



City of St. Albert  
**CITY COUNCIL POLICY**

Environmental Initiatives Grant  
Program

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C390-2007	07 03		C24-2010	01 18

## Purpose

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.

To define the roles and responsibilities of City Council and the Environmental Advisory Committee in providing and allocating funds for eligible projects.

To establish specific criteria for eligible applicants and eligible projects.

## Policy

The City may offer financial assistance to St. Albert community groups that submit applications for eligible projects or programs that are supportive of the City's environmental policy, plans or practices.

Awards are reviewed by the Environmental Advisory Committee in accordance with the Environmental Initiatives Grant Program Administrative Procedures and recommended to Council for approval.

The amount of the funding available for the program is determined by multiplying the city's population, as determined by the most recent census, by \$0.50.

## Definitions

1. "Eligible applicant" means:
  - a. a federally or provincially registered non-profit society or charitable organization operating in St. Albert; or
  - b. a school located in St. Albert; or
  - c. 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.
2. "Eligible expense" means an expense directly related to an eligible project, and may include:
  - a. rental/purchase of equipment and supplies required to complete the project;
  - b. wages for professional services;
  - c. printing of brochures, educational materials, etc.;
  - d. advertising (radio, newspaper, signage, banners, etc.);
  - e. facility rental fees for special events;
  - f. airfare, accommodation and meal costs for instructors or speakers.



The following expenses are not eligible:

- a. fundraising activities;
  - b. expenses related to fundraising activities, including expenses such as printing and advertising that would otherwise be eligible for any non-fundraising activities;
  - c. computer hardware and software;
  - d. office furniture and equipment;
  - e. landscaping and/or outdoor furniture that is primarily for the beautification of property;
  - f. plants, shrubs and/or trees that are not native to the St. Albert area;
  - g. 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;
  - h. office operating and maintenance expenses;
  - i. medals, crests or uniforms;
  - j. wages for general labour;
  - k. registration fees;
  - l. gifts; or
  - m. retroactive funding for projects already initiated or completed.
3. "Eligible project" means any project or activity that demonstrates environmental benefits or improvements and is consistent with City policies, and may include:
- a. community environmental education projects;
  - b. open space and natural area enhancement projects;
  - c. natural areas reclamation projects;
  - d. waste reduction projects (e.g. recycling, composting, energy conservation);
  - e. wildlife or biodiversity-oriented projects;
  - f. land, air and/or water quality preservation and/or enhancement;
  - g. environmental demonstration projects using innovative technologies;
  - h. environmental projects that demonstrate local, regional or provincial leadership;
  - i. environmental communications and public awareness facilitation projects;
  - j. environmental monitoring or inventory projects; or
  - k. other environmental projects in keeping with City policies.

The following projects are not eligible:

- a. projects that show a profit;
  - b. projects that have already been completed. Retroactive applications are not allowed.
4. "Funding Amount" means the total amount identified in the City's budget for the Environmental Initiatives Grant Program for which eligible groups may apply.

## **Responsibilities**

1. City Council approves grants under the Environmental Initiatives Grant Program.
2. The Office of the Environment reviews grants for eligibility under the criteria noted above.
3. On an annual basis, the Environmental Advisory Committee (EAC) considers the applications received under the program according to merit, eligibility and available funding and makes recommendations to City Council.



4. If successful, applicants must:
  - a. expend funds as specified in the application;
  - b. submit a signed financial statement/Expenditure Report within 60 days of completion of the project, verifying that funds were used for the purpose awarded, together with a brief description of the project outcomes and an evaluation of the project in relation to its stated objectives;
  - c. acknowledge receipt of Environmental Initiative Grant Program funding from the City of St. Albert in project promotion and advertising; and
  - d. return to the City any funds unexpended within one year of the date of Council approval.

