

Green Municipal Fund
Grants for
Feasibility Studies
and Field Tests

Application Guidelines

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Green Municipal Fund, Grants for Feasibility Studies and Field Tests: Application Guidelines

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The Application Guidelines and application forms for the Green Municipal Fund are available in English on the Federation of Canadian Municipalities' Centre for Sustainable Community Development website <www.sustainablecommunities.fcm.ca>.

Les lignes directrices et les formulaire pour le Fonds municipal vert son disponible en français sur le site Web du Centre pour le développement des collectivités viables de la Fédération canadienne des municipalities <www.collectivitesviables.fcm.ca>.

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Introduction

1. About These Guidelines

These guidelines explain how to apply for a Green Municipal Fund (GMF) grant to conduct a [feasibility study](#) or [field test](#).

Note: Throughout these guidelines and other GMF documents, the term “studies” refers to both feasibility studies and field tests. The term “municipalities” refers to municipal governments as defined by the GMF Funding Agreement with the Government of Canada (see the [Glossary](#) for more information).

2. About the Green Municipal Fund

GMF is a long-term source of financing for [municipalities](#) and their partners to develop communities that are more environmentally, socially, and economically sustainable.

The Government of Canada endowed the Federation of Canadian Municipalities (FCM) with \$550 million to establish GMF. The Fund

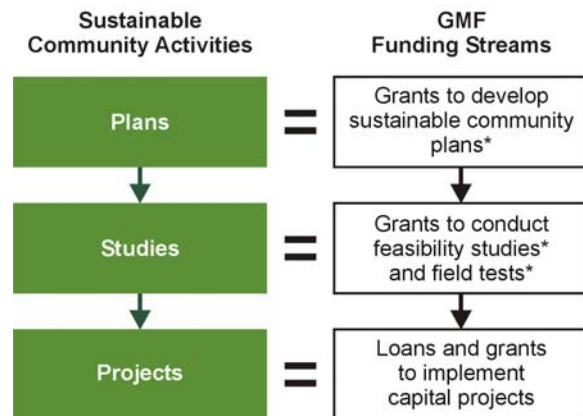
- provides low-interest loans and grants to municipalities that deliver leading examples of sustainable development; and
- builds capacity and shares the knowledge and experience gained by municipal leaders through GMF-funded studies and projects.

GMF is managed by FCM and operates at arm’s length from the federal government. For more information, see the FCM Centre for Sustainable Community Development website at

www.sustainablecommunities.fcm.ca.

3. What Is Eligible for a GMF Grant?

GMF has three funding streams that finance three types of sustainable community activities:



* See the [Glossary](#) for definitions of these terms.

Each funding stream is subject to specific prerequisites. For example, prior to applying for a GMF grant for a study, the [Lead Municipality](#) must have a [sustainable community plan](#) or a sector plan, or both, that demonstrates the need for the study.

The application forms and Application Guidelines for each funding stream are available on the FCM Centre for Sustainable Community Development website at www.sustainablecommunities.fcm.ca.

Note: GMF invests in the plans, studies, and projects that provide the best examples of municipal leadership in sustainable development and from which other municipalities can learn and apply.

4. Grants for Feasibility Studies and Field Tests

GMF grants can **reimburse** up to 50% of the total [eligible costs](#) of a study, up to a maximum grant amount of \$350,000.

In the 2008–2009 fiscal year, FCM will approve between \$8 million to \$12 million, in grants for eligible feasibility studies, field tests, and sustainable community plans.

4.1 Who Can Apply?

Only municipalities and non-governmental or private-sector organizations working in

[partnership](#) with a municipality can submit an application for a grant to conduct a study.

4.2 Application Process

Applicants can apply for a grant for a feasibility study or field test throughout the year. The application process requires the completion of two forms:

- Part A – Intent to Apply; and
- Part B – Detailed Application.

If the Intent to Apply form is accepted, applicants will be invited to complete and submit the Detailed Application.

Application Requirements

5. Prerequisites

Before applying for a GMF grant for a feasibility study or field test, the Lead Municipality must meet the following prerequisites:

1. Have adopted a sustainable community plan or sector plan with one or more sustainability goals or targets, or both, which the proposed study is intended to address.

