

COMMUNITY GO GREEN FUND APPLICATION GUIDE

In June 2007 the Ontario government announced its climate change plan which included a variety of initiatives to meet greenhouse gas emission reduction targets of six per cent below 1990 levels by 2014, and 15 per cent below 1990 levels by 2020.

The Ministry of the Environment (“**Ministry**”) established the **Community Go Green Fund** (“**CGGF**”) to provide \$6.6 million over four years for not-for-profit groups to help Ontario achieve its greenhouse gas reduction targets. This is the final round of the CGGF program. A list of projects funded through the previous rounds can be found on our website at www.ene.gov.on.ca/en/air/climatechange/cggf.php.

The Ministry is looking for **innovative, grassroots, community-based projects** that (i) provide outreach and education, (ii) promote long-term behaviour change and (iii) deliver action to reduce greenhouse gas emissions and take place between **April 1, 2010** and **February 28, 2011**.

This Application Guide is intended to provide applicants with assistance in applying to the CGGF. There are nine parts to this Guide:

Part A:	Preliminary Information
Part B:	Eligibility
Part C:	Application Form
Part D:	Budget (Appendix “A” to the Application Form)
Part E:	Workplan (Appendix “B” to the Application Form)
Part F:	Additional Required Documentation
Part G:	Ministry Review and Decision Process
Part H:	Application Submission
Part I:	Contact Information

Applicants will bear their own costs associated with or incurred through this application process, including any costs arising out of or incurred in: (a) the preparation and completion of an application/submission; or (b) the conduct of negotiations or other activities related to this application process.

Application Timelines

The application deadline is **Friday, November 20, 2009 at 5:00 PM EST**.

The Ministry will not accept any materials submitted after this deadline date.

PART A: PRELIMINARY INFORMATION

A.1 Terms of Reference

The following provisions apply to this application process for CGGF funds:

- (i) this application process is not intended to create a formal legally-binding procurement process and shall not give rise to the legal rights or duties applied to a formal legally-binding procurement process;
- (ii) the Ministry reserves the right to seek clarification and supplementary information relating to the clarification from applicants. The response received by the Ministry from an applicant shall form an integral part of the applicant's submission;
- (iii) at the conclusion of this process, selected applicants will be expected to enter into a grant funding agreement with the Ministry (please see section A.3 of this Guide for further information);
- (iv) neither party shall have the right to make claims against the other with respect to this application process, the selection of any applicant, the failure to be selected to enter into a grant funding agreement, or the failure to honour applications prior to the execution of such an agreement;
- (v) the Ministry may make public the names, addresses, telephone numbers, e-mail addresses, website addresses, project description and funding amount, if applicable, of any or all applicants; and
- (vi) the Ministry will not consider an applicant whose application is found to contain misrepresentations.

A.2 Freedom of Information and Protection of Privacy Act

All applications submitted to the Ministry are subject to the Freedom of Information and Protection of Privacy Act (the “**Act**”). The Act provides every person with a right of access to information in the custody or under the control of the Ministry, subject to a limited set of exemptions. One such exemption is information that reveals a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence, where the disclosure could reasonably be expected to result in certain harms: (“**Third party information**”) section 17.

If an applicant believes that any of the information contained in its application or submitted to the Ministry in connection with the funding request reveals any trade secret or scientific, technical, commercial, financial or labour relations information, and the applicant (or another party to whom the information relates) wishes to protect the confidentiality of such information, this information should be clearly marked as confidential. Before the Ministry grants a request for access to a record that might

contain information referred to in section 17(1) of the Act, the Ministry will notify you so that you may, if you so choose, make representations concerning disclosure.

The Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter F.31, as amended, is available at www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm in English and at www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90f31_f.htm in French. It is also available for purchase by calling 1-800-668-9938 or 1-800-268-7095 (TTY).

A.3 Grant Funding Agreement

If selected, the applicant will be required to sign the Ministry's Grant Funding Agreement. The agreement template will be available after the application submission date on our website at www.ene.gov.on.ca/en/air/climatechange/cggf.php. The Agreement is available in the English language only.

