the required information has been provided.
- If you are not able to submit, make sure you have answered all the questions in the application form. If the form is properly filled in, check that the project workbook is complete and has been uploaded as a supporting document in the budget section.
- When everything is ready, you will see that the submit button is available, which means you are ready to submit your application.

Quebec municipal applicants:

Quebec municipal applicants please note: The pre-application needs to be downloaded from the funding portal and submitted by your municipality to the Ministère des Affaires municipales et de l'Habitation (MAMH). Once you have completed your pre-application, click **View current form** at the top of the Summary page. This will open the document in a new window, and you will be able to print the form as a PDF document. Once downloaded, you will be able to send the pre-application form to MAMH for review. The ministry will determine if your proposed project complies with Quebec policies before issuing an "Avis Favorable." GMF may not contact the applicant until MAMH provides its compliance decision. Please visit <https://www.mamh.gouv.qc.ca/> for more information. GMF may provide some assistance if needed.

Municipal corporations and not-for-profit organizations do not need to submit application forms to MAMH.

Need help, or have suggestions to improve this guide?

If you are having trouble completing the application, uploading files, or simply have questions, give us a call at 1-877-417-0550, or email us at gmfinfo@fcm.ca.



APPENDIX: ELIGIBLE COSTS

This table outlines the costs which may be partially reimbursed by FCM.

GMF eligible and ineligible costs

Section A: Costs incurred prior to date application is received by FCM

Cost category	Eligible costs	Ineligible costs
Pre-application	Consulting fees for writing the GMF application, including inserting information into the project workbook, up to 90 days prior to application receipt date (maximum \$5,000)	All other costs including any stakeholder engagement or research that took place to support the writing of the full application or insertion of information into the project workbook

Section B: Costs incurred after date application received by FCM

Cost category	Eligible costs	Ineligible costs
Administrative	<p>Administrative costs that are directly linked to, and have been incurred for the project, such as:</p> <ul style="list-style-type: none"> • communication (e.g., long-distance calls or faxes) • permits or certifications required for the project • printing or photocopying by outside suppliers • acquisition of documents used exclusively for the project • document translation 	Office space, supplies and general overhead costs incurred in the ordinary course of business.
Advertising	<p>Advertising essential to communicating the project to the public, as well as project evaluation, such as:</p> <ul style="list-style-type: none"> • advertising development • media distribution • website development • public surveys 	Advertising for general education or publicity for ongoing or other business activity and not a specific requirement of the project, and promotional items
Audit (capital projects only)	<p>Financial audit conducted by a third-party accredited professional for the capital project, which is required by FCM</p> <p>Third-party environmental audit for the triple-bottom-line results report of a capital project</p>	N/A

Cost category	Eligible costs	Ineligible costs
Capital (capital and pilot projects only)	<p>Pilot projects: Rental or purchase of equipment or assets that are essential for conducting the small-scale activity, including specialized system hardware and software, construction, materials, renovation and modernization, and installation</p> <p>Capital projects: These are defined and determined in accordance with generally accepted accounting principles (GAAP), including:</p> <ul style="list-style-type: none"> • acquiring, developing, constructing, modernizing or leasing systems (equipment, hardware, software, etc.) • construction, renovation or modernization of facilities and structures such as materials and installation costs 	Purchasing or leasing real property
Road and servicing costs—for land use (brownfield) capital projects only	<p>Road costs: As part of an eligible remediation and redevelopment project</p> <p>Servicing costs: for the immediate site or the street</p> <p>Primary costs need to be for remediation of the land (i.e., linked to reducing greenfield development).</p> <p>The costs are eligible only if they are tied to a remediation project and cannot be higher than the remediation costs.</p>	Strictly replacing a road (i.e., road to road)