Tip: The Part A – Intent to Apply form requires applicants to confirm whether the study addresses a sustainability goal or target in the Lead Municipality’s sustainable community plan or relevant sector plan.

When submitting the Part B – Detailed Application, the Lead Municipality will be required to provide a copy of the following elements from the sustainable community plan or relevant sector plan:

- Cover page;
 - Table of contents; and
 - Any quotations from the plan that demonstrate how the study is necessary to help the Lead Municipality meet its sustainability goals or targets.
2. Meet the relevant sector and sub-sector prerequisites in Table 1.

Tip: To do so, the Lead Municipality must

- a. determine to which sector and sub-sector the study relates; and

- b. determine whether the study will address [municipal corporation](#) or community-wide activities, or both.

The Intent to Apply form requires applicants to confirm that the Lead Municipality has met the applicable sector and sub-sector prerequisites.

When submitting the Detailed Application, the Lead Municipality will be required to provide evidence that it has met the prerequisites (e.g., provide cover page, table of contents, and relevant quotations from conservation plan or results of a waste audit).

Note: Applicants are encouraged to integrate more than one [GMF sector](#) in their study but must identify only one as the primary focus of the study.

Table 1: Sector and Sub-sector Prerequisites

GMF Sector	Prerequisites	
	Scope: Municipal Corporation	Scope: Community-wide
Brownfields	None	None
Energy	Plan demonstrating energy conservation goals or targets for the municipal corporation	Plan demonstrating energy conservation goals or targets for the community
Transportation	None	None
Waste	Waste audit showing at least 50% diversion rate for waste collected at municipal buildings	Waste audit showing at least 50% residential waste diversion rate
Water	Plan demonstrating potable water conservation goals or targets for the municipal corporation	Plan demonstrating potable water conservation goals or targets for the community (if the municipality is responsible for potable water treatment)
GMF Sub-sector	Prerequisites	
	Scope: Municipal Corporation	Scope: Community-wide
Brownfield site assessment	Environmental Site Assessment Phase I has been completed	
Energy: Building	Policy in place that all new municipal building construction or retrofits be completed at a minimum LEED Silver* or equivalent standard	The subject of the proposed study will concern a minimum LEED Silver* or equivalent standard. (This is a condition of the study, not a prerequisite prior to application.)

* For building activities covered by LEED at the time of the application.

6. Criteria

6.1 Eligibility Criteria

FCM will review the Part A – Intent to Apply form to ensure the [Lead Applicant](#), Lead Municipality, and the proposed feasibility study or field test are eligible for GMF funding. The application must meet the eligibility criteria described in Table 2 and the applicable prerequisites described in Table 1, “Sector and Sub-sector Prerequisites.”



Table 2: Eligibility Criteria for a Feasibility Study or Field Test

	Criteria
Lead Applicant	The applicant must be <ul style="list-style-type: none"> ▪ a municipal government, or ▪ a non-governmental or private-sector organization applying in partnership with a municipal government.
Sustainability Goal	The Lead Municipality must have a current sustainable community plan or relevant sector plan, or both, with one or more sustainability goals or targets demonstrating the need for the proposed study.
Eligible Costs	The costs proposed for the study must meet the criteria for GMF eligible costs (see Section 8, " Eligible Costs ").
Financial Commitment	The Lead Municipality must make a minimum 10% cash contribution toward the eligible costs of the study.
Provincial/Territorial Consultation	The Lead Applicant (with the exception of municipalities in Quebec) must provide a copy of its letter of consultation sent to its provincial or territorial government's municipal affairs representative. For a sample letter of consultation, see the FCM Centre for Sustainable Community Development website at www.sustainablecommunities.fcm.ca .
Environmental Benefit	The application must identify and have the potential to lead to the eventual implementation of a municipal environmental project that will <ul style="list-style-type: none"> ▪ result in significant environmental improvements to air, water, or soil quality or to all three; and/or ▪ reduce greenhouse gas emissions.
Verifiable Results	The application must demonstrate the potential of the municipal environmental project to achieve verifiable reductions in energy use or to improve the environmental effectiveness of municipal service systems in one or more of the following sectors: <p>Energy: energy generation and distribution; and municipal process energy efficiency (e.g., building retrofitting or water treatment).</p> <p>Water: potable water; wastewater; and storm water.</p> <p>Transportation: modal shift (i.e., from single-occupant motor vehicles to public transit, active transportation, ride-sharing, travel substitutes like telework); and energy efficient operations (e.g., auto or transit fleet, traffic control systems, intelligent transportation systems).</p> <p>Waste: diversion and landfill gas management.</p> <p>Brownfields: remediation and redevelopment.</p>
Commitment to Complete Key Milestones	The Lead Applicant must commit to completing the key milestones and activities required by FCM (see Section 7 for more information).
Commitment to Report	The Lead Applicant must commit to provide progress and completion reports on the results of the study and the "lessons learned," and to provide a summary of eligible expenses incurred, with copies of supporting invoices.