The purpose of providing an agreement template is to ensure that applicants have sufficient time to review the general provisions of the agreement.

The failure to enter into the agreement may result in the selection of another grant recipient. The agreement execution process is subject to the Terms of Reference set out in section A.1 above and will not constitute a legally binding offer to enter into an agreement on the part of the applicant or the Ministry before the execution of an agreement.

One condition of funding will be fulfillment of the Ministry's insurance requirements. Please see section A.5 of this Guide for further details.

A.4 Confidentiality Agreement

If selected, the applicant will be required to sign the Ministry's Confidentiality Agreement upon notification. The agreement template will be available in early 2010 on our website at www.ene.gov.on.ca/en/air/climatechange/cggf.php. The Agreement is available in the English language only.

The purpose of providing an agreement template is to ensure that applicants have sufficient time to review the general provisions of the agreement.

The failure to enter into the confidentiality agreement may result in the selection of another grant recipient. Neither the execution nor the execution process of the confidentiality agreement will constitute a legally binding offer to enter into a grant funding agreement on the part of the applicant or the Ministry before the execution of a grant funding agreement.

A.5 Insurance

The applicant will be required to have and maintain insurance in accordance with terms of the Grant Funding Agreement:

Recipient's Insurance. The Recipient represents and warrants that it has, and shall maintain for the term of the Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence. The policy shall include the following:

- a) her Majesty the Queen in right of Ontario, her Ministers, agents, appointees and employees as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- b) a cross-liability clause;
- c) contractual liability coverage; and
- d) a 30 day written notice of cancellation, termination or material change.

The insurance coverage required for universities is as follows:

Comprehensive General Liability Insurance. The Recipient shall put in effect and maintain, with Insurers acceptable to the Ministry for the duration of the Agreement, at its own expense, all the necessary and appropriate insurance that a prudent person in the business of the Recipient would maintain including, but not limited to, Comprehensive General Liability Insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence. The policy shall include the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement.

If selected, the applicant will have a specified period of time to provide the Ministry with a valid Certificate of Insurance confirming the required insurance coverage.

PART B: ELIGIBILITY

B.1 Organization Eligibility

To be considered for funding, an organization must be a **legal entity** that is:

- a) An **incorporated** not-for-profit organization operating at the provincial, regional or local level in Ontario;
- b) A small municipality (population under 20,000);
- c) An educational institution (university, college, public/private school or school board);
- d) A conservation authority; or
- e) An Aboriginal community or organization.

Entities or groups that are ineligible may join with an eligible organization as listed above to deliver projects that achieve greenhouse gas reduction targets. Please note that the Ministry will only be entering into an agreement with an eligible legal entity that will be responsible for the project and the expenditure of funds.

In addition, organizations should have a history of carrying out projects at a grassroots level, including participation by local volunteers.

B.2 Project Eligibility

The goal of the CGGF program is to engage individuals and communities in the reduction of greenhouse gas emissions to help Ontario achieve its greenhouse gas emission reduction targets (e.g., six per cent below 1990 levels by 2014).

To be considered for funding from the CGGF, a project must seek to achieve reductions in greenhouse gas emissions through all three of the mechanisms listed below:

- a) Providing outreach and education and
- b) Promoting long-term behavioural change and
- c) Delivering measurable action to reduce greenhouse gas emissions.

In addition, projects must be:

1. community-based, and
2. innovative in terms of program concept and delivery.

The Ministry encourages the submission of small, pilot projects that fulfill the above criteria.

Projects that are not eligible for funding from the CGGF include:

- Projects seeking funding for organizational capacity building
- Projects seeking to exclusively focus on information sharing
- Projects based outside of Ontario or targeted to communities outside of Ontario
- Research projects
- Product inventions
- Conferences
- Capital improvements (e.g., to improve the energy efficiency of buildings)
- Duplication with other projects being delivered to the same target audience to achieve the same results
- Projects that involve an inappropriate use of public funds

PART C: APPLICATION FORM

THE NUMBERS IN PARENTHESES () CORRESPOND TO THE SECTION NUMBERS ON THE APPLICATION FORM.

