



GREEN COMMUNITY 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

- Manage air quality.
- Improve indoor air quality.

Climate Change/Resiliency

- Nature-based solutions.
- Flood and drought resiliency.
- Climate change adaptation.

Energy Efficiency

- Reduce energy consumption and greenhouse gas emissions.
- Community energy efficiency education.

Land

- Promote sustainable neighborhoods and transportation choices.
- Preserve and manage trees, parks, and natural areas.
- Diverting residential, or nonresidential waste in the landfill.
- Sustainable food production.

Water

- Protect and improve the Sturgeon River Watershed.
- Improve the water quality of the Sturgeon River.
- Reduce water consumption.
- Drought and flood resiliency.
- Improve riparian habitat.

People

- Foster community environmental stewardship.
- Indigenous community recognition and involvement.

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 first Friday in November.

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. Community education projects that address climate adaptation and resilience;

3. Community energy efficiency education programs supporting renewable gas, clean technologies, or renewable solutions;
4. Open space and natural area enhancement projects;
5. Natural areas reclamation projects;
6. Waste reduction projects that support composting, recycling, reusing, reclaiming, renewing, rethinking waste within the community;
7. Wildlife or biodiversity-oriented projects;
8. Land, air and/or water quality preservation and/or enhancement;
9. Environmental demonstration projects using innovative technologies;
10. Environmental projects that demonstrate local, regional, or provincial leadership;
11. Environmental communications and public awareness facilitation projects;
12. Environmental monitoring or inventory projects;
13. Projects featuring Indigenous knowledge based environmental stewardship, or;
14. Other environmental projects in keeping with City policies.

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

The Environmental Advisory Committee will determine eligibility based on program objectives, available funding, annual priorities, and overall benefit to the community. Not all applications that meet the established criteria will be approved for funding.

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., social media, newspaper, signage, banners);
5. Facility rental fees for special events; or
6. Travel, airfare, accommodation, and meal costs for instructors or speakers.

Ineligible Expenses

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.

Note: Ineligible projects include for-profit projects, completed projects, and retroactive applications.

Funding

Funding for each project shall not exceed \$5,000. Requests above this amount require special consideration by the Environmental Advisory Committee.

Please list any in-kind support for this project (approximate volunteer hours, any labor involved to implement this project, or any donated or upcycled materials, any partnerships with other businesses or community groups, etc.)

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(s);
- A description of how the project met objectives and goals within the related category;
- An evaluation of the project's success in relation to its objectives; and
- A signed financial statement detailing project-related income and expenses, 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 Green Community 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 the Green Community Grant 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).

In the final report, attach copies of communications, that acknowledge the receipt of the Green Community Grant. A description of the website address would also be acceptable.