

# CITY OF WHITEHORSE

## COUNCIL POLICY



**POLICY: ENVIRONMENTAL GRANT**

<b>Policy Number:</b>	<b>2019-05</b>
<b>Approved by:</b>	<b>Council Resolution 2019-20-06 dated October 28, 2019</b>
<b>Effective date:</b>	<b>January 1, 2020</b>
<b>Department:</b>	<b>Planning and Sustainability Services/Legislative Services</b>

### **PURPOSE:**

The purpose of the City of Whitehorse Environmental Grant Policy is to guide the allocation and management of environmental fund grants within the City of Whitehorse. These grants support outcomes identified in the Whitehorse Sustainability Plan.

The objective of the Environmental Grant Policy is to frame a grant program that support projects of three main groups within the City of Whitehorse:

**Societies** currently registered under the *Yukon Societies Act*;

**Commercial Organizations:** entities that undertake activities for the purpose of profit or gain with a valid City of Whitehorse business license; and

**Schools** located in Whitehorse.

### **POLICY STATEMENT**

The City of Whitehorse upholds its statutory responsibility to ensure the lawful, transparent and prudent expenditure of public funds.

This policy is pursuant to section 245 of the *Municipal Act* (R. S. Y. 2002) as amended, which gives the City of Whitehorse the authority to make grants to any person or association of persons.

This policy should be read in conjunction with the City's applicable Acts, Bylaws, and Policies including the *City Grant Making Policy (#2014-27-06)*, Administrative Directives, Procedures, and supporting references.

### **SCOPE**

The Environmental Grant Policy applies to applicants for environmental grants and to City Administration. There are no exceptions provided in this policy.

### **Consequence of Non-Compliance**

City staff charged with the administration of the grant funding and proponents applying for funding under this policy would be accountable to the provisions under this policy and any related City Bylaws or Policies.

## **DEFINITIONS**

“APPLICANT” means the person or organisation submitting an application to be considered for an Environmental Grant.

"ACCOUNTABILITY STATEMENT" means a statement of revenues and expenditures for the completed project, filled out by the applicant that received the Environmental Grant.

“CITY” means the City of Whitehorse.

“CITY ADMINISTRATION” means the City Manager, Directors, Managers, Supervisors or any other persons who are in a position of directing work and/or people relating to City workplace operations.

“CAPITAL” means the acquisition of, or addition to, a fixed asset such as land, building or structures.

“COMMERCIAL ORGANIZATION” means a business that has held a valid City of Whitehorse business license on, and six months continuously prior to, the application date.

“COUNCIL” means the duly elected municipal council of the City of Whitehorse.

“DEPARTMENT” means the City of Whitehorse Department of Planning and Sustainability Services or other designated department and designated employees.

"ENVIRONMENTAL COORDINATOR" means the City of Whitehorse Environmental Coordinator or designate.

“EQUIPMENT” means machinery, appliances, apparatus, tools or installation.

“FINAL REPORT” means a written document showing how the primary objectives of the funded project were met.

"GRANT REVIEW TEAM" means an internal team of individuals brought together for the express purpose of reviewing Environmental Grant applications and shall consist of the Environmental Coordinator and at least two other representatives from the City of Whitehorse.

“HONORARIUM” means a voluntary payment made to a person for services for which fees are not legally or traditionally required. An honorarium is typically used to help cover costs for volunteers or guest speakers.

“MAJOR GRANT” means an Environmental Grant of over \$1,000.00.

“MINOR GRANT” means an Environmental Grant of \$1,000.00 or less.

"OPERATION AND MAINTENANCE" means all operational and maintenance costs including energy, water, sewage, heating, materials, and repairs but shall exclude property taxes and rent.

"PROJECT BUDGET" means a detailed estimate of revenue and expenses for the project. Revenue shall include all grants applied for, fund raising activities, donations, volunteer labour and any financial reserves available to the project.