6.2 Rated Criteria

The Part B – Detailed Application is assessed by an independent [Peer Review Committee](#) against the rated criteria listed in Table 3. Applications must obtain a score of 70 to be recommended for funding.

Table 3: Rated Criteria for a Feasibility Study or a Field Test

		Maximum Score
Systems Approach and Environmental, Social, and Economic Benefits		
Systems Approach	How inputs and outputs and upstream and downstream impacts have been addressed in existing plans and activities; and where the study fits into approach for addressing such impacts	10
Linkages to Existing Plans	How the study will help the community achieve sustainability goals or targets, or both, in existing plans	10
Environmental Benefits	Recommendations of the study will provide environmental benefits; likelihood of achieving verifiable, sustained results if implemented into a municipal environmental project	25
Social and Economic Benefits	Qualitative description of the social and economic benefits expected to result if the eventual municipal environmental project is implemented	5
Innovation and Knowledge Sharing		
Innovation	Study will contribute to the demonstration or adoption of innovative technologies or practices for a region or community of a different size	10
Replication Potential	Upon completion, study findings and lessons learned have the potential to be relevant to and applied in a wide range of municipalities across Canada	10
Knowledge-sharing Potential	Study has potential or aim of resulting in materials or products that will assist other communities	5
Management and Work Plan		
Management Capacity	Capacity and experience of management and consulting teams to undertake the study.	5
Work Plan	Work plan provides adequate explanation of key milestones and activities; allocates resources appropriately to accomplish required tasks	10
Budget and Cost-effectiveness	Budget is appropriate and cost-effective in relation to work plan	10
TOTAL		100

7. Key Milestones

Applicants must complete a work plan in the Part B – Detailed Application. The work plan identifies key milestones that must be completed upon approval of the grant application, as applicable. As Table 4 demonstrates, the milestones vary depending on whether the proposed study is a feasibility study or field test.



Table 4: Key Milestones for Feasibility Study and Field Test

Type of Study	Milestone	
Feasibility Study	Evaluation Framework	Identify the evaluation criteria and methods, as well as the performance measures to be evaluated.
	Evaluation of Options	Evaluate the technical, environmental, and financial impacts and, as appropriate, the social and economic impacts of alternate ways of implementing one or more options using cost/benefit analyses or life cycle analyses, or both, as appropriate.
	Selection of Preferred Options	Select the preferred option that meets the basic feasibility criteria and conduct conceptual or preliminary design.
	Recommendations and Implementation Plan	Based on the study findings, identify recommendations for next steps, including details such as the size, scope, design and costs for field testing or for full-scale implementation of a municipal environmental project or projects, or both, and develop a corresponding implementation plan.
	Reporting	Report on the methods used, the tasks undertaken, the results obtained, and the recommendations for field testing or full-scale implementation. The report must also indicate how the results link to the community's sustainability goals and objectives.
	Consultation	Seek input from stakeholders during the previous steps, as appropriate.
Field Test	Test Plan	Identify the performance measures, analytical methods, quality control and quality assurance methods, verification processes, and permit, approval, and health and safety requirements. The test plan must define the testing methodology to be used and the duration of any test, and must identify the sampling methodology and protocol.
	Design	Design the process and procure or fabricate the equipment required. Apply for required permits and approvals.
	Set-up	Set up the equipment, program, or system in accordance with the test plan.
	Testing	Operate the program, equipment, or system, monitor and analyze the process, and adjust as necessary.
	Analysis	Analyze the data, evaluate the results, and make recommendations for full-scale implementation, including the environmental and financial aspects of full-scale implementation. Follow data analysis protocol and interpretation defined in the test plan.
	Reporting	Report on the methods used, the steps undertaken, the results obtained, and the recommendations for full-scale implementation. The report must also indicate how the results link to the community's sustainability goals and objectives.
	Consultation:	Seek input from stakeholders during the previous steps, as appropriate.

