

# OAKVILLEREADY COMMUNITY CLIMATE ACTION GRANT

Framework and Eligibility Guidelines

## INTRODUCTION

The OakvilleReady community climate resiliency program is designed to provide an extra layer of care and education surrounding climate change adaptation and resilience. Extreme weather events, such as flooding, high wind and heat, are becoming more frequent and intense and often result in downed trees and power lines, power outages, environmental damage, personal injury and more. There are 8 OakvilleReady hubs in Oakville dedicated to help engage, educate, prepare and respond with a neighbour helping neighbour approach.

The OakvilleReady program is a collaborative effort of the Town of Oakville, the Halton Environmental Network (HEN), Halton Region Emergency Management, the eight [OakvilleReady hub locations](#) and the community of Oakville.



# OAKVILLEREADY COMMUNITY CLIMATE ACTION GRANT

## Framework and Eligibility Guidelines

### OBJECTIVE

This new grant program is intended to enable Oakville residents to take climate action within their own communities and social networks. The ORCCA grant is designed to provide a fair and equitable opportunity to access funds to implement community-initiated actions that will help build the community's resilience to our changing climate.

This grant will fund resident-led local initiatives that aim to reduce emissions, energy use, waste, dependence on automobiles, or that increase climate knowledge, social capital, local food security, biodiversity and resilience to extreme weather events.

### THIS FUNDING PROGRAM AIMS TO SUPPORT PROJECTS THAT:

1. Provide a user-friendly collaborative application and administration process to reduce barriers and provide opportunities
2. Contribute to the reduction of greenhouse gas (GHG) emissions (climate mitigation); and/or,
3. Enhance resiliency to climate change impacts (climate adaptation); and/or,
4. Educate the community about climate change action.

#### IN SUPPORT OF:

ENVIRONMENTAL  
SUSTAINABILITY

and

COMMUNITY  
BELONGING



# APPLICANT ELIGIBILITY

## ELIGIBLE APPLICANTS:

- Informal or ad-hoc group of residents:
  - Applicants must demonstrate that their informal group is composed of a **minimum** of three residents who reside in different households within Oakville (households can include residents in separate units in high rises and/or community housing locations)
- Volunteer-led community groups:
  - including youth and school-based groups, service clubs, resident associations, and parent councils
- Not-for-Profit Organizations:
  - The group must be a not-for-profit organization and operate under the authority of a volunteer board, committee, or individual that is elected or appointed by the general membership or group.

## INELIGIBLE APPLICANTS

- Organizations or activities that the town deems may promote discrimination, as defined by the Ontario Human Rights Code, and that are not inclusive.
- Political party or politician
- The applicant has already received funding from the Town of Oakville including grants administered by other organizations (i.e., Business Improvement Areas (BIAs), Oakville Arts Council, Sport Oakville, Community Activation Grant, etc.).
- The applicant has already received Town funding for the same initiative within the same calendar year.



# PROJECT ELIGIBILITY

## ELIGIBLE PROJECTS MUST:

- **Be offered at no cost to the community and participants**
- **Occur within the Town of Oakville**

### **Projects must be able to:**

- Produce measurable climate action:
  - Reduce energy use, waste, greenhouse gas emissions, energy use, dependance on automobiles, and/or,
  - Increase climate knowledge, social capital, local food security, biodiversity and resilience to extreme weather events, and/or,
  - Reduce personal risk to extreme weather such as flooding, power outages, high wind and heat.
- Promote inclusivity, diversity and equity amongst all participants.
  - Support poverty reduction, protecting low-income residents
  - Advance social equity
  - Improve affordability, especially for vulnerable populations
- Improve livability for neighbourhood residents,
  - Does the project increase social capital within Oakville communities and neighbourhoods?
  - Does the project bring together a diverse group of people from the neighbourhood?
  - Is this project scalable to other residents, neighbourhoods, or municipalities?
  - Does the project improve public health or local air quality?
- Prove to be fiscally responsibility
  - Is the budget clear? Does it make sense for the project?
  - Is the timeline clear and feasible?