C.1 Preliminary Information

The Application Form and related material can be found on our website at www.ene.gov.on.ca/en/air/climatechange/cggf.php

Unless specifically noted in the Application Form, there is no word limit within the sections in the Application Form and it is permissible to add on table rows or increase section length, provided that all the information is contained in the Application Form. However, it is recommended that the information be as concise as possible, while still providing the necessary detail.

The entire content of the application should be submitted in a fixed form. The content of websites and other external materials referred to in the application will not be considered to form part of the application and is not an acceptable substitute for providing the required information in the application.

THE MINISTRY WILL NOT REVIEW OR CONSIDER ANY INFORMATION PROVIDED BY THE APPLICANT OUTSIDE OF THE APPLICATION FORM AND REQUIRED DOCUMENTATION.

C.2 Organization Information (1)

The contact information contained in this section may be released to the public by the Ministry.

C.3 Project Leads (2)

The review, approval and contract finalization process is a long one and may require the provision of information with short notice. Therefore, it is important to have both a primary and secondary contact.

This information will not be made public without consent from the individuals.

C.4 Project Summary (3)

Choose a Project Start Date (April 1, 2010 or later) and a Project End Date (February 28, 2011 or earlier). Choose an Interim Progress Report Date at approximately the mid-point of the project, after a number of key deliverables have been completed.

Set out the Project Objective; what is it that the project will ultimately achieve.

Provide a brief (250 word max) description of the proposed project, including the expected benefits and results of the project. If this project is part of a larger project, explain how it fits into the larger project.

C.5 Definitions (4)

Provide definitions for any terms used in the Application Form (including Appendices) that may require further explanation.

C.6 Project Need and Scope (5.1)

Provide a complete description of the target audience, what barriers they currently face with respect to reducing greenhouse gas emissions, and why the project is needed.

C.7 Project Activities/Deliverables (5.2)

Provide a description of EACH of the **major** activities/deliverables in the project. Please ensure that these activities correspond to the activities listed in the Workplan. See Part E of this Guide for more details on the Workplan.

Please write each description as an action item completing the **bold** statement in the box.

Example:

In the course of the Project, the Applicant will do the following...

Activity #	Description of Activity/Deliverable
1	Formally establish the ABC project.
2	Establish a website for the project incorporating an online carbon calculator and continually update the website with descriptions of project activities.
3	Market the project through the use of posters, information pamphlets, and message prompts (e.g. stickers/magnets).
4	Conduct a series of twelve – 2-hour long climate change workshops (6 English, 6 French) in the Ottawa region for 12 classes of grade 6-8 students with a hands-on component such as planting trees or a vegetable garden.

C.8 Support of the 3 Community Go Green Fund objectives (5.3)

Describe how the project supports each of the CGGF objectives of (i) outreach and education, (ii) long-term behavioural change and (iii) delivering measurable action to reduce greenhouse gas emissions.

Include references to the activities/deliverables described in section 5.2 of the Application Form.

Example:

(b) Long-term behavioural change

The project provides participants with the skills to plant and nurture trees on their own properties or as part of a community effort to develop personal or communal green spaces in an urban environment. (Activity #1, 3 and 6)

C.9 Project Goals and Methodology – Community Engagement (5.4)

The success of the project will depend on a) how many members of the target audience will participate in the project activities, and b) how many of those people will actually take measures to reduce their greenhouse gas emissions.

Describe the project goals for both a) and b) and provide a description of the tracking methodology(ies) that will be used to assess whether the goals have been achieved.

Example:

20 workshops:

- Participation goal - 500 people; tracked using a sign-in sheet.
- Take action goal – 300 (60%) of the workshop attendees implement at least one action learned in the workshops in their daily lives; tracked using before and after surveys or pledges.