Criteria for Eligible Costs

8. Eligible Costs

GMF grants can reimburse up to 50% of the total eligible costs (i.e., eligible cash and in-kind costs) of an approved feasibility study or field test, up to a maximum grant amount of \$350,000.

8.1 Eligible Cash Costs

Eligible cash costs include all necessary direct costs incurred properly and reasonably by the Lead Applicant and invoiced against a contract for services (or, for field tests, goods and services) that were necessary for the completion of the study. Such costs may include

- any costs associated with hiring professional and technical [consultants](#) or [contractors](#) who are directly involved in the technical, engineering, environmental, or financial aspects of the proposed study;*
- travel costs of a manufacturer, dealer, or supplier to select installations or material necessary to complete the study; and
- costs to consult and educate the community about the proposed study, including surveys, website development, and other communication tools directly related to the study.

* Hired consultants or contractors must not be employees of the Lead Applicant or [Contributing Partners](#).

For Field Tests Only:

Capital costs* of acquiring, developing, modernizing, or leasing the materials and equipment required to conduct the field test.

*As defined by and in accordance with generally accepted accounting principles (GAAP).

Note: The Lead Applicant is responsible for paying the consultants, contractors, and suppliers working on the study, and submitting copies of invoices to FCM for partial reimbursement.

8.2 Eligible In-kind Costs

The Lead Applicant may include a portion of its staff time directly related to the proposed study for partial reimbursement as eligible in-kind costs.

Such in-kind staff time must be reasonable, necessary for the completion of the study, and documented (i.e., level and title of worker, rate of pay, number of hours worked, and description of tasks completed).

Note: Eligible in-kind costs can only be provided by the Lead Applicant and cannot exceed 10% of the total eligible cash costs.

8.3 Ineligible Costs

The following costs are not eligible for reimbursement:

- Office supplies, computer software, equipment, and furniture;
- Leasing or purchasing real estate, including renting office space;
- Any overhead costs (e.g., operating costs such as heating, electricity);
- Any cost or portion of any cost for which the Lead Applicant is eligible for a rebate, including the Provincial Sales Tax, federal Goods and Services Tax, and Harmonized Sales Tax;



- Any staff-related expenses, including salaries for full- and part-time employees and contractual employees on the Lead Applicant or Contributing Partners' payroll (except for staff time considered as eligible in-kind services);
- Attending conferences and participating in missions, including travel costs associated with such participation or attendance; and
- Education, training, outreach, or promotion not directly related to the proposed study.
- baseline data collection (e.g., current consumption and production levels, environmental impacts of the relevant municipal system, or current wind or geothermal data collection);
- inventory preparation, such as for greenhouse gases and brownfields; and
- [pre-feasibility research](#) (e.g., assessing baseline data to determine what needs to be studied and how to best address the Lead Municipality's sustainability goals).

Note: If a consultant has prepared a GMF application on your behalf, ensure that the consultant has not submitted the same proposal on behalf of another municipality. The application must be tailored to the Lead Municipality.

8.4 Activities Excluded from Funding

GMF does not provide grants for

- environmental assessments required by law (except for Environmental Site Assessment Phase II);

Review, Approval, and Disbursement

9. Application Review Process

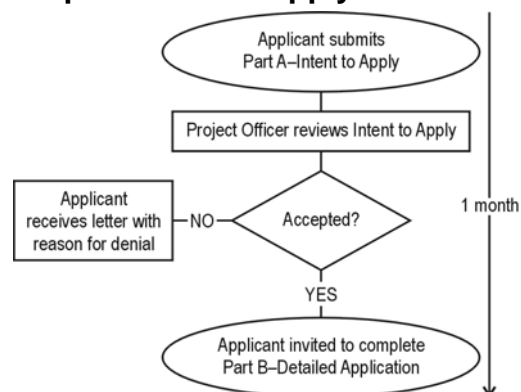
Applicants can anticipate that, from the time the Part A – Intent to Apply is submitted until the FCM National Board of Directors makes its final decision, the average length of time an application takes to be approved is six to nine months.

