



**Sustainable Orangeville Grants Program:
Application Guide**

Version 2.0

Updated March 2026

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1 Quick Overview

1.1 Program at a Glance

- The Sustainable Orangeville Grants Program provides a limited number of small grants to support eligible community sustainability projects in the Town of Orangeville.

1.2 Who can apply

- Residents, community groups, small businesses and not-for-profit organizations that live and/or operate within the Town of Orangeville

1.3 Funding Amount

- Grant amount and number of awards vary annually and are subject to annual funding approval.
- For the 2026 program year: up to five (5) grants of up to \$1,000 CAD may be available (subject to funding approval).

1.4 What is Funded

- Projects that have public benefit, and promote sustainable education, awareness, and/or action within the Town of Orangeville
- One-time or short-term projects (up to 12 months)

1.5 What is Not Funded

- Routine business operations or activities whose primary purpose is commercial profit
- Projects outside the Town of Orangeville
- Projects that do not benefit the broader community of the Town of Orangeville

1.6 What you will need to submit

- A completed application form – will be available during Open Application period
- Optional: letter(s) of support

1.7 Key Dates

Application Opens:	Mid-April (annually)
Application Deadline:	Mid-May (annually) (approximately 4 weeks after applications open)
Notice of Award:	End of May (annually) (approximately 2 weeks after the application deadline)

1.8 Contact

**Town of Orangeville
87 Broadway
Orangeville, ON, L9W 1K1
T: 519-941-0440
Fax: 519-941-9569**

Attention: Senior Climate and Sustainability Specialist

2 Before You Apply

Use this checklist to make sure your application is setup for success and approval.

<input type="checkbox"/>	Read the Application Guide	<p>Review the Application Guide Summary to understand the application and determine if your project is suitable and meets eligibility for funding approval.</p> <p>Read through the complete application guidelines herein to understand the objectives of the Sustainable Orangeville Grants Program and confirm your project's eligibility.</p>
<input type="checkbox"/>	Define Your Project Outcomes	<p>Explore the suggested Project Themes in <u>Appendix A: Suggested Project Themes</u>, and the Project Ideas and Examples in <u>Appendix B: Project Ideas and Examples</u> for direction regarding a sustainable project or action that you may connect with.</p> <p>What will your project achieve? Clearly describe the environmental benefits and outcomes.</p>
<input type="checkbox"/>	Review a Sample	<p>Review the Sample Sustainable Orangeville Grants Program: Application Form in <u>Appendix C: Sample of Sustainable Orangeville Grants Program Application Form</u> to see content ideas and suggested details of a completed application prior to submission of your own application.</p>
<input type="checkbox"/>	Plan for Collaboration	<p>Consider whether you will work with other organizations, groups, or individuals to deliver your project.</p>
<input type="checkbox"/>	Confirm Property Permission	<p>If your project takes place on property you do not own, written permission from the property owner is required. Include a letter of support with your application.</p>
<input type="checkbox"/>	Prepare a Project Budget	<p>Develop a realistic project budget. Research costs and confirm pricing where possible.</p>
<input type="checkbox"/>	Create a Project Schedule	<p>Outline key milestones and deadlines to help keep your project on time and on track.</p>
<input type="checkbox"/>	Submit Your Application	<p>Now that you've reviewed this document, you can complete the <u>Sustainable Orangeville Grants Program Application Form (online form)</u> and submit by the application deadline.</p>

3 Funding Details

3.1 Purpose statement

The Sustainable Orangeville Grants Program supports community-led projects, programs, and actions that advance sustainable practices and deliver environmental benefits within the Town of Orangeville.

3.2 Funding Framework

The program provides annual funding, subject to Town budget approval, to support eligible projects that reduce environmental impacts and contribute to long-term community sustainability in Orangeville.

Applications are reviewed by the Sustainable Orangeville Committee based on project objectives, feasibility, and anticipated outcomes.

Funds must be used within the approved project period unless otherwise authorized in writing, and any unspent funds must be returned to the Town of Orangeville. Where applicable, applications must include written permission from the landowner or site owner.