C.10 Project Goals and Methodology – Greenhouse Gas (GHG) Reduction (5.5)

The success of the project will also depend on the number of actual greenhouse gas emissions reduced as a result of and during the term of the project. While it is not possible to have concrete figures for certain types of projects, assumptions can be made in these situations to provide an approximate GHG calculation.

- a) State the target GHG reduction and provide a detailed calculation of how this target will be achieved. It may be appropriate to break down the targets by project activity/event and provide a target for the project as a whole.

Example:

Workshop Target: 150 tonnes

Calculation: 300 workshop participants x 0.5 tonnes (for one workshop action taken).

Source: ABC Journal of Climate Change.

For assumptions or statistics used, please provide the source.

- b) Describe the tracking methodology(ies) that will be used to assess whether the target has been achieved.

You may find it helpful to incorporate the use of the Ministry's online carbon footprint calculator, www.additupontario.ca, in your project.

C.11 Organization's Past Experience (6)

For any previous community-based projects that the applicant has carried out, provide a description of the project, its purpose, target, volunteer engagement, location, timeframe, and accomplishments.

C.12 Project Alliances (7.1)

List any individuals or entities that are integral to the delivery of the project; meaning that if the individual or entity withdraws from participating, it would severely impact the delivery of the project.

For any individuals or entities listed, you must include a letter from each one confirming their commitment to participate in the project or the Ministry will assume no commitment has been finalized yet. If finalizing the commitment is in progress, describe the steps taken to date.

C.13 Risks and Mitigation Measures (7.2)

Identify any risks that could severely impact the delivery of your project and describe any measures that you have planned to mitigate the impact. Do not repeat the information provided in the "Project Alliances" section.

Example:

If construction on our project site is delayed, we will not be able to start the project on time and complete the required deliverables. To mitigate the impact, we have made arrangements for a secondary location to which we will re-locate the project if construction is delayed.

C.14 75% Funding Granted (7.3)

Confirm if it is still possible to carry out the project as described if only 75% of the requested funding was granted (eligible items only). If not, identify which portions of the proposed project would no longer be viable.

Please see section D.4 of this Guide for expense eligibility.

C.15 50% Funding Granted (7.4)

Confirm if it is still possible to carry out the project as described if only 50% of the requested funding was granted (eligible items only). If not, identify which portions of the proposed project would no longer be viable.

Please see section D.4 of this Guide for expense eligibility.

C.16 Project Sustainability (8.1)

If the applicant plans to continue or expand the project beyond the CGGF funding term, provide details of the continuation or expansion and how the applicant intends to fund it.

C.17 Additional Project Alliances (8.2)

Identify any organizations that are involved in the delivery of the project, except for the organizations identified in section 8.2 of the Application Form, and how they are involved.

C.18 Previous Applications to CGGF (9)

Confirm if the applicant has applied for funding in the past from the CGGF and whether the previous application was successful.

If it was successful, provide details on how this new proposal is different from the previous proposal.

C.19 Other Community Go Green-funded Projects (10)

If any member of the project team, including key and non-key personnel, is a member of the project team for any other current or past application to the CGGF, their information must be disclosed. “Past” or “Current” refers to when the entity’s application was submitted, not whether the project is completed or ongoing.

Example:

Member Name	Other Entity	Current or Past Applicant (choose one)	Member's Position in Other Entity
Jane Smith	ABC Earth Savers	Past	Project Manager

C.20 Key Project Personnel (11)

- a) List all key personnel involved in the delivery of the project, whether or not funding has been requested for the position. Key personnel include executive members of the organization and anyone else who is part of the project planning process. State whether the position is part of the applicant's staff or contracted professional services.
- b) Confirm whether there are current Ontario Public Service employees playing key roles in the project.

C.21 Personnel (12.1)

- a) If funding has been requested for any staff salaries or contracted professional services, describe the duties to be undertaken by each person for the project. Identify the amount of time that each person will be working on the project vs. their other activities.
- b) In addition, identify whether staff members have already been hired or will be hired, what their regular salary is and what their other duties are apart from the project.

C.22 Value for Money (12.2)

If funding has been requested for any goods or services which have already been contracted or committed to, identify such goods or services and provide the name of the selected individual or company.