“SCHOOL” means a school located in Whitehorse.

“SOCIETY” means a society registered under the *Yukon Societies Act* as of the date of application which can provide a confirmation certificate under the *Yukon Societies Act Regulations*.

“SUPPLIES” means items acquired by a grant recipient for the purpose of undertaking and successfully completing an approved project.

“TERMS AND CONDITIONS AGREEMENT” means a written document listing the conditions of the grant as outlined in this policy, as well as the Council-approved expenditure and project-specific conditions.

## **OBJECTIVES**

1. The City recognizes the vital role community groups and organizations play in helping Whitehorse become a sustainable city.
2. Grants support organizations in undertaking projects that benefit Whitehorse and its citizens.
3. In disbursing grant funding, preference shall be given to eligible projects that illustrate some or all of the following elements:
  - (1) The project or event is located within Whitehorse;
  - (2) The project or event is identified as a priority under the Whitehorse Sustainability Plan and other strategic documents;
  - (3) The project or event is of environmental benefit to Whitehorse and its residents;
  - (4) The project or event does not duplicate existing programs in the public or private sector;
  - (5) The project or event demonstrates partnership in the community; and
  - (6) The project or event demonstrates environmental leadership.

## **RESPONSIBILITIES**

### **City Council**

4. Council approves major grants under this policy.

### **City Administration**

5. The Department shall actively educate the community, promote and advertise the availability of the Environmental Grant.
6. The Environmental Coordinator or designate receives and reviews grant applications for eligibility under this policy, and notifies applicants of their status.
7. The Grant Review Team considers applications according to merit, eligibility and available funding, and makes recommendations to Council.

### **Applicants**

8. Grant recipients enter into an agreement with the City upon receipt and approval of application. The agreement outlines expectations and requirement with the following:
9. Successful grant recipients shall;
  - (1) Expend funds as specified in the application;
  - (2) Submit a signed accountability statement and final report within 60 days of project completion that verifies funds were used for the purpose for which they were awarded, and describes and evaluates project outcomes in relation to stated objectives;
  - (3) Acknowledge receipt of the Environmental Grant funding from the City in project promotion and advertising; and
  - (4) Return to the City any unused funds within two calendar months of the accountability statement and final report deadline.

### **Grant Categories**

10. All policy requirements apply to both minor and major grant categories, except where specifically noted.

### **Eligible Applicants**

11. Societies, schools, and commercial organizations are eligible to apply.
12. Joint applications are acceptable; however, the applicants must identify one group that will be responsible for the finances and accountability.
13. Applicants must have a Whitehorse mailing address and a Yukon bank account.
14. Applicants may receive no more than one grant per calendar year.

### **Ineligible Applicants**

15. Any group that is overdue on money or obligations owed to the City, including outstanding Accountability Statements for this or other City grants, is not eligible to apply.

### **Eligible Projects**

16. Projects that meet the following requirements will be considered for funding:
  - (1) The project contributes to the goals of the Whitehorse Sustainability Plan as amended from time to time;
  - (2) The majority of project beneficiaries or participants reside in Whitehorse;
  - (3) The project will take place within Whitehorse in spaces accessible to the public; and
  - (4) The project does not duplicate programs in the public or private sector.

### **Commercial Organizations**

17. Projects proposed by commercial organizations must benefit the wider community.

**Eligible Expenses**

18. Eligible Expenses shall be directly related to the project and may include:
- (1) Equipment and supplies required to complete the project (rental/purchase);
  - (2) Human resources, except those listed under section 20(7). Honoraria may be reimbursed to a maximum of \$175.00 per day;
  - (3) Printing (brochures, educational material, etc.);
  - (4) Project advertising (radio, newspaper, signage, banners, etc.);
  - (5) Facility rental fees for special events; and
  - (6) Airfare, accommodation and meal costs for instructors and presenters in Whitehorse:
    - (a) Meal costs to a maximum of \$64.00 per person per day;
    - (b) Airfare to a maximum of \$500 per person.
19. A project's equipment or capital costs up to \$1,000 are eligible for full funding. For equipment or capital costs exceeding \$1,000, the applicant must provide matching funds for the portion over \$1,000.