3.3 Project Eligibility

Sustainable Orangeville Grants Program applications must meet the following requirements to be eligible for funding approval:

- Applicant must be a resident of the Town of Orangeville, or a community or stakeholder group, a local organization, or local small business operating within the Town of Orangeville.**
- Approved projects must be based within the boundary of the Town of Orangeville**
- Approved projects must demonstrate a clear benefit to the public and broader community within the Town of Orangeville.**
- Approved projects must identify that their primary purpose is in support of environmental stewardship and sustainable action, awareness, or education (see [Appendix B](#) for examples).**
- The Sustainable Orangeville Grants Program funding must not be used to support routine business operations or activities whose primary purpose is commercial profit.**
- The Sustainable Orangeville Grants Program funding must be used within a year (12 months) from the time of project approval.**
- Any unused or excess funding of the Sustainable Orangeville Grants Program must be returned to the Town of Orangeville by the end of project completion (within 12 months from approval).**

3.4 Eligible Expenses

Sustainable Orangeville Grants Program funds may be used to cover costs that are directly related to the approved project and are deemed reasonably necessary for its delivery. Eligible expenses may include:

- Project supplies, materials, and services directly required to carry out the project
- Rentals or small equipment purchases needed for project implementation
- Printing, signage, or educational materials related to the project
- Other expenses that are clearly justified which may be subject to approval on a case-by-case basis

3.5 Ineligible Expenses

Sustainable Orangeville Grants Program funds may not be used for the following:

- Expenses not directly related to the approved project (for example, fuel for personal vehicles or unrelated purchases).
- Routine operating costs, ongoing maintenance, or general business or personal expenses (including rent/lease, utilities, payroll and standard repairs).
- Beautification or landscape repairs that are primarily aesthetic in nature, such as decorative pathways or ornamental structures.
- Travel costs, including personal vehicle use, mileage, parking, or fuel.
- Activities, events, or materials associated with political, partisan, or religious purposes.
- Projects or activities that take place outside of the Town of Orangeville municipal boundaries.
- HST or other refundable taxes for applicants who are registered and eligible for rebates.
- Capital purchases not directly tied to the project or that are reasonable to assume will be for personal, business-as-usual, or unrelated use after project completion.
- Costs incurred before grant approval or outside the project timeline (retroactive funding).
- Any other expenses deemed ineligible by the Town of Orangeville and Sustainable Orangeville on a case-by-case basis.
- Upgrades or actions required solely for regulatory or legislative compliance, unless the project clearly demonstrates additional, beyond-compliance sustainability benefits.
- Projects or expenses that primarily support commercial profit, marketing, branding, product development, or revenue-generating activities.
- Fundraising activities, donations, sponsorships, or financial incentives (e.g., prizes, gift cards, giveaways).

- **Improvements to privately owned property that do not provide a clear, measurable public sustainability benefit.**

Appendix A: Suggested Project Themes

Approved projects of the Sustainable Orangeville Grants Program are intended to contribute to a healthy, resilient, and sustainable community in support of the Town of Orangeville's sustainability themes:



**Energy and
Climate
Change**



**Natural
Resources and
Environment**



**Transportation
System**



**Corporate
and Fiscal**



**Land Use
and
Planning**



**Economic
Development
and Culture**



**Social Well-
being**

Appendix B: Project Ideas and Examples

A list of example project ideas for approval by the Sustainable Orangeville Grants Program are provided here:

<p>Urban food systems</p>	<ul style="list-style-type: none"> • Shared compost boxes for neighbourhoods, multi-unit buildings, or community organizations (approx. \$300–\$800 for composters, lumber, signage). • Small shared or demonstration greenhouses with community access (approx. \$800–\$1,000 for kits, materials, and setup). • Neighbourhood food-growing projects located on non-residential or shared lands such as schools or community organizations (approx. \$500–\$1,000 for soil, beds, tools, and plants).
<p>Active transportation awareness and small infrastructure</p>	<ul style="list-style-type: none"> • Installation of bicycle racks at publicly accessible locations with property owner permission (approx. \$300–\$1,000 per rack including installation). • Bike repair, maintenance, or safety workshops for residents (approx. \$250–\$600 for tools, supplies, and materials). • Awareness and education campaigns that encourage walking, cycling, or reduced vehicle use (approx. \$200–\$500 for signage and outreach).
<p>Waste reduction initiatives</p>	<ul style="list-style-type: none"> • Projects that reduce or eliminate single-use plastics at community events or shared spaces (approx. \$300–\$800 for reusable items and signage). • Education campaigns focused on waste reduction, sorting, or reuse

	<p>(approx. \$200–\$500 for printed or digital materials).</p> <ul style="list-style-type: none"> • Initiatives that promote repair, reuse, or sharing of goods (approx. \$300–\$1,000 for tools, supplies, and promotion). • Community clean-up or litter reduction events (approx. \$200–\$500 for safety supplies, bags, and outreach).
<p>Water conservation and stewardship</p>	<ul style="list-style-type: none"> • Front-yard rain gardens or infiltration gardens visible from the public realm that reduce stormwater runoff (approx. \$500–\$1,000 for plants, soil, and infiltration materials). • Downspout disconnection projects paired with front-yard infiltration features such as splash pads, soakaway pits, or shallow trenches (approx. \$300–\$1,000 for materials and labour). • Front-yard native or drought-tolerant planting projects that reduce outdoor water use and serve as demonstration sites (approx. \$400–\$1,000 for plants and soil). • Education campaigns focused on water conservation, stormwater management, or watershed protection (approx. \$200–\$500 for signage and outreach).
<p>Air quality</p>	<ul style="list-style-type: none"> • Education and awareness initiatives focused on reducing vehicle idling (approx. \$200–\$500 for signage and materials). • Campaigns that promote carpooling or low- and zero-emission transportation (approx. \$200–\$600 for outreach and signage).