Proof of value for money for such goods or services must be submitted with the Application. See section F.6 of this Guide for further details.

Examples:

We will be using ABC Marketing Consultants to create and implement our marketing plan.

We will be purchasing 1000 trees from ABC Nurseries.

C.23 Certificate of Approval (13)

Please confirm if the proposed project requires a Certificate of Approval.

You may obtain more information on Certificates of Approval by contacting the Environmental Assessment and Approvals Branch at 1-800-461-6290 or by going to www.ene.gov.on.ca/en/business/cofa/index.php.

Applicants should note that the Ministry's Directors are under no obligation to issue approvals to successful applicants and retain their authority to refuse issuing approvals for which the Directors have the legal authority if it is reasonable to do so, based on the information provided by the applicant in its Certificate of Approval application(s).

C.24 Appendix "A" - Budget (14)

Please refer to Part D of this Guide.

C.25 Appendix "B" - Workplan (15)

Please refer to Part E of this Guide.

C.26 Certification (16)

Ensure that the application is signed by two (2) authorized signing officers of the organization. These authorized signing officers do not have to be the same as the project contacts.

PART D: APPENDIX “A” - BUDGET

D.1 Preliminary Information

1. Applicants may seek CGGF funding up to \$65,000 per project.
2. There is no limit per budget line item, but total personnel salaries and wages requested cannot exceed 60% of the total amount requested from CGGF.
3. If requesting funding for any budget line item, the item must be directly related to a planned activity/deliverable in the Workplan.
4. Funding may only be requested for eligible expenses. See section D.4 for more details.
5. Applicants are encouraged to apply for additional funding from other sources to deliver their projects, in order that the total scope of the project is funded by various entities.
6. Applicants must ensure that there is no duplication of funding for any aspect of the project.
7. THERE IS NO GUARANTEE THAT APPLICANTS WILL RECEIVE THE FULL AMOUNT OF FUNDING REQUESTED.

D.2 Costs to Include in the Budget

1. Costs are to be counted from the **project start date** to the **project end date**, as per section 3 of the Application Form.
2. Costs are to be set out for the project as a whole, not only for the items potentially funded by CGGF.
3. Costs are to be for the project, not the organization. Applicants are expected to have sufficient funds for normal operating expenses.

D.3 Completing the Budget

1. Insert additional rows if necessary. Please ensure that any additional rows are numbered.
2. “Source 1”, “Source 2”, “Source 3” and “Source 4” are for additional funding sources, both pending and confirmed. **Please include funding confirmation letters from any confirmed sources – see section F.3 of this Guide for more**

details.

3. Replace “Source 1”, “Source 2”, “Source 3” and “Source 4” with the actual names of the funding sources.
4. If any personnel costs are not dependent on time, mark these as “flat” in the “Time Unit” column.
5. Under “Personnel”, for the “Rate per Unit”, this should be the rate per unit for each person, not multiple people.
6. The “Personnel” section is for salaries and wages of all people, including staff and contracted persons or companies. Expenses related to those persons or companies (ie. reimbursement of mileage) are to be included under “Other Expenses”.
7. For any broad categories listed in the budget, a breakdown must be provided in the “Notes” section.

Example:

“Promotional materials” is comprised of 1000 brochures at \$5/brochure and 500 flyers at \$1/flyer.

D.4 Expense Eligibility

Funding may only be requested for eligible expenses that are directly related to carrying out the project. The following is a **non-exhaustive** list of eligible and ineligible expenses and categories.