GMF staff are available throughout the application process to assist applicants with suggestions to improve the application.

By providing GMF staff with requested additional information in a timely manner, applicants can help ensure the process is not slowed down unnecessarily.

Note: If, at any time during the application review process, the applicant has not submitted all requested information or clarifications within 20 working days of an information request, GMF may notify the applicant that the file has been closed.

Step 1: Intent to Apply Is Reviewed



A GMF Project Officer reviews the Intent to Apply form to determine whether the proposed study meets the [eligibility criteria](#). The Project Officer will ask applicants for more information or for clarification, if necessary.

If accepted, applicants are invited to complete the Part B – Detailed Application.

Applicants are given two months to complete and submit the Detailed Application.

Applicants whose Intent to Apply form is denied receive a written explanation of the reasons for the denial.

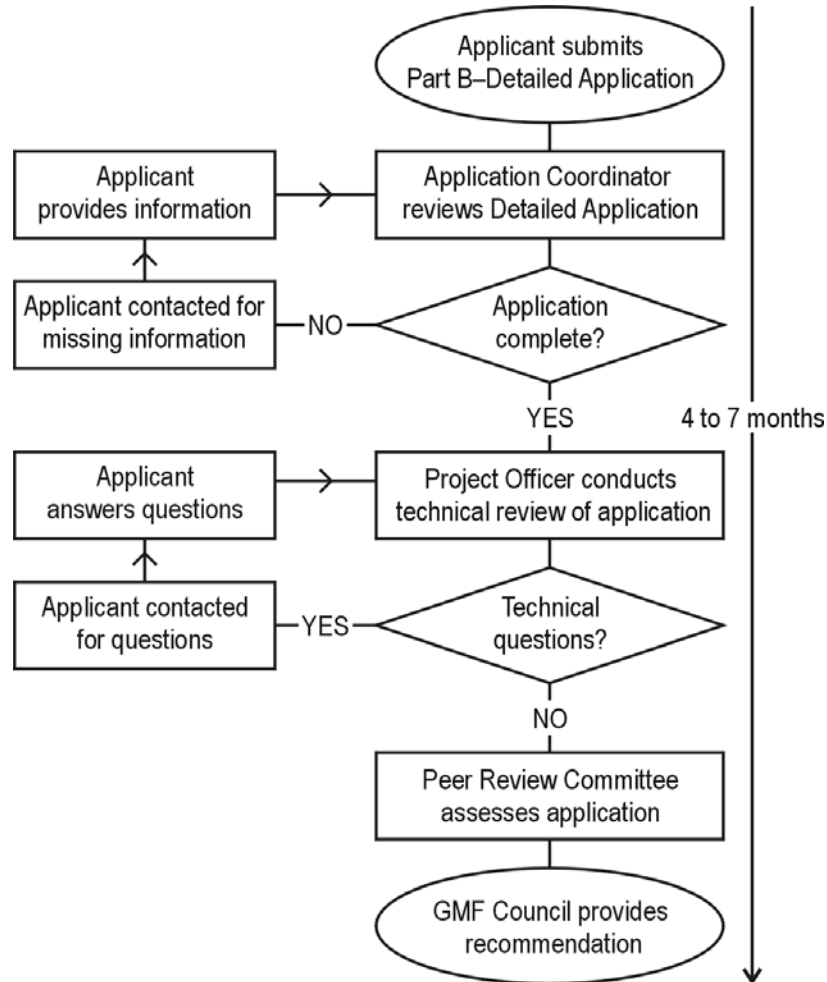
Exception—Municipalities in Quebec:

Municipalities from Quebec must submit the Intent to Apply form to the Ministère des Affaires municipales et des Régions (MAMR). MAMR reviews the project description provided in the Intent to Apply form to evaluate the proposal based on the province’s energy and environmental policies.