	<ul style="list-style-type: none"> • Signage or pilot initiatives supporting carpooling or low-emission vehicle use at publicly accessible locations (approx. \$300–\$800).
Energy conservation	<ul style="list-style-type: none"> • Community energy literacy or monitoring initiatives (approx. \$300–\$800 for monitoring tools and materials). • Small-scale renewable energy demonstration projects at community-accessible sites (approx. \$800–\$1,000 depending on equipment). • Education campaigns that support residents or organizations in reducing energy use (approx. \$200–\$500).
Urban Forestry and Natural Areas Stewardship	<ul style="list-style-type: none"> • Community or neighbourhood tree planting events in publicly accessible or visible locations (approx. \$300–\$1,000 depending on number and size of trees). • Planting of native trees that contribute to long-term canopy cover and climate resilience (approx. \$150–\$600 per tree plus planting materials). • Education campaigns or workshops focused on tree care, protection, and maintenance (approx. \$200–\$500). • Tree planting on private property. Location of planting preferred within front yards or publicly visible areas (approx. \$300–\$1,000 depending on species and scale). • Invasive species removal projects that focus to restore native habitat. Preferred locations include Orangeville’s parks and natural areas.

**Appendix C: Sample of Sustainable Orangeville Grants Program
Application Form**

Applicant Information	
Applicant Name(s)	Logan Quinn
Applicant's Email:	LQuinn.example@example.ca
Applicant's Phone:	123-456-7891
Applicant/Organization's Address	1234 – Unit 5, Broadway, Orangeville, Ontario, Canada L9W 1K1_
Please select the most appropriate response	<input checked="" type="checkbox"/> Town of Orangeville Resident <input type="checkbox"/> Community Group <input type="checkbox"/> Local Business <input type="checkbox"/> Not-for-profit Other: Click or tap here to enter text.
Project Information	
Project Name:	Mill Creek Love
Estimated Project Start Date:	6/17/2026
Estimated Project End Date:	9/25/2026
Project Location:	Mill Creek, off of Wellington, Town of Orangeville
If you are successful in receiving a grant, you commit to submitting a final report by May 15th, 2027.	Yes
Please provide a brief description of the project, how it supports sustainable action education, or awareness within the Town of Orangeville, and the anticipated outcomes (up to a maximum of 400	This project will help residents reconnect with nature in town by caring for Mill Creek. We will host community events to pick up litter and to share simple information about why keeping the

<p>words). Consider how project success will be measured, how long the benefits are expected to last, and if there are maintenance or follow-up plans in place.</p>	<p>creek clean matters for wildlife, water quality, and the community.</p> <p>Events will take place at publicly accessible locations along Mill Creek, including trails in west Orangeville and areas in and around the downtown core. The project includes:</p> <ul style="list-style-type: none"> • Two (2) Mill Creek clean-up events (litter pick-up); and • One (1) education and awareness event to encourage long-term care and respect for the creek. <p>Planned timing: June 2026 (2 clean-ups) and July 2026 (education event).</p>
<p>Please provide a clear explanation of how the project meets eligibility requirements as listed in the Eligibility section of the <i>Sustainable Orangeville Grants Program: Application Guide</i> (up to a maximum of 300 words).</p>	<p>I am a resident of the Town of Orangeville, the project location is to take place within the Town of Orangeville, and the anticipated outcomes of community stewardship, education, and awareness about Mill Creek are a direct benefit to the community within the Town of Orangeville.</p>
<p>Please provide an itemized budget, with a brief explanation on how grant funds will be used while confirming alignment with expense eligibility requirements as listed in the Eligibility section of the <i>Sustainable Orangeville Grants Program: Application Guide</i> (up to a maximum of 500 words).</p>	<p>The anticipated costs are to cover equipment, disposal materials, and promotional items, and are listed here:</p> <ul style="list-style-type: none"> • Trash pickers (x6) - \$70 • Garbage bags, disposable gloves, and work gloves - \$300 • Anticipated disposal fees and transportation of waste - \$230 • Printing costs of posters - \$100

	<ul style="list-style-type: none">• Promotion of events in local magazines (e.g., In The Hills), radio stations, and news outlets - \$300
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