ELIGIBLE	INELIGIBLE
<i>Personnel (salaries/wages)</i>	
Staff salaries for the time spent working on the project	Staff salaries for regular work for the organization
Mandatory employment-related costs (MERCs) for staff salaries for the time spent working on the project	MERCs related to staff salaries for regular work
Contracted professional services for the time spent working on the project	Benefits
	Honorariums
	Volunteers

Equipment, Supplies and Materials	
Rented equipment** required for the project	Purchased equipment**
Promotional materials for the project	Building renovations/additions
Prizes and incentives aligned with the CGGF program	Construction
Workshop supplies for the project	Cell phones
Other Expenses	
Travel costs at Ontario Government rates for project related travel	Utility costs
Space rental for specific event that is part of the project	Rental of storage space
	Insurance
	Lobbying and/or advocacy activities
	Rent and mortgage costs
	Food and beverages
	Hotel and similar accommodation
	Ongoing overhead and general administration
	Refundable GST, PST, other expenses

** Please put the rental cost in the Budget and provide an explanation in the “Notes” section detailing why an exception should be made on the purchase.

**** The Ministry may approve the purchase instead of the rental of equipment that fulfills the following criteria:**

- **Equipment is being used on multiple occasions throughout the project.**
- **Total rental costs are greater than one-time purchase cost.**
- **Type of equipment would not be something found in a normal office environment.**
- **Without the project, it is unlikely that the applicant would purchase the equipment.**

FOR APPROVED APPLICATIONS, IF THE APPLICANT HAS REQUESTED FUNDING FOR INELIGIBLE COSTS, THE APPLICANT WILL STILL BE REQUIRED TO CARRY OUT ALL PROJECT DELIVERABLES EVEN THOUGH THE MINISTRY HAS DENIED FUNDING FOR THOSE INELIGIBLE COSTS.

PLEASE CONTACT THE MINISTRY IF YOU ARE UNSURE ABOUT THE ELIGIBILITY OF BUDGET ITEMS.

D.5 Payment Schedule

Approved funding from CGGF to the successful applicant will be delivered in a minimum of three instalments, typically according to the following timeline:

- Upon commencement of the project
- Upon reaching satisfactory project milestone(s) in the opinion of the Ministry and upon completion of approved interim report(s)
- Final instalment with completion of the approved final report.

PART E: WORKPLAN

For EACH ACTIVITY listed in section 5.2 of the Application, there must be a corresponding section in the Workplan.

For EACH ACTIVITY, provide a breakdown of sub-activities for each main activity. Sub-activities may include the following:

- Retaining the services of new personnel, either by employment or contract
- Purchasing and making use of supplies and/or materials
- Finding locations for workshops, special events
- Method of tracking community engagement
- Method of tracking reduction in GHG emissions
- Creation/implementation of marketing or communications strategy
- The duties of any personnel to be funded by CGGF who are involved in the particular activity.

For EACH SUB-ACTIVITY, specify the amount of CGGF funding to be used on each budget item. The totals at the bottom of each budget line number should equal the requested amount in the budget (Appendix "A"). Please "hide" any budget line items for which no CGGF funding has been requested – highlight the column, go to Format (at the top) → Column → Hide.

Overall, the Workplan should explain HOW the applicant intends to carry out each main activity and the resources to be used. There should be sufficient detail in the sub-activities that an application reviewer should not have further questions.

PART F: ADDITIONAL REQUIRED DOCUMENTATION

APPLICANTS ARE REMINDED TO REQUEST ANY DOCUMENTATION TO BE PRODUCED BY THIRD PARTIES AS EARLY AS POSSIBLE.

F.1 Proof of Legal Status

It is imperative that organizations seeking CGGF funding submit proof that they are currently (i) an incorporated not-for-profit entity, (ii) a small municipality (population under 20,000), (iii) an educational institution, (iv) a conservation authority, or (v) an Aboriginal community or organization. The Ministry will only enter into an agreement with an existing legal entity.

Ontario Corporations are to provide a **Certificate of Status** which can be obtained from the Ministry of Government Services or several private service providers. Federal corporations are to provide a **Certificate of Compliance** which can be obtained from Corporations Canada. Please note the following:

- proof of charitable status is insufficient
- letters patent/articles of incorporation are insufficient

If the applicant was established by legislation (e.g. some conservation authorities, Aboriginal communities, school boards), please provide a copy of the relevant sections of the legislation, which must be current and not repealed. Ontario legislation may be found at www.e-laws.gov.on.ca. Federal legislation may be found at <http://laws.justice.gc.ca>.