**Expenses Not Eligible for Funding**

20. Expenses **not** eligible for funding shall include:
- (1) Fundraising events;
  - (2) Costumes, props and personal care products;
  - (3) Computer hardware, software and internet access;
  - (4) Office furniture and equipment;
  - (5) Costs related to keeping an office (space rental, phone and fax bills, heating, electrical bills). This includes expenses that would normally be defined as ongoing operational expenses;
  - (6) Medals, crests, and uniforms;
  - (7) Ongoing staff wages;
  - (8) Fees payable to the City, such as registration fees, taxes, and facility rental;
  - (9) Gifts and draw prizes;
  - (10) Retroactive funding for projects already completed; and
  - (11) Costs incurred prior to the application being received by the Environmental Coordinator or designate

**Equipment and Capital (\$1,000 and over)**

21. Applicants funded for equipment purchases are responsible for the proper care, maintenance and security of the equipment. Details as to maintenance and storage location must be included in the application. Equipment \$1,000 and more purchased with funds under this policy cannot be traded, disposed of, or sold without the approval of Council.

**Operation and Maintenance**

22. Applicants wishing to have the City assume responsibility for the completed project must request this at the time of application. Annual cost estimates must be included in the application. The decision will be made as part of the grant review process and the City shall not be responsible for any operation and maintenance until such time as the project is complete and a certificate of completion issued.

**Application Deadlines**

23. Major Grant applications will be received by October 15.
24. All Major Grant applications must be received by the City prior to 16:30 on the deadline date. If the application deadline occurs on a non-business day, the application deadline shall be 16:30 on the next business day.
25. Minor Grant applications will be accepted from January 1 to November 15. Any Minor Grant applications received within three weeks prior to a Major Grant deadline will be evaluated with Major Grant applications received at the deadline.

**Fund Availability**

26. Up to 55% of the annual Environmental Grant funds may be granted before the October 15 deadline.
27. Funding will be committed out of the current year's funds only.

**Application Procedure**

28. An applicant may only submit one application at a time.
29. For Societies, the name of the applicant must be the official name as registered under the *Societies Act*.
30. Applications must be completed in full according to the Environmental Grant Application.
31. Any proposed service contracts and equipment purchases, other than incidental expenses, shall have accompanying quotations. Contracts or equipment purchases over \$500 shall be accompanied by two quotations.
32. The Environmental Coordinator or designate will review all applications for completeness, accuracy and compliance with this policy. Applications not complying with this policy will be deemed incomplete, will not be forwarded for review; and will be returned to the applicant with a letter indicating the reasons for rejection.

### **Assessment Procedure**

33. The Grant Review Team will meet to consider the applications as soon as possible following an application deadline or receipt of a completed Minor Grant application.
34. The Grant Review Team may request applicants to make a presentation to the Grant Review Team on the project.
35. In a closed session, the Grant Review Team will thoroughly discuss each application and make recommendations to Council, as deemed necessary.
36. The Grant Review Team will make recommendations to Council for Major Grant applications. The Environmental Coordinator or designate shall make a formal presentation of Major Grant applications to Council.
37. All recommendations and rationale of the Grant Review Team pertaining to Major Grant applications shall remain confidential until Council has reviewed applications.
38. Minor Grants will be awarded by the Review Team. Council will be notified of the award, and the award will be included in the year end bylaw for grants.
39. Applicants will be notified in writing by the Department of their status, within six weeks of the application deadline for Major Grants, and within three weeks of an application being deemed complete for Minor Grants.