Within **15 working days** of receiving the Intent to Apply form, MAMR forwards accepted proposals and a ministry letter of support to FCM. FCM then processes the Intent to Apply form in the same way as it processes the form with other applicants.

Applicants whose application is denied by MAMR receive a written explanation of the reasons for the denial from MAMR.

Step 2: Detailed Application Is Reviewed



A GMF Application Coordinator reviews the Detailed Application to ensure it is complete and includes all necessary attachments. If necessary, the Application Coordinator contacts the applicant to request additional information.

Exception—Municipalities in Quebec:

Municipalities from Quebec must submit the Detailed Application to MAMR in the same way as the Intent to Apply form. MAMR reviews the Detailed Application and forwards applications that meet the province's energy and environmental policies to FCM for evaluation. Such applications are then processed as other Detailed Applications sent directly to FCM.

Technical Review

The Project Officer reviews the technical aspects of the information provided in the application. Applicants may be contacted to discuss ways of improving or strengthening the study and application.

Peer Review Committee Assessment

The application is reviewed and assessed by independent peer reviewers with appropriate subject-matter expertise.

Each peer reviewer conducts an individual assessment of the application and assigns a score to each of the [rated criteria](#). Once the peer reviewers complete their individual assessment, they discuss their scores and develop a final consensus score for the application.

GMF Council Review and Recommendation

The Project Officer prepares a summary of the application, final consensus scores, and overall peer reviewers' comments, and submits the summary to the [GMF Council](#) for review at its next quarterly meeting.

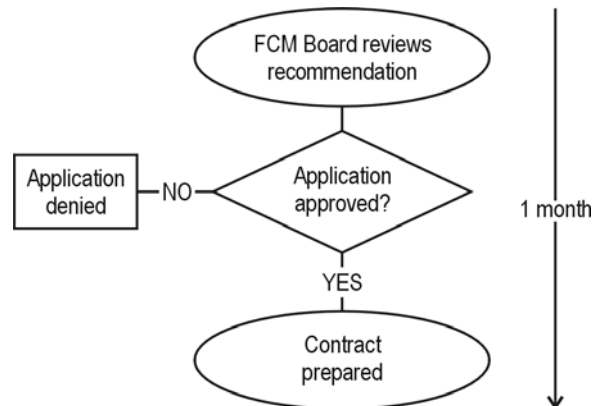
The GMF Council reviews the summary, taking into account the number of approved applications that are within urban and rural communities and among regions within Canada, as required by the agreement

between FCM and the Government of Canada.

Based on its review of the summary, the GMF Council provides the FCM National Board of Directors with a recommendation to approve or decline the application.

10. Application Approval Process

Step 3: Application Is Approved



FCM National Board Reviews Recommendation

The FCM National Board of Directors is responsible for ensuring that GMF follows due process in making funding recommendations. The Board reviews recommendations made by the GMF Council and makes a final decision on the application.

Applicant Informed of Decision

Applicants receive written notification of the FCM National Board of Directors' decision once it has been made. If the application is denied, the written notification includes an explanation.

11. Contracting and Disbursement

Contract Is Prepared

If approved, the Lead Applicant is sent a draft contract. The contract lists the conditions of funding, including the reporting requirements. The terms of the contract come into effect after the Lead Applicant has signed the final contract and returned it to FCM.

Grant Is Disbursed

Grant funding is disbursed through two to three payments in accordance with the

terms, conditions, and schedule outlined in the final contract. FCM reimburses the Lead Applicant for a portion of the eligible expenses (up to 50%) incurred to conduct the study.

To obtain a disbursement, the Lead Applicant must submit a disbursement request along with

- copies of invoices paid by the Lead Applicant for eligible expenses; and
- a progress or completion report (see Section 12.3, "[Reporting Requirements](#)").

Accountability Requirements

12. Accountability

Applicants should be aware of the accountability requirements specified in the grant agreement before completing the Part A – Intent to Apply form.

12.1 Other Sources of Funding

Applicants must obtain a letter of commitment from each Contributing Partner specifying its cash or in-kind commitment, or both, if applicable. For a sample letter, see the FCM Centre for Sustainable Community Development website at www.sustainablecommunities.fcm.ca.

The Lead Applicant should also take advantage of any government-funding programs for which the study is eligible.