Cost category	Eligible costs	Ineligible costs
Equipment rental	Rental of tools and equipment related to the project	Rental of tools or equipment related to ongoing or other business activities
Meetings and public gatherings	<p>Meetings and public gatherings that communicate the project to the public and that collect feedback, such as:</p> <ul style="list-style-type: none"> • facility rental • audiovisual equipment rental 	<p>Any hospitality expenses such as:</p> <ul style="list-style-type: none"> • food and drink • alcohol • door prizes • entertainment • music • decorations, flowers, centrepieces
Services	Fees for professional or technical consultants and contractors	<p>Capital projects: Any costs associated with anyone on your organization's payroll, except for those in the category of "in-kind"</p> <p>All: Engineering studies, audit studies or feasibility studies for which grants or contributions are provided by or committed to be provided by any program of the Government of Canada</p>

Cost category	Eligible costs	Ineligible costs
Staff remuneration	<p>Capital projects: N/A (See in in-kind contributions)</p> <p>Plans, studies and pilot projects:</p> <p>Daily rates actually paid by the eligible recipient to its employees (including permanent and contract employees) in Canada for time actually worked on the implementation of the project.</p> <p>The daily rate per employee includes the following:</p> <ul style="list-style-type: none"> • direct salaries: actual and justifiable sums paid by the eligible recipient to employees in accordance with the eligible recipient's pay scales as regular salary excluding overtime pay and bonuses • fringe benefit, in accordance with the eligible recipient's policies, as follows: <ul style="list-style-type: none"> ◦ time-off benefits (prorated to the annual percentage of time actually worked on the implementation of the project): allowable number of days to be paid by the eligible recipient for the payable absences of statutory holidays and annual vacation ◦ paid benefits: actual sums paid by the eligible recipient for paid benefits (prorated to the annual percentage of time actually worked on the implementation of the project); this includes the eligible recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits <p>Note: For private (for-profit) entities only, as determined by FCM, the value of total staff remuneration cannot exceed 10 percent of the project's eligible costs.</p>	<p>Remuneration in the form of:</p> <ul style="list-style-type: none"> • overtime pay • bonuses/performance pay • fringe benefits, such as sick days, maternity leave, parental leave, pension plan and any other not listed as eligible • costs related to ongoing or other regular business activities and not specifically required for the project • staff wages while receiving training or attending learning events • professional membership fees or dues • staff remuneration for which FCM has provided (or committed to provide) a grant or contribution (includes funding provided or committed through climate change staff grants from FCM's Municipalities for Climate Innovation Program)

Cost category	Eligible costs	Ineligible costs
Supplies and materials	Supplies and materials that are specifically needed to undertake the project	Ongoing or other business activities that are not a specific requirement of the project
Transportation, shipping and courier charges	Transportation for delivery of materials and services essential for the project	Any transportation related to ongoing or other business activities
Travel and accommodation	Expenses for you and consultants to the extent that the travel and accommodation rates comply with Treasury Board of Canada guidelines and such travel is necessary to complete the project	Expenses of a partner in the project, and travel, accommodation and fees to attend conferences, missions, trade shows, etc.
Taxes	The portion for which your organization is not otherwise eligible for rebate	The portion for which your organization is eligible for rebate (provincial, territorial, or federal)
In-kind contributions	<p>Plans, studies and pilot projects: N/A (see Staff remuneration)</p> <p>Capital projects: Contribution of staff time by your organization's employees (including permanent and contract employees). The value of the total in-kind contributions for staff salaries or other remuneration cannot exceed 10 percent of the other eligible costs. The value of the total in-kind contributions for staff salaries or other remuneration cannot exceed 10 percent of the other eligible costs. To claim this type of in-kind contribution, you must submit a letter from an authorized officer in your organization confirming the details of the in-kind contribution.</p>	<p>Plans, studies and pilot projects: Any goods and services that are received through donation or in-kind</p> <p>Capital projects: In-kind contribution of goods and services other than salaries</p> <ul style="list-style-type: none"> • In-kind contribution made by organizations other than yours • In-kind contribution by your organization above 10 percent of the eligible costs