



101 Town Centre Boulevard,
Markham, Ontario, L3R 9W3

Markham Environmental Sustainability Fund

Applicant's Guide and Application Form

What is the MESF?

The MESF is a Town program that funds innovative and leading environmental initiatives that contribute to the sustainability and health of the natural environment. The fund provides financial resources for projects in Markham that promote environmental responsibility and enhance the protection of the Town's natural resources.

Who Can Apply?

Eligible organizations include: other levels of government, public agencies, school boards and Markham Community Groups including: Markham-based community ratepayer associations and local organizations, such as conservation groups, Scouts, etc.

Multi-jurisdictional groups, such as NGOs, or other organizations may be considered if there are clearly demonstrable benefits in the Town of Markham, conditional on such groups working with a local Markham community group.

A maximum of 3 schools may receive funding per funding cycle, to a maximum of \$5,000.

Individuals and "for profit" organizations are not eligible.

What are the Program's Requirements?

Applications will be considered by the Environmental Issues Committee for recommendation to the Finance and Administrative Committee and Council. The following objectives shall be considered by the Environmental Issues Committee when reviewing applications:

- the project provides a widespread lasting environmental benefit for the community;
- the project is a leading environmental innovation (i.e. pilot project) that can be showcased by the Town of Markham;
- the project promotes education, understanding and participation in environmental sustainability in the Town of Markham; and,
- the project supports the Town's environmental policies and strategic plan.

Projects will be expected to meet at least one of these objectives, if not more. Applications that do not meet any of these criteria will not be approved.

What are the Community Funding Criteria for an Application?

- projects must be within Town of Markham, initiated by Town Staff or Councillors of the Town of Markham or Town of Markham community groups;
- applicants can request a maximum of \$10,000 from the MESF per project per year;
- applicants may only apply once a year, for projects that will be completed within that same one-year time frame (12 months from issuance of cheque);
- only materials and equipment costs (not consulting services) are eligible for funding from the MESF;
- the project should have measurable results; and
- any groups that received funding for projects which have not been completed and reported are not eligible for future funding.

What are some Suggested Projects?

- energy efficiency initiatives / pilot projects
- climate change reduction and Kyoto initiatives
- clean air awareness activities and initiatives
- water management promotion
- green roof promotion and implementation
- downspout disconnection/rain barrel program
- wildlife habitat restoration/naturalization activities
- water conservation/efficiency initiatives
- natural features study update/implementation

- environmental and natural gardening promotion and information
- clean-up activities
- environmental management activities
- school environmental projects

When are the application deadlines?

Funding will be awarded twice a year in Spring and Fall. Applications must be submitted by February 6, 2006 for Spring funding and September 8, 2006 for Fall funding.

How Do I apply?

- Step 1 Speak with the Manager of Environmental Leadership about your proposed application;
- Step 2 **Complete the Application Form.** Please ensure that it is legible and signed.
- Step 3 **Prepare any supporting information**, such as illustrations and maps and attach them to the application form. In the event the Registered Owner of the lands is an entity other than the Town of Markham, a letter must accompany the application stating that: the Owner consents to this application; acknowledges that the proposed project complies with all its applicable policies and requirements; and, that the writer has the authority to give its consent. Sufficient and complete information must be provided with the application for the Environmental Issues Committee to make a decision.
- Step 4 **Submit your application to the Manager, Environmental Leadership, Town of Markham, Ontario, L3R 9W3. Telephone 905-415-7502, Fax 905-475-4710.**

Application Checklist

Please ensure that your application is complete. Are the following included in your submission?

- A complete and signed application form, including all budget and funding details
- All supporting documentation such as a map, species list, etc.
- Consent letter from registered owner, if applicable

What will happen next?

The Environmental Issues Committee will review all applications taking into account the established objectives and criteria described above. They may choose to grant the right to the applicant to present their proposal, if requested. They will determine which projects should be funded and how they should be funded (in a single payment or in phases) and make a recommendation to General Committee and Council.

How will I be notified?

A letter of acknowledgement will be sent upon receipt of an application. If your project is approved for funding, you will be contacted. If your application is not approved, you will be informed in writing.

What happens after the Project is completed?

Upon completion of the project and no later than 12 months from delivery of the funding, you are required to submit your project report. Include a project summary and photos so we can review and promote your project, together with the completed consent forms permitting use of your photographs by the Town (copy attached).

What does a Project Report Contain?

- accounting of how all funding has been spent
- original copies of paid invoices
- description of the success/any shortfalls of the project
- photographs for review and promotion of the project
- completed consent form for use of photographs

A project format will be provided to assist you in preparing the report

APPLICATION FORM

For Office Use Only - **Project No.:**

Group Information

Name			
Address			
Phone		Fax	
Email		Website Address	
Charitable/Non Profit Organization registration # (if applicable)		Our Group has a bank account in the name of our organization Yes____ No____	

Briefly describe what your group does:

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Projects Contacts

Name		Name	
Title		Title	
Phone (work)		Phone (work)	
Phone (home)		Phone (home)	
Email		Email	

Project Summary

Title			
Location of Project			
Name of Registered Owner of the Lands			
Address of Registered Owner of the Lands			
Contact Name for Registered Owner of the Lands			
Phone # Registered Owner of the Lands		Duration (months, maximum 12 months)	
Request for	<input type="checkbox"/> Spring Funding	<input type="checkbox"/> Fall Funding	<input type="checkbox"/> Either
Start Date of Project		End Date	

Please describe which of the following objectives your project meets and how:

- ☐ the project provides a widespread lasting environmental benefit for the community;
- ☐ the project is a leading environmental innovation that can be showcased by the Town of Markham;
- ☐ the project promotes education, understanding and participation in environmental sustainability in the Town of Markham; and,
- ☐ the project supports the Town's environmental policies and strategic plan.