# PROJECT ELIGIBILITY

## ELIGIBLE PROJECTS INCLUDE (BUT ARE NOT LIMITED TO):

### **Energy & Emission Reductions**

- Energy audits and small retrofits
- Electric Vehicle (EV) charger installation – public location, shared by three or more households
- Carpool, Bikeshare, bicycle repair clinic, bike racks or bike lockers
- Bicycle parking for special event
- Electric small garden equipment (leaf blowers, trimmer, lawn mowers)

### **Local Food Security & Biodiversity**

- Installation of food, pollinator or medicinal community gardens
- Garden Tool Library – electric trimmers/leaf blowers, spades, shovels

### **Extreme Weather Preparedness**

- Backup power sources for medical supplies, shared by 3 or more households
- Depaving parking lots and driveways to increase stormwater infiltration
- Rain gardens, window well covers, flood mitigation efforts
- Extreme temperature relief – fans, portable AC/heating units for communal areas
- 72-hour preparedness for high rise buildings

### **Environmental Protection & Education**

- Hosting workshops to increase knowledge about climate change, emission and energy reductions, sustainability, emergency and extreme weather preparedness, Indigenous knowledge & teachings

# PROJECT ELIGIBILITY

## INELIGIBLE PROJECTS:

- Political in nature
- Projects where participation is conditional on the organization's religious activities
- Initiatives that contradict any town policies or procedures
- Volunteer and/or staff appreciation events, banquets, or awards ceremonies
- Events that charge an admission or registration fee
- Commercial venture and/or marketing and advertising for a private company

## ELIGIBLE EXPENSES INCLUDE:

- Materials and equipment
- Installation fees
- Facility rentals
- Permits
- Insurance
- Speaker/Facilitator Fees
  - Expenses related to hiring a third-party speaker or facilitator necessary for project delivery
- Food and refreshments
  - Compostable cutlery and flatware including paper plates, bamboo and/or wood utensils, paper cups, garbage/recycling/compost bags
  - Halton Region garbage bag tags
- Marketing and promotions
  - Printed materials (newspaper ads, flyers, pamphlets, banners)



# PROJECT ELIGIBILITY

## INELIGIBLE EXPENSES INCLUDE:

- Organizational operating costs
- Staff salaries and consulting fees
- Deficit reduction funding and/or accumulated deficits
- Conference or membership fees
- Activities that charge an admission or registration fee
- Fundraising projects
- Promotion of a political party or politician
- Travel and accommodation
- Purchase of any alcohol beverages, tobacco, or cannabis products
- Expenses accruing prior to the grant being awarded
- Major capital expenditures (such as the purchase of land, buildings, building renovations, machinery and vehicles)
- Fireworks
- Single use plastic products
- Informal groups cannot utilize grant funds for the purchase of chairs, tables, tents, sound system or any other items that need to be “owned” by someone after the event
- Non-profit organizations can purchase equipment, but the equipment must remain with and be stored by the non-profit organization

**If you have any questions or require clarification regarding the guidelines outlined in this document, please email [info@haltonenvironment.ca](mailto:info@haltonenvironment.ca)**



# APPLICATION PROCESS

Applicants need to complete the application form, which is available on-line at [oakvilleready.ca](http://oakvilleready.ca). Hard copies are available at Town Hall, at Queen Elizabeth Park Cultural and Community Centre (QEPCC), or any of the [OakvilleReady hubs](#), upon request. The deadline to apply for an ORCCA Grant is June 30 of each year.

Initial evaluation of all applications will be completed by the OakvilleReady Judging Panel consisting of at least 5 members of the OakvilleReady community climate change resiliency program. Additional expertise may be requested for judging in each of the 4 grant categories: Energy and Emission Reductions, Local Food Security and Biodiversity, Extreme Weather Preparedness, and Environmental Protection and Education. The application review process can take up to eight weeks to complete.

Applications will be evaluated based on their ability to demonstrate that the project is measurable, replicable and sustainable. The weight of each question is noted within the Application and the Decision-Making Matrix can be found on page 13.

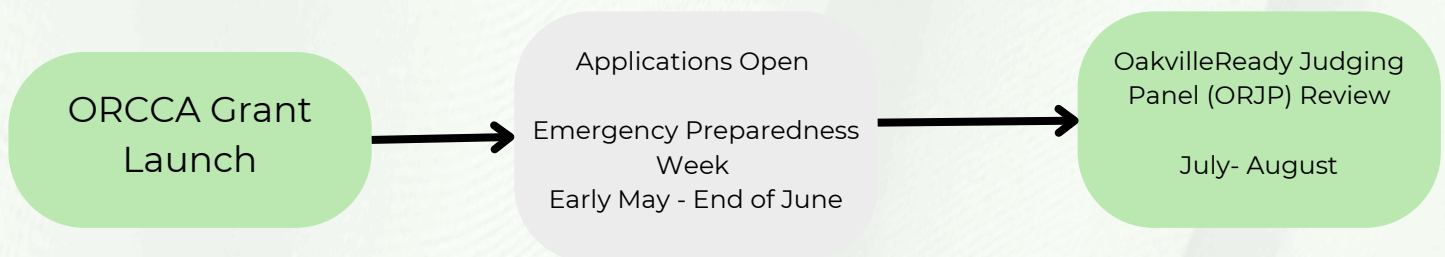
Successful grant submissions will require applicants to enter an agreement for the disbursement of funds. Funds will be disbursed approximately two weeks after the signed agreement is received. All funds must be spent as documented in the application submission and project guidelines. Applicants agree to report back upon completion of the project, within 12 months, including an accounting of all expenses, with proof of purchases, if requested. Receipts are not required to be submitted, but the applicant must keep all receipts/proof of purchases with them for 12 months. Eligibility for future grants will be impacted if the report is not completed. It is understood that the OakvilleReady program will use pictures of the selected projects throughout its completion to help promote the ORCCA grant in future years.

