



## City of Hamilton

# KEEP HAMILTON CLEAN AND GREEN COMMITTEE ADDENDUM

**Meeting #:** 21-008  
**Date:** November 16, 2021  
**Time:** 5:00 p.m.  
**Location:** Due to the COVID-19 and the Closure of City Hall  
All electronic meetings can be viewed at:  
City's YouTube Channel:  
<https://www.youtube.com/user/InsideCityofHamilton>

Whitney Slattery, Clean and Green Coordinator  
(905) 546-2424 ext. 5089

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# CLEAN & GREEN NEIGHBOURHOOD GRANT PROGRAM

## 2021 APPLICATION FORM

Applications that meet the mandate of Keep Hamilton Clean and Green are accepted for up to \$1000 per project. These include: Litter, Illegal dumping, Graffiti, Beautification, and Environmental Stewardship.

All approved grants will be provided with necessary supplies to complete the project. These include: bags, gloves, insurance, bin rentals and waste hauling costs for large-scale clean and green initiatives.

Please review grant criteria at:  
[Clean & Green Neighbourhood Grant | City of Hamilton, Ontario, Canada](#)

### 1. APPLICANT INFORMATION

<b>Applicant's Legal Name:</b>			
<b>Name of Applicant's Representative/Contact:</b>			
<b>Is the Applicant a(n): (check <input checked="" type="checkbox"/> one)</b>			
<input type="checkbox"/> Individual <input type="checkbox"/> Informal Group (such as a Club or Neighbourhood Community Association) <input type="checkbox"/> Partnership or Corporation (including a Not-for-Profit corporation)			
<b>Applicant Representative's Contact Information:</b>			
<b>Address:</b>	<b>Phone #:</b>	<b>E-mail:</b>	<b>Website:</b>

### 2. ACTIVITY/PROJECT INFORMATION

**Funding amount requested:** \_\_\_\_\_



## CLEAN & GREEN NEIGHBOURHOOD GRANT PROGRAM

**When will this activity/project take place?**

**Start Date:** DD/MM/YYYY

**End Date:** DD/MM/YYYY

**How often is your activity/project scheduled to occur (e.g. DAILY, WEEKLY, MONTHLY, ANNUAL or ONE-TIME? (Specify)**

**Which of the following categories apply to this activity/project? (Check ✓ all that apply)**

- Litter
- Illegal Dumping
- Graffiti
- Beautification
- Environmental Stewardship
- Please check ✓ this box if you are also asking for Insurance and Waste Hauling funding for large-scale projects

**Description of the activity/project:**

**Where (provide address/location) will this activity/project take place? Have you obtained all necessary permissions to conduct this activity/project?**



# CLEAN & GREEN NEIGHBOURHOOD GRANT PROGRAM

### 3. CITIZEN ENGAGEMENT

Specifically describe all expected supports for this activity/project from the local neighbourhood (including other donations/grants, # of volunteers etc.)

Please confirm the:

# of people involved in planning this activity or project	
# of people who might participate in the activity or project	

### 4. EVALUATION

What do you want to achieve in completing this activity/project? How will you know if you have been successful?

## CLEAN & GREEN NEIGHBOURHOOD GRANT PROGRAM

### 5. BUDGET

How much will your activity/project cost?

Estimated Expense Item	Source	\$ Expenses
<b>A. i.e. Materials, Supplies and Professional Services (not included)</b>	<b>Identify</b>	<b>\$</b>
		\$
		\$
		\$
		\$
<b>A. TOTAL ACTIVITY/PROJECT COSTS</b>		<b>\$</b>
<p><b>What specific items will the CLEAN &amp; GREEN NEIGHBOURHOOD GRANT be used to fund?</b></p> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>		

### 6. RECOGNITION AND PROMOTION

How will you promote this program/project? How will you recognize the contributions of the Keep Hamilton Clean and Green Committee?



## CLEAN & GREEN NEIGHBOURHOOD GRANT PROGRAM

### **APPLICANT SIGN OFF**

In submitting this Application, I, for myself and on behalf of the Applicant, acknowledge and agree that:

- a. I/We am/are authorized to represent the Applicant and, to the best of my/our knowledge, the information provided in this Application is true;
- b. In this Application, references to the City of Hamilton (the “**City**”) includes the municipal corporation, its elected and appointed officials, officers, directors, servants, employees, volunteers, invitees, committee members, contractors, agents, assigns and insurers;
- c. I/We will carry out the activity/project when and as described in this Application. I/We understand that if there are significant changes to the activity/project and/or I/we fail to complete the activity/project, I/we may be required to return all or some of the CLEAN & GREEN NEIGHBOURHOOD GRANT funds (the “**Funds**”) to the City and it is my/our responsibility to promptly notify the City of any such changes;
- d. In accepting this Application, the City is not obliged to grant any Funds and that, in fact, any such grant shall be made in the City’s total discretion;
- e. I/We assume all liability for the activity/project and hereby release the City from any and all claims, liabilities and damages for any losses or injuries sustained by me/us or others, regardless of how caused, which arise out of or are in any way connected with the activity/project;
- f. I/We further agree to indemnify and hold harmless the City against any claims, liabilities, damages, losses, demands and actions of any nature whatsoever, including solicitors' fees, which arise out of or are in any way connected with the



# CLEAN & GREEN NEIGHBOURHOOD GRANT PROGRAM

## APPLICANT SIGN OFF

activity/project;