Please provide a detailed description of your project in the following space. Please attach additional pages if necessary to fully explain your project. This description should include:

- ☐ Purpose for the project
- ☐ Description of Project Team
- ☐ What will your project accomplish? (include workplan with timelines)
- ☐ Who will maintain and monitor the project after its completion? (please provide contact information)
- ☐ What are the measurable benefits of this Project?
- ☐ How will you promote the MESF fund with this project?
- ☐ Describe other funding sources/in kind support
- ☐ How will the benefits to the environment and your community be maintained after your project has been completed?
- ☐ Will there be an educational sign component? If so, please describe

Please also provide a cost summary including (please use attached budget forms on pages 4 and 5 to this application to provide details of the costs)

Total Project Cost		Amount requested from the MESF	
Amount from other sources		In Kind support hours	

BUDGET FORM - HUMAN RESOURCES

[illegible]

BUDGET FORM

Materials, Supplies and Equipment	Cost			MESF Funding \$	Other Funding \$
	# of units	Unit Cost \$	Total Cost \$		
(e.g. native seedlings)	500	1.00	500.00	200.00	300.00
Other Expenses (please note that consulting services are not eligible for MESF funding)					
(e.g. printing brochures)	100	0.50	50.00	25.00	25.00
Total					

How did your organization hear about the MESF?	
<input type="checkbox"/> Town website <input type="checkbox"/> Newspaper advertisement	<input type="checkbox"/> Word of mouth <input type="checkbox"/> Other
Upon completion of this Project please submit your project report, as well as original invoices, photos and records to Manager, Environmental Leadership, Town of Markham, 101 Town Centre Boulevard, Markham, Ontario, L3R 9W3. Telephone 905-415-7516. Fax 905-475-4710. Photos may be posted on the Town's website.	

APPLICANT'S SIGNATURE

I hereby make application for funding from the Markham Environmental Sustainability Fund, declaring that all information contained herein is true and correct and acknowledging that the Town of Markham will assess this application based upon the information contained in this application.

If approved for funding I further acknowledge and agree:

1. to comply with all relevant policies and secure all permits required for this project and acknowledge that the Town bears no responsibility or has any liability in any manner with respect to this project.
2. that the Town reserves the right to review communications and communication materials to be presented to the public to ensure compliance with Town policies, including the Town's Communication Standards.
3. to promote the Markham Environmental Sustainability Fund on any communication materials, or signage associated with this project and will provide a detailed report on the project outlining how the funds were used to support the project upon completion of the project and no later than 1 year from receipt of the funding.
4. to allow the Town of Markham to use the project name and any images associated with the project to promote the Markham Environmental Sustainability Fund.
5. to return all unspent funds to the Town of Markham upon completion of the project.
6. that there shall be no personal benefit directly, or indirectly, from this funding and I will notify the Town of any conflict of interest situation should it arise in carrying out of the project.
7. that the Town is not a partner with the MESF recipient.

Signature

Title

Printed Name

Date

In the event the Registered Owner of the lands is an entity other than the Town of Markham, a letter must accompany the application stating that: the Owner consents to this application; acknowledges that the proposed project complies to all its applicable policies and requirements; and, that the writer has the authority to give its consent.

Submission of this application form does not guarantee approval of your application.

Personal information contained herein is subject to the Municipal Freedom of Information Act and the Personal Protection and Electronic Documents Act. The information collected may be used for promotional purposes. Completion of this form constitutes consent by the applicant to these terms and uses.

FOR OFFICE USE ONLY			
Date Application Received:		New Applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved/Not Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Acknowledgement Letter Sent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Sent:	
Letter of Approval or Rejection Sent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Sent:	
Final Report Received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:	
Photos Received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Received:	
Consent for Photographs received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Photos posted on Website?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Attachment to this application: Consent form for photos

Markham Environmental Sustainability Fund

Photo Consent and Release Form

I, _____ hereby permit and authorize the Town of Markham (the "Town") to
(Print in full - first, middle initial & last name)
take my photograph/image.

I acknowledge and agree that the Town may publish or use the image for any Town purposes by any means whatsoever including, but not limited to electronic or digital means. I acknowledge that the Town may not be able to control the distribution or use of the image by other than Town representatives.

I agree that this Consent and Release is given in perpetuity and for no consideration, credit, acknowledgment or financial recompense, now and in the future.

I hereby hold the Town harmless for any claims, actions, debts, damages, injuries or losses that may arise or be incurred as a result of the taking, use, publication or distribution of the image and I agree to indemnify the Town against any third party claims, actions, damages, injuries or losses brought or assessed against or incurred by the Town for the use of the image(s).

Contact Information					
Signature:				Date:	
Address:					
Town:		Province:		Postal Code	
Telephone:			Email:		
Town of Markham					
Town Representative:				Date:	