### **Review Team Conflict of Interest**

40. Where a member of the Grant Review Team has a direct personal interest in any grant application under review, the member shall leave the room during the review and discussion and shall not have input on the application.
41. Personal interest shall be interpreted as an instance where:
  - (1) A member is an executive member of the applicant under review; or
  - (2) A member is an employee of the applicant or a commercial/business operation that will stand to gain financially from the proposal.

### **Assessment Criteria**

42. Applications will be assessed using the following criteria:
  - (1) The project pursues the goals of the Whitehorse Sustainability Plan and other strategic documents;
  - (2) The application is accurate, concise, complete and credible;
  - (3) The applicant demonstrates the ability to contribute in a significant manner to the project. Examples include volunteer labour, partnerships and/or a financial contribution;
  - (4) The applicant demonstrates the ability to undertake the project with a high likelihood of success (i.e. similar projects have been successful and the applicant has demonstrated the ability to conduct projects in the past); and

- (5) The applicant has the appropriate liability insurance, necessary licences, landowner consent and permits required to complete the project.
43. Applications that do not meet the application criteria as defined in this Policy shall not be recommended for funding.

### **Accountability**

44. Prior to the disbursement of funds, successful applicants will be made aware of the terms and conditions of this policy and must acknowledge acceptance of the same and any other conditions that the City may specify. The applicant will be held accountable for the expenditure of the funds.
45. Funds granted under this policy are not transferable between projects and must be used for the specific purposes outlined and approved in each specific grant application. Where a change in project expenditures or project scope is anticipated, a written request shall be submitted for approval by the Environmental Coordinator or designate.
46. Should an applicant wish to withdraw or cancel their funding, a written request shall be submitted to the Environmental Coordinator or designate and funds returned.
47. Accountability shall be in the form of an Accountability Statement supplied to the Environmental Coordinator or designate within 60 days after the scheduled completion date.
48. The Accountability Statement and final report must be completed in full according to the Accountability Statement including copies of the receipts and/or cancelled cheques, and demonstration of recognition for City support.
49. Any funds found to be surplus to the specific project and uses approved, shall be returned to the City with the Accountability Statement.
50. The applicant may request a six-month extension to complete the project by applying in writing to the Environmental Coordinator or designate.

### **Disbursement of Funds**

51. Societies can receive two-thirds of the funds approved by Council upon return of the signed Terms and Conditions Agreement. Other applicants will receive funds upon acceptance of the Final Report, Accountability Statement, and receipts.
52. Minor Grants will be paid upon acceptance of the Final Report, Accountability Statement, and receipts.
53. Applicants assume responsibility for any debt or deficit incurred as a result of projects.
54. The Accountability Statement will provide evidence that the matching funding in the initial application was secured and used to complete the project.

## **GENERAL**

55. On special occasions and in consultation with Departments and the Environmental Coordinator or designate, Council may, at its discretion, give grants to applicants, and may approve specific conditions regulating the expenditure of the grant funds.
56. The City must receive recognition of the funds received under the Environmental Grant (City logo on all printed material, advertisements, displays as well as verbal acknowledgement, where applicable).

## **REPEAL OF EXISTING POLICY**

The Environmental Grant Policy adopted by council resolution #2017-13-05, including all amendments thereto, is hereby repealed.



## **Supporting References**

Please note that some of the items below may not be publicly available.

Related Council Policies, bylaws, Administrative Directives and other applicable Acts and Regulations

Yukon Government *Municipal Act and Regulation* (Act. SY 2002, c.154) & (Regulation. O.I.C. 1988/43)

Contact the Planning and Sustainability Services Department for additional applicable Administrative Directives, Procedures, Bylaws, Acts and supporting references.

## **History of Amendments**

<u>Date of Council Decision</u>	<u>Reference (Resolution #)</u>	<u>Description</u>
December 13, 2004	2004-25-07	Initial approval
January 31, 2011	2011-02-04	Amended
June 26, 2017	2017-13-05	New policy adopted
October 28, 2019	2019-20-06	Revised policy adopted