



# ENVIRONMENTAL INITIATIVES GRANT

## PROGRAM GUIDELINES

### **Purpose of Program**

To provide a source of funds to assist eligible St. Albert community groups in defraying costs associated with environmental projects or programs that are supportive of the City's environmental policy, plans, or practices.

### **Grant Categories**

#### ***Air & Energy***

- Manage air quality.
- Reduce energy consumption and greenhouse gas emissions.

#### ***Land***

- Promote sustainable neighbourhoods and transportation choices.
- Preserve and manage trees, parks, and natural areas.
- Reduce garbage to the landfill.

#### ***Water***

- Protect and improve the Sturgeon River Watershed.
- Improve water quality of the Sturgeon River.
- Reduce water consumption.

## **People**

- Foster community environmental stewardship.

## **Review and Approval Level**

The Environmental Initiatives Grant program is assigned as level 2 (*Policy C-CC-23 Civic Granting*) for review and approval of funding allocations.

Review/Recommendation: Environmental Advisory Committee

Final Allocation Approval: Environmental Advisory Committee

## **Grant Intake Date(s)**

The annual deadline to apply is the third Thursday in October.

## **Eligible Applicants**

A federally or provincially registered non-profit society or charitable organization operating in St. Albert.

A school located in St. Albert.

A community group of two or more St. Albert citizens who have come together for the purpose of undertaking an eligible project, either independently or with business or government partners in the community.

## **Eligible Projects/Expenses/Programs**

*\*\*Applicants are required to consult with the Environment Branch prior to applying to confirm eligibility of their project.*

### **Eligible Projects**

A project or activity that demonstrates environmental benefits or improvements and is consistent with City policies and may include:

1. Community environmental education projects;
2. Open space and natural area enhancement projects;
3. Natural areas reclamation projects;
4. Waste reduction projects (i.e., recycling, composting, energy conservation);
5. Wildlife or biodiversity-oriented projects;

6. Land, air and/or water quality preservation and/or enhancement;
7. Environmental demonstration projects using innovative technologies;
8. Environmental projects that demonstrate local, regional, or provincial leadership;
9. Environmental communications and public awareness facilitation projects;
10. Environmental monitoring or inventory projects; or
11. Other environmental projects in keeping with City policies.

Note: Long-term projects are supportable on an annual basis, but there is no guarantee of funding. Preference will normally be given to new project ideas.

### ***Eligible Expenses***

1. Rental/purchase of equipment and supplies required to complete the project;
2. Wages for professional services;
3. Printing of brochures, educational materials, etc.;
4. Advertising (i.e., radio, newspaper, signage, banners);
5. Facility rental fees for special events; or
6. Airfare, accommodation, and meal costs for instructors or speakers.

*Ineligible projects* include projects that show a profit and/or projects that have already been completed. Retroactive applications are not allowed.

*Ineligible expenses* include the following:

1. Fundraising activities;
2. Expenses related to fundraising activities, including expenses such as printing and advertising that would otherwise be eligible for any non-fundraising activities;
3. Computer hardware and software;
4. Office furniture and equipment;
5. Landscaping and/or outdoor furniture that is primarily for the beautification of property;
6. Plants, shrubs, and/or trees that are not native to the St. Albert area;
7. Expenses that would normally be defined as ongoing operational expenses for an institution except in the case of a pilot project with a well-defined start and end date not exceeding 12 months in duration;

8. Office operating and maintenance expenses;
9. Medals, crests, or uniforms;
10. Wages for general labour;
11. Registration fees;
12. Gifts; and/or
13. Retroactive funding for projects already initiated or completed.

## **Funding**

Funding for each project shall not exceed \$5,000; however, if funding requested exceeds \$5,000, special consideration will be required by the Environmental Advisory Committee.

Funding is provided to the successful applicants upon approval by the Environmental Advisory Committee and will be distributed via direct deposit.

## **Reporting**

A grant accountability report shall be forwarded to the City within 60 days of project completion. This report will include:

- A description of the project's outcome;
- An evaluation of the project's success in relation to its objectives; and
- A signed financial statement of all income and expenses connected with the project, including receipts.

You are required to include a minimum of six photos with your final report. Photos may be used to promote your project or the Environmental Initiatives Grant program to the public. Please provide a variety of photos that best capture all stages of the project from start to completion.

Applicants for grants under this or any civic grant program who have not fulfilled the requirements of the program, including the repayment of unspent funds and/or completed reporting forms, are ineligible to reapply until these requirements have been met.

## **Grant Acknowledgement**

As timelines allow, successful applicants are asked to provide acknowledgement of the City's contribution to their project on promotional material as well as social media posts (organization website, Facebook, Instagram, X).