12.2 Recognition Requirements

Once the grant agreement is signed, all approved applicants are required to acknowledge FCM's support in public announcements and media releases about the study, at relevant special events, and on

their websites. GMF communications staff will work with approved applicants to coordinate and implement a suitable funding announcement.

FCM will also inform the public about approved GMF study grants by publishing a short summary of the study with the Lead Applicant's contact information, a copy of the study's final report, and a case study profiling the initiative, its outcomes, and lessons generated.

12.3 Reporting Requirements

GMF invests in studies that provide the best examples of municipal leadership in sustainable development and from which other municipalities can learn and apply. Therefore, all approved applicants must report on the study for which they receive funding. A report must be submitted with each disbursement request (see [Grant Is Disbursed](#) in Section 11, "Contracting and Disbursement" for the process). Three types of reports are required to receive disbursements:

- **Progress report:** a short update on the progress of the study in relation to the key milestones; the progress report includes an initial account of preliminary results and lessons learned, if available. *The applicant sends a progress report with each request for a disbursement.*
- **Completion report:** a more comprehensive overview of the community context, the purpose, approach, and cost of the study, the results and next steps, and lessons learned. *The applicant sends the completion report with the final disbursement request.*
- **Study report:** prepared by the consultant. *The applicant sends a copy of this report with the completion report.*

The grant agreement will specify the due date, format, and information requirements of progress and completion reports.

The applicant must submit a complete report accompanied by paid invoices for eligible expenses with each disbursement request.

Note: GMF staff review all reports and may request further information if they have questions or concerns.

12.4 Duty to Inform

Applicants that are approved for GMF grants must inform their FCM contacts (i.e., Application Coordinator or Project Officer) of any deviation from the study as described in the application.

Glossary

Contributing Partner—A municipal government or non-governmental or private-sector organization that contributes financially to the study activities.

Consultant—Any organization or individual that receives payment for professional services related to the study.

Contractor—An individual or organization that designs, installs, constructs, or supplies items related to the study under the terms of a contract.

Economic benefit—The positive impacts that a municipal environmental project will have on the Lead Municipality through benefits such as increased revenue, decreased operating costs, and increased employment.

Eligible costs—Study-related cash and in-kind costs that meet the GMF eligibility criteria. Once an application is approved, the funding provided by GMF reimburses a percentage of these eligible costs. See Section 8, "[Eligible Costs](#)," for more information.

Eligible cash costs—Any costs associated with hiring professional and technical consultants or contractors directly involved in the proposed study; travel costs to select installations or material necessary to complete the study; and costs to consult and educate the community about the proposed study. See Section 8, "[Eligible Costs](#)," for more information.

Eligible in-kind costs—A portion of the Lead Applicant’s staff time directly related to the proposed study. Such in-kind costs must be reasonable, necessary for the completion of the study, and documented. See Section 8, “[Eligible Costs](#),” for more information.

Feasibility study—An assessment of the technical and financial feasibility, as well as the environmental, social, and economic impacts of a potential municipal environmental project. A feasibility study typically includes an assessment of the requirements and outcomes of a specific project using verifiable evaluation processes, leading to a recommended course of action.

Field test—An evaluation of the small-scale installation of a potential municipal environmental project under the conditions in which it will operate. A field test evaluates the technical and financial feasibility, as well as the environmental, social, and economic impacts of a new system or technology, using verifiable evaluation processes, to determine the implications of full-scale implementation. The field test is not a demonstration project and it must be reversible.

Full-cost accounting—Takes a similar approach to a life cycle analysis, but the results are expressed in financial terms.

GMF Council—Comprised of 15 members, five of whom are elected municipal officials appointed by the FCM National Board of Directors, five from the Government of Canada (Environment Canada, Natural Resources Canada, and Transport Canada) and five from non-governmental organizations and the private sector. The GMF Council provides a recommendation to the FCM National Board of Directors to approve or decline a funding application.

GMF sectors—Brownfields, energy, transportation, waste, and water. One or more of the GMF sectors are to be the focus of a study.

Ineligible costs—Study costs that do not meet the GMF eligibility criteria. See Section 8, “[Eligible Costs](#),” for a list of ineligible costs.

