#### City of Whitehorse

Environmental Grant Application

# Applicant Information

|  |  |
| --- | --- |
| Project Title |  |
| Organization Name |  |
| Mailing Address |  |
| Website Address |  |
| Organization Type(use and **X**) | Society |  | School­ |  | Commercial |  |
| Project Coordinator |  |
|  Telephone | Work |  | Other |  |
|  E-mail |  |
| Alternate Contact |  |
|  Telephone | Work |  | Other |  |
|  E-mail |  |
| Proposed Start Date |  | Proposed End Date |  |

**Declaration:** Provide 2 names (a senior member of the organization (e.g. Executive Director, President, Owner) and the Project Coordinator).

In making this application, we declare to the best of our knowledge that the information contained in this application is accurate and complete. Further, that should our proposal be accepted in part or in whole, the funds granted would be used for the stated purposes and that we would comply with all terms and conditions as outlined in the Environmental Grant Policy.

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Position  |  |  |
| Date |  |  |

# Submission Requirements

* **Read Environmental Grant Policy,** which outlineseligibility and procedures. whitehorse.ca/grantpolicy
* **Read** **the Whitehorse Sustainability Plan** in order to demonstrate how this project will contribute to the Plan. whitehorse.ca/sustainabilityplan.
* **Attach**, if applicable
* Support letters from community and project partners
* Quotations for capital expenses over $500
* A plan for equipment maintenance and storage

**Email the completed application** to sustainability@whitehorse.ca. **No paper copies will be accepted.** Deadline October 15, or if a holiday or weekend, the first business day following.

**Supporting documentation** can either be scanned and emailed, or originals can be dropped off at Environmental Sustainability Office for scanning and returned to you.

**Contact us:**

Email: sustainability@whitehorse.ca

**Project Description:** *Describe intention, major activities, dates, etc. Goals and outcomes will be reviewed in a separate section.*

|  |
| --- |
|  |

*How does this project demonstrate initiative/meet needs not being addressed in existing, similar programs?*

|  |
| --- |
|  |

**Alignment with the Whitehorse Sustainability Plan**

|  |  |
| --- | --- |
| **Goal** | **Describe how this project demonstrates/contributes to each theme** |
| Strong Downtown and Livable Neighbourhoods |  |
| Efficient, Low-Impact Transportation |  |
| Healthy Environment and Wilderness |  |
| Green Buildings and Infrastructure |  |
| Energy and Greenhouse Gas Reduction |  |
| Dynamic and Diverse Culture, Heritage, and Arts |  |
| Social Equity: Affordable Housing and Poverty Reduction |  |
| Connected, Engaged, Participatory Community |  |
| Safe and Healthy Community |  |
| Diverse Local Economy |  |
| Zero Waste |  |
| Resilient, Accessible Food Systems |  |

**Target Audience:** *identify the group(s) that your project will benefit (e.g. families, Riverdale families, 60 families, 100%)*

|  |  |  |
| --- | --- | --- |
| Target Group | Estimated # Benefiting | % that are Whitehorse residents |
|  |  |  |
|  |  |  |
|  |  |  |

**Measuring Community Benefits:** *Describe how your project will benefit the community and how it will achieve this.*

|  |
| --- |
|  |

# Partnerships: *List the groups with whom you will partner to deliver the proposed project, and describe what the Partner will contribute. For funding contributions, please indicate the funding requested/confirmed.*

#

|  |  |
| --- | --- |
| Partner Organization | How will this organization be involved?  |
| Name |  |  |
|  Contact Person |  |
|  Telephone number |  |
|  Email |  |
| Name |  |  |
|  Contact Person |  |
|  Telephone number |  |
|  Email |  |

### **Permission:** List any permission requirements (authorization from landowners, environmental assessment, building permit, development permit, etc) and attach a copy to your application.

|  |
| --- |
|  |

# Communication: *List communication activities, such as advertising, publicity, and reports to be produced.*

|  |
| --- |
|  |

# Funding Acknowledgement*: How will the City be recognized for its contribution?*

|  |
| --- |
|  |

# Long Term*: Who will maintain the project/capital assets after the project has been completed? Will this project be continued by you or another organization?*

|  |
| --- |
|  |

# Your Organization: *Outline your organization’s experience and capacity to successfully carry out the project (i.e. describe staff, experience, equipment, support etc?).*

|  |
| --- |
|  |

# Work Plan: *Identify the key tasks and dates involved in planning, implementing and evaluating the project.*

|  |  |
| --- | --- |
| Milestone | Proposed Date (s) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Other Information:** *Please include any other relevant details or information on the project that have not been addressed above.*

|  |
| --- |
|  |

**Budget on next page**

**Proposed Budget:** *Provide budget details (number of items, cost per unit, hourly rate, number of hours, etc) and funding source (City, other funding sources, your group, or in-kind).*

*The Environmental Grant Policy specifies what expenses are eligible for funding. Please consult the policy before making your application. For expenses that are not eligible under the Environmental Grant, please indicate how these expenses will be funded.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expense Category | Details | Funding Source | Amount | % of Budget |
| Human Resources (no ongoing staff wages) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Consultant Services |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Materials/Supplies |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Capital and Equipment |  |  |  |  |
| (if over $1000 and funded by Grant, must have matched funding) |  |  |  |  |
| Rentals |  |  |  |  |
|  |  |  |  |  |
| Shipping/postage |  |  |  |  |
| Advertising |  |  |  |  |
| Transportation |  |  |  |  |
| Printing/copying |  |  |  |  |
|  |  |  |  |  |
| Other (list) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total |  | 100% |

|  |  |
| --- | --- |
| Total requested from City of Whitehorse Environmental Grant | $ |
| Total amount provided by your group | $ |
| Total amount requested from other funders | $ |
| Total in-kind contribution from all sources | $ |
| Total Budget | $ |