Submissions that require further elaboration, or are not successful, will be followed up on by a member of the OakvilleReady Judging Panel. Unsuccessful applicants may submit an appeal to the OakvilleReady Judging Panel in the case where it can be demonstrated that the information in the application was misunderstood in the assessment process. All appeals will be reviewed by the Halton Environmental Network team.

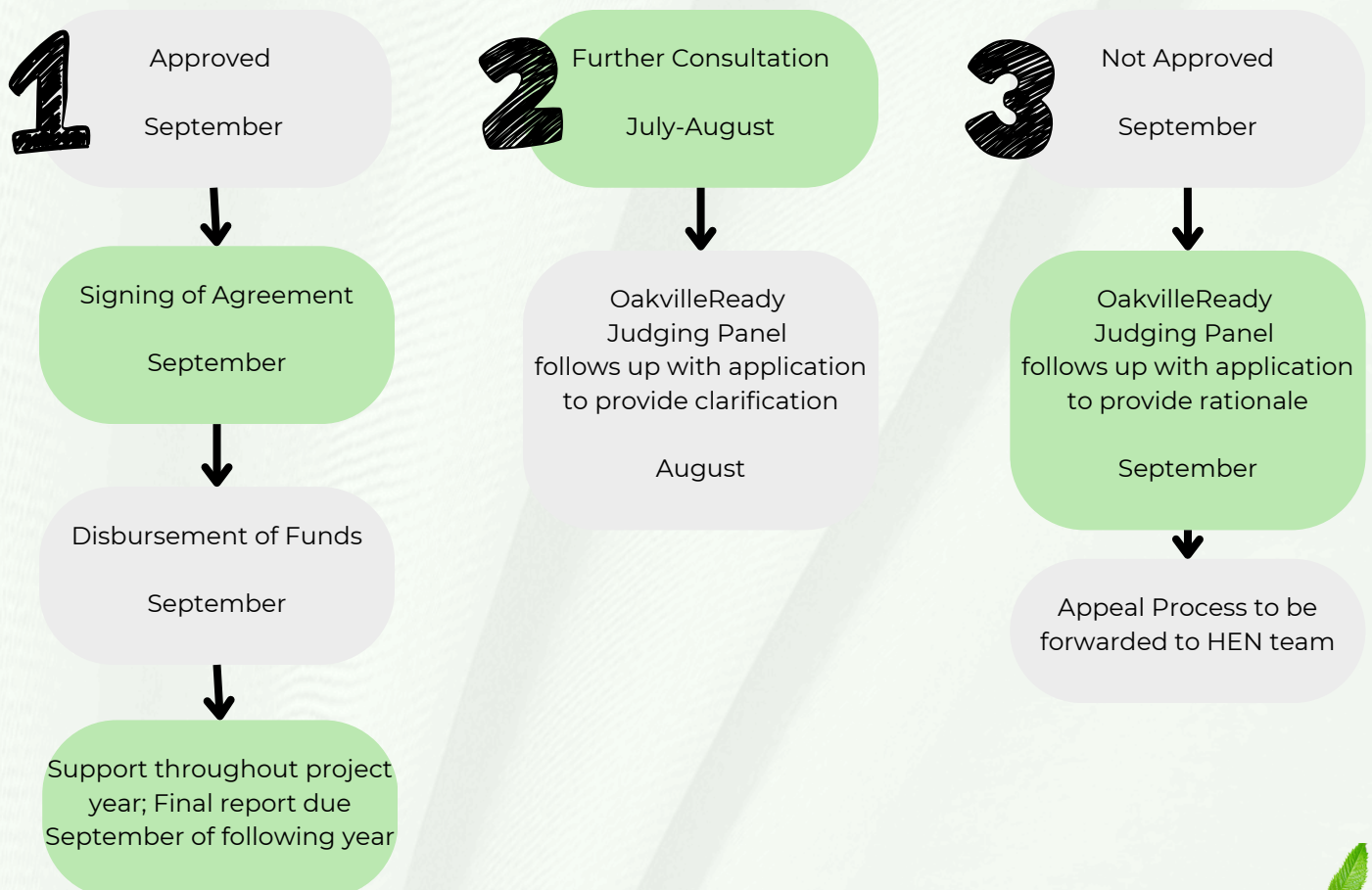
# APPLICATION PROCESS

The application submission, judging process, and timelines are described in the figure below.

