



**Sustainable Orangeville  
Grant Application Guide**

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# ABOUT

## Sustainable Orangeville Grant

Town of Orangeville is offering eligible residents of Orangeville, local stakeholder groups, or other individuals the opportunity to apply for a grant to implement projects that assist in the development, implementation, and promotion of environmentally sustainable practices within the Town of Orangeville to reduce the Town's environmental impact.

## ELIGIBILITY

Applicants must meet the eligibility requirements as described below:

- Residents of Orangeville, Local stakeholder groups, or other individuals.
- Projects must be Orangeville based and directly benefit the community at large and not for personal gain.
- Applicants cannot apply for the same project in consecutive years.
- The grant must be used in the year it was approved, or within one year of the date of approval.
- Any excess funds must be returned back to the Town of Orangeville.

## Eligible Applicants

Residents of Orangeville, Local stakeholder groups, or other individuals

## Project Eligibility

1. Urban food systems (e.g., backyard food growing/sharing)
2. Active transportation awareness and infrastructure (e.g., cycling)
3. Waste reduction initiatives (e.g., garbage, recycling, and composting)
4. Water conservation and stewardship
5. Air quality
6. Energy conservation
7. Urban forestry improvements and initiatives (e.g., tree planting/canopy)

# EXPENSES

## Funding and Eligible Expenses

Applicants can apply for up to \$1000.00, through the Sustainable Orangeville Grant Application Process. All project funds must be spent in the year it was approved, or within one year of the date of approval, unless otherwise stipulated. Any unused portion must be returned to the Town of Orangeville.

## Hold Back Funds

The Town of Orangeville will hold back 20% of the successful applicants grant until the final report and invoices have been submitted and approved by the Sustainable Orangeville Committee.

## Eligible Expenses

1. Project supplies, materials and services directly related to the project.
2. Rentals or small equipment purchases.
3. Other expenses on a case-by-case basis.

## Ineligible Expenses

1. Expenses not related to the project.
2. Beautification or landscape repairs such as pathways and ornamental structures.
3. Travel, personal use of vehicle, parking, fuel.
4. Activities related to political or religious purposes.
5. Projects outside of Orangeville.
6. HST if registered.
7. Other expenses on a case-by-case basis.

## APPLICATION

For projects that will require permission from a landowner (e.g., private property, school, business etc.), a signed letter of support from the property owner is required as part of the application.

The Sustainable Orangeville Committee will evaluate the application using a point-based matrix (table 1). The applicants will receive a score out of five (5) and are weighted as described.

**Table 1: Evaluation Matrix**

Criteria	Question	Description	Weight %
Project Description	Briefly describe your project	Project description clear and comprehensive; evaluator has a clear understanding of what the applicant has requested.	10%
Timetable	Provide a timetable of the proposed project	Describe key project stages, any stakeholders that maybe involved, demonstrate ability to keep within the grant funding deadlines, timelines seem reasonable.	15%
Project Eligibility	Describe how your project meets the eligibility criteria?	Clearly describes how the project meets the eligibility criteria and how it aligns with Sustainable Orangeville Mandate.	20%
Project Outputs	State the main outcome of your project, what the project needs to achieve. (e.g., how many trees/shrubs to be planted)	Applicant has provided a clear picture of the anticipated outcome; the outcomes are meaningful and align with the grant eligibility.	20%
Evaluation Plan	Describe how you will evaluate the success of your project, what is the lifespan of your project, and what maintenance plan do you have in place?	The evaluation plan contains maintenance plans, and the applicant has demonstrated how the project will continue beyond the grant, any maintenance plans have been clearly described.	20%
Project Budget	Provide an itemized breakdown of the project costs with the grant request. Applicants are encouraged to review the eligible expenses.	Applicant has provided a complete project budget and the evaluators have a clear understanding of how grant funds will be used.	15%

The applicant’s response to each of the questions will be scored as follows:

**Table 2: Applicants Scoring and Definition**

Score	Rating	Description
5	Excellent	Exceeds all or some evaluated criteria
4	Satisfactory	Meets all evaluated criteria
3	Below Average	Meets most evaluated criteria
2	Unsatisfactory	Meets some of the evaluated criteria
1	Substandard	Minimal, addresses some but not all criteria
0	Incomplete	No response, did not meet any of the evaluated criteria

The committee will reach a consensus score on each evaluation criteria. The score will be calculated using a weighted average. The sum of the scores will determine the funding allotment (table 3)

**Table 3: Evaluation Score and Funding Threshold**

Point Score	Funding Amount
25 to 30 points	100% of requested amount
20 to 24 points	75% of requested amount
19 points or less	No funding

If the requested funding amount from all eligible projects exceeds budget availability, grant funds will be awarded to projects based on the highest score until available funds have been depleted.

## REPORTING

### Reporting Requirements

The successful applicants will be required to complete the following:

Final Report: Update the committee on the project outcomes and budget. Once it has been reviewed and approved by the committee the holdback funds will be released. Grant recipients will be required to provide the following information:

- a) Summary of project results/achievements.
- b) Provide a report if you are unable to achieve all the expected results.
- c) Completion of a final budget and copies of all invoices for eligible expenses.
- d) Photos of the completed project.

## APPENDIX

### Appendix A. Grant Program Timelines

Step	Description	Approximate Timeline
1. Accepting Applications	Open call for applications	January
2. Submission Deadline	Applicants submit their applications by the deadline as set by the Committee	February
3. Screening and Evaluation	Completed applications will be screened to ensure eligibility requirements are met. The Committee will score the applications as per Tables 1 to 3 of this document.	March to April
4. Notification	All applicants will be notified as to the status of their application.	March to April
5. Agreement	Successful applicants will be required to sign a funding contribution agreement with the Town.	April
6. Transfer of Funds	The Town will transfer funds to the successful applicants.	Upon Agreement Execution (April to May)
7. Project Implementation	Grant recipients will complete projects in the year it was approved, or within one year of the date of approval.	Within the calendar year or within one year of the date of project approval
8. Reporting and Holdback	Applicants will submit a final report, copies of receipts, and photos of their project. Once approved by the Committee, the holdback funds will be released to the grant recipients.	Final Report Due: One month prior to agreement expiry

## Appendix B. Tips For A Successful Application

- Review the Application Guide

This document provides important information about the grant program.

- Project Outcomes

What will your project achieve?

- Local action

How will your project assist in the development, implementation, and promotion of environmentally sustainable practices within the Town of Orangeville?

- Collaboration

Before applying, consider what organizations or individuals you may need to work with.

- Consent

If you do not own the property and/or building in which your project is taking place, you will need their approval. A letter of support is required as part of the application.

- Budget

Unsure about the cost of your project? Research and inquire with the applicable parties to build a budget for your project.

- Project Objectives

Create an evaluation plan early-on to help measure your projects success. This can help track whether the projects objectives were being met.

- Schedule

Consider creating a project schedule that includes key milestones and deliverables. It can help keep your project on time, on budget, and not miss any key dates and/or deadlines.



## Appendix C. Project Ideas

### Urban food systems

- Compost boxes
- Building greenhouses
- Neighbourhood group projects (community garden not on residential or Town land)

### Active transportation awareness and infrastructure

- Bike rack installation
- Bike repair workshops
- Awareness and education campaigns

### Waste reduction initiatives

- Eliminating single use plastics
- Education campaigns
- Promoting reuse of products
- Garbage pickup events

### Water conservation and stewardship

- Rainwater collection and reuse
- Education campaigns

### Air quality

- Education and awareness regarding zero emission vehicles
- Parking spots dedicated to carpooling and zero emission vehicles

### Energy conservation

- Energy monitoring campaigns
- Renewable energy projects
- Community energy saving and improvement projects

### Urban forestry improvements and initiatives

- Host a community or neighbourhood tree planting event
- Education campaigns
- Tree planting and maintenance workshops