Innovation—The demonstration or adoption of knowledge, practices, or technology in different community or region types and sizes, where the knowledge, practice, or technology has not previously been applied.

Lead Applicant—The organization or agency that will manage the study and incur all expenses, sign the funding contract, and request and receive disbursements. The Lead Applicant must be a municipality or a non-governmental or private-sector organization applying in partnership with a municipality.

Lead Municipality—The municipality that will take responsibility for making a minimum 10% cash contribution to the study.

LEED rating system—Canadian version of the Leadership in Energy and Environmental Design (LEED) Green Building Rating System. Standard of measurement for designing, constructing, operating, and certifying buildings. Studies considering platinum, gold, silver, or equivalent ratings are eligible for GMF funding.

Life cycle analysis—Considers the environmental impacts of the municipal environmental project in combination with upstream and downstream activities (the inputs and processes necessary to operate, and the outputs that result from operating the municipal environmental project). For example, if a process requires the input of material or energy, a life cycle approach would quantify the environmental impacts of creating those materials and consuming energy. Additionally, a life cycle approach would quantify the products or waste generated as outputs from the project.



Modal shift—The shift in mode of transportation that the study intends to evaluate (e.g., encouraging a shift from the use of single-occupant motor vehicles to public transit).

Municipal corporation—For the GMF study application, a municipal corporation is defined as municipal government facilities and operations, including buildings and the municipal fleet, except for buses.

Municipal government (municipality)—Defined in the GMF Funding Agreement with the Government of Canada as a region, county, city, town, village, township, rural municipality, improvement district, or any other regulatory authority that exercises power in relation to municipal affairs in unorganized areas or territories in Canada that have not been surveyed. Throughout these guidelines and other GMF documents, the term “municipalities” refers to municipal governments.

Municipal environmental project—A capital project or a change in processes or procedures that will improve the environmental performance of brownfields, energy, transportation, waste, water, or sustainable planning, or some combination of these activities.

Partnership—In a partnership, the Lead Applicant and its public- or private-sector partner, or partners, must take some level of risk or contribute to the financial viability of the proposed study and expect, under reasonable circumstances, an appropriate return or benefit for the risks assumed.

Peer Review Committee—The technical advisory group responsible for assessing applications against the rated criteria. It is comprised of independent members with technical or financial expertise, or both, in specific environmental fields.

Pre-feasibility research—A preliminary assessment of the technical and economic viability of a proposed municipal environmental project. Alternative approaches to various elements of the project are compared, and the most suitable alternative for each element is recommended for further analysis. Costs of development and operations are estimated. Anticipated benefits are assessed so that some preliminary evaluation criteria can be calculated.

Reporting—Approved applicants are required to submit one or two progress reports and a completion report as part of their disbursement requests. The reports must provide an overview of the progress and results of the work in relation to the study milestones.

Social benefit—All benefits to the community as a whole, for example, protection of human health, economic development of the overall community, and improvements to community quality of life.

Sustainable community plan—A plan developed through public consultation that identifies a vision and includes environmental, social, and economic goals and targets for the community. The plan also describes the short-, medium- and long-term strategies for reaching its goals and targets, and integrates all areas of municipal concern, such as energy use, neighbourhood and transportation planning, and waste and water management.

Systems approach—Describes the way in which the municipal environmental project will interact with related systems based on a life cycle analysis of the project. Such an approach considers the extent to which the eventual municipal environmental project deals with the root causes of the environmental issues under review, as opposed to “end-of-pipe” solutions that only deal with symptomatic issues.

Work plan—A required element of the Part B – Detailed Application comprised of five categories: milestones, activities, timelines, responsibilities, and reporting methods.

Work plan activities—The main steps needed to achieve the work plan milestones. Examples of activities include consultation, research, taking samples, and analyzing samples. Activities must be tied to a specific milestone, and each milestone should have at least one activity associated with it. Like milestones, activities should link to the overall goals of the study.

Work plan milestones—Concrete, measurable deliverables or outcomes that the study team is expected to achieve either at specific times during the study, or by the time the work is complete. The milestones and the activities serve as benchmarks to measure progress.

Work plan timeline—Defines the schedule for carrying out activities or milestones, or both, specifying when the activities are to be carried out, and how long each will take to complete.