## PROCESS MAPPING AND ANNUAL TIMELINES:



## POSSIBLE OUTCOMES:





# ORCCA APPLICATION FORM

**Please refer to the Grant Categories and Eligible Applicant information on page 2-3 of this ORCCA Framework and Application Guide.**

## **ORCCA Grant Category:**

- ☐ Energy and Emission Reductions
- ☐ Local Food Security and Biodiversity
- ☐ Emergency & Extreme Weather Preparedness
- ☐ Environmental Protection and Education

## **Applicant Information**

- ☐ Informal or ad-hoc group of residents
  - 3 separate residences within Oakville
  - More than 3 separate residences
  - High-rise building, condos and townhouse units
  - Other \_\_\_\_\_
- ☐ Volunteer-led community groups
  - Youth group
  - School group, parent Council or similar
  - Service clubs - Rotary Clubs, Guides, Scouts
  - Resident associations
  - Other \_\_\_\_\_
- ☐ Not-for-Profit Organizations:
  - a not-for-profit organization that operates under the authority of a volunteer board, committee, or individual that is elected or appointed by the general membership or group
  - Other \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Applicant Contact:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**(provide google map link, google earth screenshot)**

**Please refer to the Project Eligibility and Eligible Expenses information on page 4-7 of this guide for more information. This application will be graded on how many of these eligibility requirements are met.**



# ORCCA APPLICATION FORM

Describe the project idea in detail including the project timing and all who will be involved in the project planning and execution. **(Max. 250 words, Weighted 20%)**

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Describe the anticipated project outcomes and how this project will contribute to increased climate resilience in Oakville. **(Max. 250 words, Weighted 20%)**

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Describe how the larger community will be engaged throughout this project. The 'larger community' may describe students, staff, neighbours, members etc. **(Max. 250 words, Weighted 20%)**

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Describe how this project or project components could be replicated in other communities or areas of Oakville. **(Max. 250 words, Weighted 20%)**

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# ORCCA APPLICATION FORM

Describe how you will track, measure and evaluate your project's success throughout its planning and delivery. **(Max. 250 words, Weighted 20%)**

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## Budget

Requested Amount: \$\_\_\_\_\_

**(up to and including \$3500/project)**

Provide an itemised list of anticipated costs related to this project.

Provide information related to any other funding sources including in-kind contributions, grants and donations. Other funding sources are not required.

The budget template will be available at [oakvilleready.ca/ORCCA](http://oakvilleready.ca/ORCCA) once applications open.

Have you applied for any other funding or grants from the Town of Oakville for this project?

**Yes / No**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# ORCCA DECISION MAKING MATRIX

Evaluation Criteria	Requirement	Response	Weight
<b>Project idea</b>	Describe the project idea in detail including the project timing and all who will be involved in the project planning and execution (Max. 250 words)	The applicant clearly describes the project idea, the timing of all activities and the role of all those participating in the project planning and delivery.	20%
<b>Anticipated Outcomes</b>	Describe the anticipated project outcomes and how this project will contribute to increased climate resilience in Oakville. (Max. 250 words)	The applicant sufficiently states what the desired outcomes of the project will be. What impact will this project have on Oakville's resilience to climate change?	20%
<b>Project Engagement</b>	Describe how the larger community will be engaged throughout this project. "Larger community" may describe school, staff, neighbours, members etc. (Max. 250 words)	The applicant has provided a clear picture of the anticipated outputs of their project and how that relates to the main project outcome. The outputs are meaningful and align with the grant project eligibility.	20%
<b>Scalable and Replicable</b>	Describe how this project or project components could be replicated in other communities or areas of Oakville. (Max. 250 words)	The applicant has described how this project idea could be tailored and scaled for implementation in other communities / households.	20%
<b>Monitoring / Evaluation</b>	Describe how you will track, measure and evaluate your project's success throughout its planning and delivery. (Max. 250 words)	The applicant sufficiently describes how the project implementation and outcomes will be tracked and monitored both during and after completion of the project. How will the project's success be evaluated?	20%
<b>Total:</b>			