

# City of Whitehorse Environmental Grant Application Form



## Applicant Information

|                            |                    |  |                   |                   |                              |  |
|----------------------------|--------------------|--|-------------------|-------------------|------------------------------|--|
| Project Title              |                    |  |                   |                   |                              |  |
| Organization Name          |                    |  |                   |                   |                              |  |
| Mailing Address            |                    |  |                   |                   | Postal Code                  |  |
| Website Address            |                    |  |                   |                   |                              |  |
| Organization Type (mark X) | Registered Society |  | Whitehorse School |                   | Whitehorse Licensed Business |  |
| 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, should our proposal be accepted in part or in whole, the funds granted would be used for the stated purposes and we would comply with all terms and conditions as outlined in the *Environmental Grant Policy*.

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

## Submission Requirements Checklist

- Read the Environmental Grant Policy**, which outlines eligibility, assessment criteria, and procedures.
- Read the Whitehorse Sustainability Plan (2015-50)** to demonstrate how this project will contribute to the Plan.
- Complete this Environmental Grant Application Form.** If more space is needed, add lines to the tables or include a separate page.
- Attach**, if applicable
  - Support letters from community project partners.
  - Liability insurance, licenses, permits, landowner consent.
  - Quotations for service contracts and equipment/capital expense items (two quotations for costs over \$500).

**Application deadline.** October 15, 4:30 pm for Major Grants (over \$1,000 to a maximum of \$25,000) with a competitive review process.

Ongoing intake for Minor Grants (\$1,000 or less) beginning on January 1 each year.

**Email the completed application to** [sustainability@whitehorse.ca](mailto:sustainability@whitehorse.ca). No paper copies will be accepted.

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

**Question? Please contact us.**  
Email [sustainability@whitehorse.ca](mailto:sustainability@whitehorse.ca) or call 687-1478.

**Project Description:** Summarize project overview. Describe goals, objectives, main activities and timeframe.

Explain why the project is necessary. What is the problem / opportunity it will address and how does it meet needs not being addressed in existing, similar projects?

How does the project demonstrate environmental leadership? How will the project influence and inspire the community to act on ecological harm reduction?

**Alignment with the Whitehorse Sustainability Plan (2015-50)**

| 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. residents, families, clients, staff, members).*

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

**Measuring Community Benefits:** *Describe how your project will benefit the target audience and wider community. What are the indicators to gauge the success of the project?*

**Contributions:** *Describe any community partnership contributions to the project. Please also include the requested/confirmed paid or in-kind contributions in the Budget section. Include support letters from partners, if applicable.*

| Organization / Individual | How will they be involved / what will they contribute? |
|---------------------------|--|
| Name                      |  |
| Contact Person            |  |
| Telephone number          |  |
| Email                     |  |
| Name                      |  |
| Contact Person            |  |
| Telephone number          |  |
| Email                     |  |
| Name                      |  |
| Contact Person            |  |
| Telephone number          |  |
| Email                     |  |
| Name                      |  |
| Contact Person            |  |
| Telephone number          |  |
| Email                     |  |

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

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

**Funding Acknowledgement:** *How will the City be recognized for its contribution? The City logo must be on all printed material, advertisements and displays as well as verbal acknowledgement, where applicable.*

**Long Term Plan:** *Who will maintain the funded equipment assets after project completion, where applicable? What is the maintenance and security plan of the equipment? Will this project be continued by you or another organization?*

**Your Organization:** *Describe your organization's experience and ability to undertake the project with a high likelihood of success. List any experience delivering similar projects and resources available to support.*

**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 planned expense details, paid or in-kind (e.g., categorized item, cost per unit and number of items, cost by hourly rate and number of hours, etc.) and planned revenue/funding contribution sources for the whole project.

Please read the Environmental Grant Policy before completing your application. The policy specifies what expenses are eligible and not eligible for funding support. For example, sales tax and ongoing wages are not eligible. Capital/equipment costs over \$1,000 are eligible for funding at 50%. Please identify other funding sources for expenses not eligible under the grant or exceeding the total requested grant. We require quotations for service contracts and equipment/capital expense items (two quotations for costs over \$500).

| Expense Item   | Details | Funding Source | Amount (\$) | % of Budget |
|--|---------|----------------|-------------|-------------|
| <b>Human Resources – Honorarium</b>                    |         |                |             |             |
|  |         |                |             |             |
|  |         |                |             |             |
| <b>Human Resources – Service Contract</b>              |         |                |             |             |
|  |         |                |             |             |
|  |         |                |             |             |
| <b>Materials / Supplies</b>                            |         |                |             |             |
|  |         |                |             |             |
|  |         |                |             |             |
| <b>Equipment / Capital</b>                             |         |                |             |             |
|  |         |                |             |             |
|  |         |                |             |             |
| <b>Rental</b>  |         |                |             |             |
|  |         |                |             |             |
|  |         |                |             |             |
| <b>Advertising, printing, shipping, postage, other</b> |         |                |             |             |
|  |         |                |             |             |
|  |         |                |             |             |
| <b>Total Project Budget</b>                            |         |                |             | 100%        |

|  |    |
|--|----|
| <b>Total requested from City of Whitehorse Environmental Grant</b> | \$ |
| Total amount provided by your organization                         | \$ |
| Total amount requested from other sources                          | \$ |
| Total in-kind contribution from all sources                        | \$ |
| <b>Total Project Budget</b>  | \$ |