F.2 Commitment Letters

Submit a letter of commitment from EACH individual or organization listed in section 7.1 of the Application Form that has committed to participate in the project.

The Ministry, in its sole discretion, may confirm the applicant's ability to deliver on the proposed project by contacting the writers of such letters of commitment.

F.3 Funding Confirmation Letters

Submit, if applicable, letters from all funding sources confirming the dollar amount contributed or to be contributed to the total scope of the project (as outlined in the project Budget).

F.4 Reference Letters

Submit **TWO (2)** letters of reference from individuals or organizations that can attest to the organization's capacity and ability to deliver on the proposed project. The Ministry, in its sole discretion, may confirm the applicant's ability to deliver on the proposed project by checking the applicant's references.

For F.2, F.3 and F.4, if letters serve more than one purpose (i.e. letter is both commitment letter and reference letter), clearly identify them as such directly on the letter.

F.5 Organizational Chart

Please submit an organizational chart showing the organizational structure of the applicant. All staff members of the applicant organization who are key personnel in the project should be on the organizational chart.

F.6 Proof of Value for Money

If funding has been requested for any goods or services which have already been contracted or committed to, proof of value for money must be provided.

Please provide details of the competitive procurement practices followed to secure the services or goods listed in section 12.2 of the Application Form, including the following:

- methodology used to request bids or applications
- number of bids/applications received and considered
- number of follow-up interviews conducted
- justification for selecting the chosen proponent and not selecting the declined proponents that evidences value for money.

If a competitive procurement process was not used, please provide details regarding the following:

- why a competitive procurement process was not used
- the selection process that was used and why this process was used
- the number of proponents considered
- number of follow-up interviews conducted
- justification for selecting the chosen proponent and not selecting the declined proponents that evidences value for money.

F.7 Certificate of Approval

Please submit a Certificate of Approval if the proposed project requires one.

You may obtain more information on Certificates of Approval at www.ene.gov.on.ca/en/business/cofa/index.php or by contacting the Environmental Assessment and Approvals Branch at 1-800-461-6290.

PART G: MINISTRY REVIEW AND DECISION PROCESS

Applications will be evaluated in a two-step process:

1. Eligibility and completeness screening
2. Technical review

G.1 Eligibility and Completeness Screening

Applications will be initially be screened for:

- a) Organization eligibility;
- b) Completeness of the application package; and
- c) Project eligibility.

If an application passes the eligibility and completeness screening, it will then be forwarded for technical review to determine the merits and feasibility of the project in accordance with the review criteria.

If an application does not pass the eligibility and completeness screening, the applicant will be advised by the Ministry that the application has not been forwarded for a technical review.

G.2 Technical Review

The technical review will score each application based on the criteria in the table below, which total 100 points and are divided into two basic areas: strength of proposed project results and probability of achieving proposed project results.

The last two criteria in the table will be measured on a negative scale, meaning that if a project has risks that that are likely to occur, then points will be deducted, depending on the likelihood and the mitigation measures planned.

Applications will also be given a score based on bonus criteria out of 10 points:

- | | |
|------------------------------------|---|
| • Degree of Project Sustainability | 5 |
| • Project Alliances | 5 |

Based on the score out of 100 for the main technical review, applications will be given a ranking to determine the applicants that will be approved for funding. Should there be any ties, the score on the bonus criteria will be used as a tie-breaker.

Applicants are reminded that being chosen to receive funding does not guarantee that the full amount requested will be granted.

