

# ATTACHMENT A



---

## City of Nanaimo – Community Environmental Sustainability Project Grant

### Guidelines and Criteria

**2023**

Contact: [sustainability@nanaimo.ca](mailto:sustainability@nanaimo.ca)

Dave Stewart, Environmental Planner

Phone: 250-755-4491

# **Community Environmental Sustainability Project Grant — Guidelines and Criteria**

## **Introduction**

City of Nanaimo's Community Environmental Sustainability Project Grant aims to improve environmental health of natural systems, enhance residents' connections to nature, provide educational values, and contribute to climate mitigation and adaptation. The program is available to community organizations, environmental non-profits, and participants in the Acting for Climate Together (ACT) program to provide financial support for small environmental projects.

## **Purpose**

The purpose of the Community Environmental Sustainability Grant is to support small and creative environmental projects not already covered by existing City of Nanaimo grants- including the Community Watershed Restoration Grant. Program funding will be used to support community based projects intended to support the Green Nanaimo policies and outcomes outlined in [City Plan: Nanaimo ReImagined](#). Funding will be available annually to community organizations, environmental non-profits, and groups that have established or plan to establish a program or project to tackle critical environmental and climate issues locally and help raise awareness of those issues in the community.

## **Ineligible Projects**

Funds from the Community Environmental Sustainability Project Grants may not be used for the following purposes:

- Ongoing operational expenses incurred during the normal course of business;
- Projects occurring outside the City of Nanaimo;
- Projects that would not be in compliance with Federal and/or Provincial law or City of Nanaimo Bylaws;
- Payment of pre-existing debts; and
- Projects that already received funding assistance from another City of Nanaimo grant within the same grant year period.

## **Eligible Applicant Criteria**

Organizations applying for funding must be based in Nanaimo and/or be proposing a project that primarily serves Nanaimo residents and benefits the local environment. Eligible applicants include:

- A non-profit society incorporated under the BC Provincial Societies Act or federally designated as a registered charity;
- A recognized religious group with ongoing activities and a congregation;
- A neighbourhood association recognized by the City of Nanaimo;
- School groups, classes, or clubs recognized by the Nanaimo-Ladysmith School District (District 68);
- Established stewardship groups working with the City of Nanaimo and
- A team registered and participating in the City of Nanaimo/Regional District of Nanaimo [Acting for Climate Together \(ACT\)](#) program.

## Ineligible Applicants

- Groups or organizations with outstanding balances owed to the City of Nanaimo;
- Groups, organizations, or individuals that are subject to active enforcement with the City of Nanaimo or not in good standing with the City of Nanaimo, Federal, or Provincial Governments; and
- Individual applicants not representing an eligible group.

## Annual Program Funding

A total of \$20,000 in funding is available for 2023.

## Maximum Funding Amount

Eligible organizations may submit one application per project annually for a maximum of \$5,000 in funding. If an organization wishes to submit multiple projects they will be asked to identify which project they wish to consider as their primary project. If the grant funding is oversubscribed, priority consideration will be given to primary projects and awarded to only one project per eligible organization.

## City Plan Priorities

The City's funding priorities for the Community Environmental Sustainability Grant are aligned with the [Green Goals in City Plan – Nanaimo Reimagined](#) as follows:

- **Greenhouse Gas Emission Reduction (C1.1)** - Projects that will result in a measureable reduction in community greenhouse gas emissions and/or educate residents about how they can reduce emissions.

Example Projects:

- Organize or host a sustainable buildings tour.
- Organize a neighbourhood bulk purchase of heat pumps.
- Create a walking school bus program to encourage students to walk to school together.

- **Climate Adaptation (C1.2)** - Projects that support people, the environment, buildings, and/or infrastructure adapting to the impacts of climate change.

Example projects:

- A public art project to educate residents about climate impacts.
- Create a program to prevent overheating during extreme heat events.
- Create or support a 'neighbours helping neighbours' program to support residents during an extreme weather event.

- **Urban Tree Canopy, Nature Areas, and Greenways (C1.3)** - Projects that protect or enhance local wildlife local habitat and ecological services of natural systems.

Example projects:

- Convert a lawn to a pollinator friendly garden.
  - Host a tree planting event (consider maintenance).
  - Organize a native plant workshop or tour
  - Bird habitat boxes (consider maintenance)
- **Solid Waste Management (C1.6)** - Projects that support waste reduction and diversion by reducing consumption of materials and aim to maximize the use of finite resources, transition to renewable resources, and recovery of materials and products to minimize waste generation.

Example projects:

- Create a tool library or other resources to share items that would otherwise need to be individually owned.
- Host a repair café to reduce waste and educate residents on how to repair an item before throwing it away.
- Organize a waste diversion program in a multiple-family residential complex, organization, business, or other areas not normally support by City of Nanaimo waste pickup.

Projects more aligned the Healthy Watershed (C1.4) and Storm Water System Improvements (C1.5) are encouraged to apply for the Community Watershed Restoration Grant.

Project proposals will be evaluated on how well they meet the above priorities. Projects do not have to be the same as the example projects provided. Overall projects should support the Green Goals of City Plan: Nanaimo ReImagine by “advancing climate knowledge, living in harmony with our environment, and responding to and reducing the impacts of climate change, while protecting natural systems.”

Application Review Criteria

30% - Merit/ Project Team

- What is the overall quality of the proposal?
- Does the project align with the applicant organization’s mandate and/or individual stewardship goals?
- Is there any community support and partnership with other organizations, including First Nations?
- Has the applicant shown a commitment and history of environmental restoration, community cohesion, climate adaptation/resiliency, and/or land stewardship?
- Is the applicant an active participant in a recognized City of Nanaimo environmental program, such as Acting for Climate Together.
- What is the capacity and demonstrated ability of the applicant?
- Does the project impact private or public lands and if so, has the applicant obtained landowner permissions?

### 35% - Relevance/Feasibility

- Does the project reflect City Plan priorities?
- Does the project potentially impact Snuneymuxw First Nation interests? If so, would it be supported by Snuneymuxw?
- Does the applicant have the budget and capacity to carry out the project? Have the applicants' partners and/or consultants been identified?
- Has the applicant leveraged other funding sources (including in-kind) available?
- Does the project address a unique gap not addressed by other projects or programs in the region?
- Does the project provide a unique or creative solution to an environmental problem?
- Does the project include a maintenance plan (if relevant)?

### 35% - Potential Impact

- What impact is anticipated?
- How great is the impact?
- Is the anticipated impact measurable? What statistics or indicators are being proposed to measure the impact (i.e.: amount of GHGs reduced, area of habitat restored, or number of participants)?
- How critical is the issue being addressed?
- How well are resources utilized?
- Does the project benefit the community?

### **Grant Process**

Applications will be received by the City of Nanaimo and reviewed by a cross section of Staff from a number of relevant departments. Recommendations will be forwarded to the Finance and Audit Committee and then to Nanaimo's City Council for approval. Once disbursed, funding must be spent within the next twelve (12) months.

### **Final Report**

A final report must be provided at project completion or at the end of the twelve-month period, whichever comes first. The report should include a summary of the activities that occurred within the project, how City funding was spent, and what the results of the project were. The use of relevant statistics showing project results, such as number of program participants, estimated amount of greenhouse gas emissions reduced, amount of greenspace enhanced, or residents engaged is encouraged where applicable. Project photos and copies of any studies or reports funded by the grant are also required where relevant.

If the applicant chooses to submit an application for the following year, a report regarding the previous project-funding grant must be received prior to the submission of the new grant.