## Standards

1. Financial statements showing all sources of funding and all costs of the project shall be forwarded to the City within 60 days of project completion. This report shall include:
  - a. description of the project's outcome;
  - b. evaluation of the project's success, in relation to its objectives; and
  - c. signed financial statement of all income and expenses connected with the project, including receipts.
2. If a request is received from a successful applicant, the Environmental Advisory Committee may approve a project extension of up to one year from the date of Council approval.
3. Previous applicants for grants under this program, who have not fulfilled the requirements of the program by submitting an accountability statement and/or repaying unspent funds, are ineligible to reapply until such time as these requirements have been met.
4. If an eligible project is cancelled, or is not completed within 12 months of the approval of the grant funding or within the extended project period approved by EAC, any unexpended funds shall be returned to the City.
5. Unallocated funds shall revert to the Municipal Operating Fund.
6. Members of the Environmental Advisory Committee and Council members shall disclose their affiliations or interest with an eligible applicant that may affect their decision-making on applications received under the Environmental Initiatives Grant Program .

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**Cross References:** Bylaw 29/2005 Environmental Advisory Committee Bylaw; Policy C-CG-08, Council Members' Code of Conduct; Resolution C1086-79, Code of Ethics for Citizen Board Members

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City of St. Albert  
**ADMINISTRATIVE  
 PROCEDURES**

Environmental Initiatives Grant  
 Program

**AUTHORITY**  
 City Manager

**SIGNATURE**

**APPROVED:**

(mm dd yyyy)

01 18 2010

1. The Office of the Environment shall advertise the availability of St. Albert Environmental Initiatives Grants on an annual basis and shall provide information on the criteria on which applications shall be considered.
2. Application forms shall be available from the Office of the Environment and on the City's website. Applicants are required to consult with the Office of the Environment prior to submitting an application form to confirm eligibility of their project.
3. Applications for the annual allocation shall be accepted in October. The Office of the Environment may extend the application deadline if, in the opinion of the Office of the Environment, insufficient applications for eligible projects have been submitted.
4. All applications received by the advertised deadline shall be reviewed for eligibility and completeness by the Office of the Environment. All complete applications from eligible applicants for eligible projects shall be forwarded to the Environmental Advisory Committee (EAC) for review at the next scheduled meeting. Should the number of applications so warrant, a preliminary review may be performed by individual members of the EAC; however, allocation recommendations to Council shall be made by the EAC meeting in full committee.
5. Applicants may make an appointment, by calling the Legislative Services Department, to present their application prior to the EAC making its decision. Appointments are optional and would be scheduled in fifteen minute intervals to the EAC monthly meeting agenda.
6. The EAC shall consider the applications according to merit, eligibility and available funding and make recommendations to City Council.
7. Funding for each project shall not exceed \$5,000 unless Council, by resolution, approves funding in excess of \$5,000.
8. Preference shall be given to eligible projects that illustrate some or all of the following:
  - a. the project is of environmental benefit to the City and its residents;
  - b. the project does not duplicate existing programs in the public or private sector;
  - c. the majority of the members of the eligible applicant group reside in the City;
  - d. the project will take place primarily within St. Albert;
  - e. the project demonstrates partnering in the community;
  - f. the grant funding helps to leverage funding from other sources; and
  - g. the project demonstrates environmental leadership.
9. Ongoing projects may be considered.

10. Applications that do not meet the application criteria as defined in Council Policy C-EUS-02, Environmental Initiatives Grant Program, shall not be recommended for funding.
11. Previous applicants for grants under this program, who have not fulfilled the requirements of the program by submitting an accountability statement and/or repaying unspent funds, are ineligible to reapply.
12. Upon completion of the review process and Council approvals, applicants shall receive a letter indicating the decision regarding the application. The review process, from application deadline to Council approval, may take from six to eight weeks. The un-adopted minutes of Council meetings may be viewed on the City of St. Albert website ([www.stalbert.ca](http://www.stalbert.ca)) within one week of the meeting date.
13. Cheques for the full amount approved by Council shall be forwarded by the City to the applicant as soon as possible following approval.
14. Successful applications may receive public acknowledgment.