CRITERIA	POINTS
<p>Strength of Proposed Project Results</p> <ul style="list-style-type: none"> • Provides new, innovative service/action in a community 10 • Amount of reduction in greenhouse gas emissions targeted 10 • Reasonableness of method and assumptions used to calculate anticipated reductions in greenhouse gas emissions 5 • Extent to which community will be actively engaged (education and outreach) 5 • Extent to which tools are provided for long-term behavioural change 5 • Extent to which proposal encourages public to take action in immediate term 5 • Extent of applicant's need for funding from CGGF 5 • Value for money, as evidenced by low requested funding relative to targeted GHG reductions 5 	
<p>Probability of Achieving Proposed Project Results</p> <ul style="list-style-type: none"> • Likelihood that reductions in greenhouse gas emissions can be achieved 10 • Strength of organization's history in delivering grassroots, community-based projects 10 • Provides sound plan of action to achieve deliverables 5 • Provides sound methodology for marketing/communications opportunities for the project 5 • Provides sound methodology for tracking community engagement 5 • Provides sound methodology for tracking reduction in greenhouse gas emissions 5 • Strength of financial viability based on proposed budget 5 • Reasonableness of project deliverables in proposed timeframes 5 • Likelihood that integral alliances will not participate in the project -5 • Likelihood that other identified risks will derail the project -5 	

G.3 Notification

Applicants will be informed in February 2010 or earlier if their applications have been approved. If their applications are not approved, applicants will be informed in writing of this decision.

PART H: APPLICATION SUBMISSION

H.1 Document Checklist

Please ensure that you have included all the required documentation with your application package:

	Document Name	# of hard copies
1	Application form	4
2	Budget (Appendix "A")	4
3	Workplan (Appendix "B")	4
4	Proof of status as legal entity	1
5	Commitment Letters	4
6	Funding Confirmation Letters	1
7	Reference Letters (2)	4
8	Organization Chart	1
9	Proof of Value for Money (if applicable)	1
10	Certificate of Approval (if applicable)	1

Incomplete project applications will not be considered. However, applicants may have the application package pre-screened for completeness. Please see section H.3 below for further details.

H.2 Application Formatting and Submission

Application documents should be double-sided and provided on 8 ½ "x 11" paper, unbound.

Applications packages are to be submitted in

- a) Hard copy in quantities as per section H.1 above; and
- b) Electronic format (Word and Excel 2003 or older) on a CD or USB drive. Please label.

Application packages must be received by 5:00 pm EST on Friday, November 20, 2009 at the Ministry's Community Go Green Fund Program office at:

Community Go Green Fund Program
Ministry of the Environment
40 St. Clair Avenue West
8th floor
Toronto, Ontario M4V 1M2
Attention: Cheryl Chung

The Ministry will not accept any materials submitted after this deadline.

*If you have not received a submission acknowledgement by e-mail within two weeks of the application deadline date of **November 20, 2009 at 5:00 PM**, we recommend that you contact a CGGF program contact listed at section 1.2 to make sure that your proposal has been received.*

H.3 Application Pre-Screening

The Ministry will pre-screen application packages for organization eligibility and package completeness only.

Should there be issues with an applicant's eligibility or should the application package be missing required additional documentation, the Ministry will advise the applicant and the applicant will have until the application submission deadline to correct the deficiency.

To have an application package pre-screened, it must be received by 5:00 pm EST on Friday, November 6, 2009 at the Ministry's Community Go Green Fund Program office at:

Community Go Green Fund Program
Ministry of the Environment
40 St. Clair Avenue West
8th floor
Toronto, Ontario M4V 1M2
Attention: Cheryl Chung

The Ministry will not accept any materials submitted for pre-screening after this deadline.

PART I: CONTACT INFORMATION

I.1 Community Go Green Fund website

Please visit the CGGF website at www.ene.gov.on.ca/en/air/climatechange/cggf.php to download the Application Form, Budget template and Workplan template.

The website contains information on previous projects funded.

I.2 For More Information

If you have questions regarding this Application Guide, the Application Form or the Community Go Green Fund, please contact the Ministry's CGGF program contacts:

Cheryl Chung
Community Go Green Fund Co-ordinator
Telephone : 416-314-7374
Cheryl.Chung2@ontario.ca.

OR

Jean-Pierre Bombardier
Telephone: 416-325-6906
Jean-Pierre.Bombardier@ontario.ca

OR

Nathalie Zigomanis (French contact)
Telephone : 416-314-9306
Nathalie.Zigomanis@ontario.ca