



# Terms of Reference

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## Town of The Blue Mountains Sustainability Fund

### Application

Town of The Blue Mountains (Town or TBM) Sustainability Fund was created with the goal to advance sustainability in the Town. Funds are awarded to improve the Town's environmental performance, foster sustainability literacy and community engagement, advance climate change adaptation and migration, and demonstrate the visibility of sustainability technologies.

Proposed projects must support the goals and objectives outlined in the Sustainable Path and must be consistent with the major planning documents of the Town including the Strategic Plan. The fund accepts small or large project proposals from charity and non-profit groups from or doing work within the Town. Approximately \$5,000 will be available for each application intake to be allocated amongst successful proposals, and there will be one intake each year.

The Sustainability Fund will be reviewed after the fifth year of operation to look at issues including funding take-up and consistency with Town priorities.

### General Information

#### Types of Projects Funded:

- Reducing strain on Municipal Infrastructure.
- Climate Adaption or Mitigation.
- Behaviour Change and Education: Activities that foster a culture of sustainability, such as efforts to improve sustainability literacy and stimulate behaviour change.

The Review Committee will allocate funds to projects that include, but are not limited to:

- Decreasing the Town of The Blue Mountains' carbon emissions.
- Increasing indoor and/or outdoor water efficiency.
- Improving transportation options.
- Reducing the amount of waste generated.
- Education, research, and outreach initiatives directly related to sustainability.
- Community awareness of sustainability.

### Project Guidelines

- Projects must address environmental, social, or economic sustainability within the Town of The Blue Mountains.
- All funded projects will be required to prepare a mid-point progress report as well as a final

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project report.

- Projects will normally be implemented and completed within twelve months of project funding.
- Projects must be stand-alone projects. This fund provides one-time funding for start up projects and does not cover continuing operational expenses.

Priority will be given to projects that:

- Address the themes and goals in the Town's planning documents, the Strategic Plan and the Sustainable Path.
- Have measureable environmental benefits.
- Are innovative.
- Have sound financial benefits.
- Reduce strain on municipal infrastructure, finances, and/or facilities.
- Have technical merit, and chance of success and long lasting benefits.
- Potential for collaboration and reproducibility.
- Contribute to climate change adaptation and/or mitigation.
- Benefit the local Blue Mountains area.
- Have broad community impact.
- Use leveraged funds or matching funds.
- Are effective in educating or changing behaviour beyond the project itself.
- Are interdisciplinary and engage multiple stakeholders across Town of The Blue Mountains' community.

## Eligibility

- Project implemented and physically located in the Town of The Blue Mountains.
- Recipients are ineligible to apply again with other projects until they have successfully closed their previous project by submitting final reports and any other applicable materials.
- There is no limit on the number of proposals that may be submitted by one applicant, however, only one project grant will be awarded per applicant per year.
- Members of the Review Committee cannot apply for funding or be on a project team of a new proposal while they are serving as a committee member.
- Not for profit or charity groups.

## Application Process

The application process consists of a proposal and a selection stage. Applications will be accepted once yearly. Application intake deadlines are as follows:

- November 30, 2017 – Full Proposals Due
- December 15, 2017 – Proponents Notified of Results
- December 15, 2018 – Awarded Funds Must be Spent

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Proposals can be submitted in the following ways:

Email: [managersolidwaste@thebluemountains.ca](mailto:managersolidwaste@thebluemountains.ca)

Mail to: Town of The Blue Mountains  
32 Mill Street, PO Box 310  
Thornbury, ON N0H 2P0

Drop Off: Town Hall, Infrastructure & Public Works, 2<sup>nd</sup> Floor  
32 Mill Street, PO Box 310  
Thornbury, ON N0H 2P0

## Proposal

Complete the application form. The application form covers the following areas:

### Proposal Description

Include an abstract that gives a brief yet comprehensive summary of the project in less than 500 words.

### People

Identify all project members, their roles, contact information, and relevant experience.

### Partnerships

Identify all potential partnerships or collaborations and include letters of support to demonstrate all partners' commitment to your project.

### Community Engagement

Describe how your project will involve and/or benefit the community.

### Project Timeline

List anticipated project start and completion dates, order tasks, and milestones chronologically, and estimate how long each task will require for completion.

### Impacts

Outline the desired environmental/sustainability impacts. Clearly demonstrate how you will measure the results of the projects, either quantitatively or qualitatively.

### Permitting

Include a letter of support from organizations whenever the success of your project is contingent on permitting.

## Budget and Purchasing

Prepare a detailed budget using the Sustainability Fund Budget Template. If it is a continuing project, describe your strategy for financially supporting the project long-term. Itemize all sources of matching funding (including in-kind donations) in support of the proposed project. Include funding that has been applied for but not yet awarded.

## Selection

Selection of the projects will be done by the Review Committee, membership of which is comprised of the following:

Chair: Manager of Solid Waste and Environmental Initiatives

Members: Two staff members appointed by the Chief Administrative Officer

Administrative Support: Infrastructure and Public Works

## Five Selection Criteria

Selection will be made by the Review Committee. The Committee will identify successful projects based on the total score of the following five selection criteria. Each of the five criteria will be scored out of the amounts shown under the Criteria Weighting, and then given a final score out of 100. A minimum score of 70 must be obtained.

Table 1: Selection Criteria

<b>Five Selection Criteria</b>	<b>Description of Criteria</b>	<b>Criteria Weighting</b>
Project Description and Articulation of Benefits	The proposal Demonstrates meaningful environmental and sustainability benefits to Town of The Blue Mountains.	<b>25</b>
People, Partnerships, and Performance Measurement	The proposal includes a sound plan for measuring the project's performance in relation to environmental sustainable benefits.	<b>15</b>
Level of Impact	The impact measurement must include: <ul style="list-style-type: none"><li>• The level of community involvement in the project.</li><li>• A description of how the project advances Town Strategic Planning documents.</li><li>• Education or outreach opportunities with the project.</li></ul>	<b>25</b>

Five Selection Criteria	Description of Criteria	Criteria Weighting
Project Feasibility	Project feasibility is based on the following criteria: <ul style="list-style-type: none"> <li>• Whether the applicant and project team have the knowledge, skills, time, and initiative to carry out this project.</li> <li>• The proposal is cost-effective.</li> <li>• The proposal includes a full and reasonable description of the budget.</li> <li>• The project size, implementation time, and target audience is reasonable.</li> </ul>	<b>20</b>
Planning	Where permitting is required, preliminary discussions have been held with all relevant organizations.  Proposal includes a plan for sustained funding.	<b>15</b>
		<b>Total out of 100</b>

## Recommendations

Projects will be recommended for funding on the basis of consensus decisions of the Committee. The proposal receiving the highest score above the minimum required will be the preferred candidate. If the funding ask is less than \$5,000, the second place proposal will be allocated the remaining funds, until the \$5,000 is expended, provided the minimum score is obtained.

## Final Approval

Funding decisions will be made by Town Council following receipt of the recommendations of the Review Committee.

## Meeting

Meetings will normally occur following the intake each year at the call of the chair. The number of meetings required will be related to the number and complexity of proposals being considered and whether or not additional information is requested from applicants.

## Records and Reports

The Review Committee must keep the following on record:

- Minutes of all meetings, the names of those present, and the proceedings.
- Adequate and correct books and records of account, including amount of assets, receipts, disbursements, gains, and losses.
- Record of projects selected each year and the funds allocated to each project.

## Additional Notes

In the event of a lack of suitable applications, the funds will not be distributed and will not be rolled over to the next year.