- g. If the activity/project takes place on City property, I/we agree to comply with all City requirements and guidelines;
- h. If I/we receive Funds from the City, I/we will, promptly on completion of the activity/project, submit a final report to the City summarizing the activity/project, its objectives and achievements as well as a final budget outlining all other associated donations/grants, costs and expenditures supported by copies of appropriate receipts and invoices. Failure to submit this final report may affect eligibility for future applications to the City;
- i. I/We hereby authorize the City to publicize all information provided by me/us including, without limitation, my/our name(s), all details of this Application and the final report as the City sees fit in its total discretion;
- j. I/We hereby direct any other persons or organizations supporting or participating in the activity/project to share any relevant information with the City on the City's request;
- k. I/We acknowledge that all information provided by me/us is subject to collection, retention, use and disclosure under the *Municipal Freedom of Information and Protection of Privacy Act*, and;
- l. I/We agree to acknowledge the receipt of Funds from the City on all promotional material associated with the activity/project.

Date: \_\_\_\_\_

Applicant's/Representative's Name: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

### I/WE HAVE AUTHORITY TO BIND THE APPLICANT

The City of Hamilton collects information under authority of Section 227 of the *Municipal*



## **CLEAN & GREEN NEIGHBOURHOOD GRANT PROGRAM**

*Act, 2001.* Any personal information collected for the Clean & Green Neighbourhood Grant program will be used for the purpose of administering the Clean & Green Neighbourhood Grant Program, including determining eligibility, selecting successful grant recipients and ensuring the Clean & Green grant funds are used in accordance with grant requirements. By providing your email address, you are consenting to receiving emails from the City of Hamilton for the Clean & Green Neighbourhood Grant Program. Questions about the collection of this personal information can be directed to Diane Butterworth, Clean & Green Coordinator, Public Works, 77 James St. N., Hamilton, Ontario, 905-546-2424 ext. 5089, [Diane.Butterworth@hamilton.ca](mailto:Diane.Butterworth@hamilton.ca).

SAMPLE



**Grant Review Sub-Committee  
April 2021**

**Paulina Szczepanski, Lennox Toppin,  
Brenda Duke, Felicia Van Dyk**

### History of KHCG Grant:

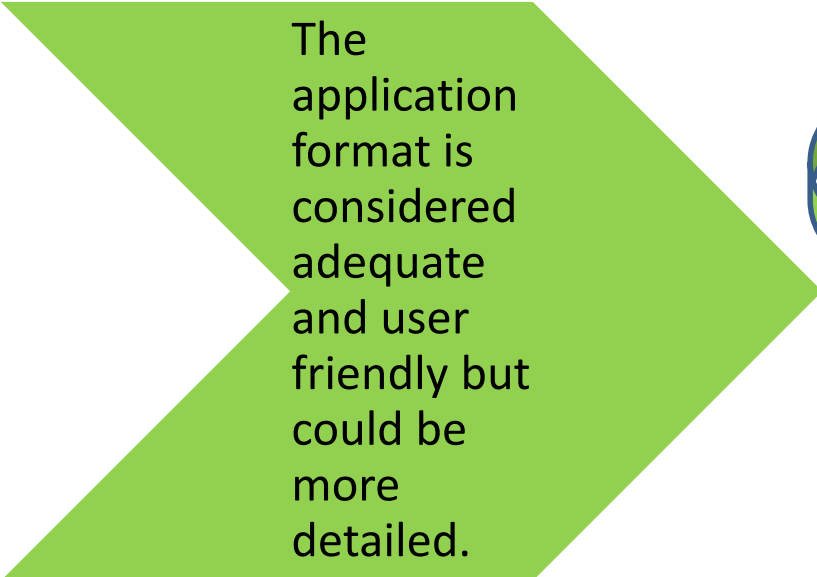
The grant was designed to reach out to community, making it easy for anyone to apply, with few barriers to approval.

Initially, the uptake was minimal, 3 years ago there was very good response but it has remained approximately the same for the last two years.



### Possible Solutions:

- Make the application process longer
- Release earlier, possibly 2<sup>nd</sup> week of January; i.e. announce “coming soon”
- Reach out to more social media groups, promote



The application format is considered adequate and user friendly but could be more detailed.



### **Possible Solutions**

- Include the possible categories and describe them or provide a link to the criteria
- Include a description of what KHCG provides as supplies
- Define the grant as “up to \$1,000:” with no minimum limit or specifics



## **Solution # 1**

Not all criteria is known to applicants. This creates questions for staff, and hinders the ease of application.

**We suggest these categories be added to the application with the addition of the link to the KHCG website**

*“Applications are accepted that meet the mandates of Keep Hamilton Clean and Green. Litter/ Illegal dumping/Graffiti/Beautifcation/Environmental Stewardship/Other*

*To view this criteria please visit [Clean & Green Neighbourhood Grant | City of Hamilton, Ontario, Canada](#)”*

## Solution # 2

The timing of the grant release and the inability to always meet quorum means that the funds are sometimes not release in time for the projects to begin for the season.

**We suggest an earlier release date, possibly in January with a closing date of March 1<sup>st</sup>. That allows sufficient time to complete the application and get the results voted on by the beginning of April with cheques released by April 30<sup>th</sup>. Encourage all committee members to cross post the grant release and advertise in local newspapers**

*“December 30<sup>th</sup> announcement: Coming soon! Keep Hamilton Clean and Green Spring Grant cycle”. Release application the first week of January.*

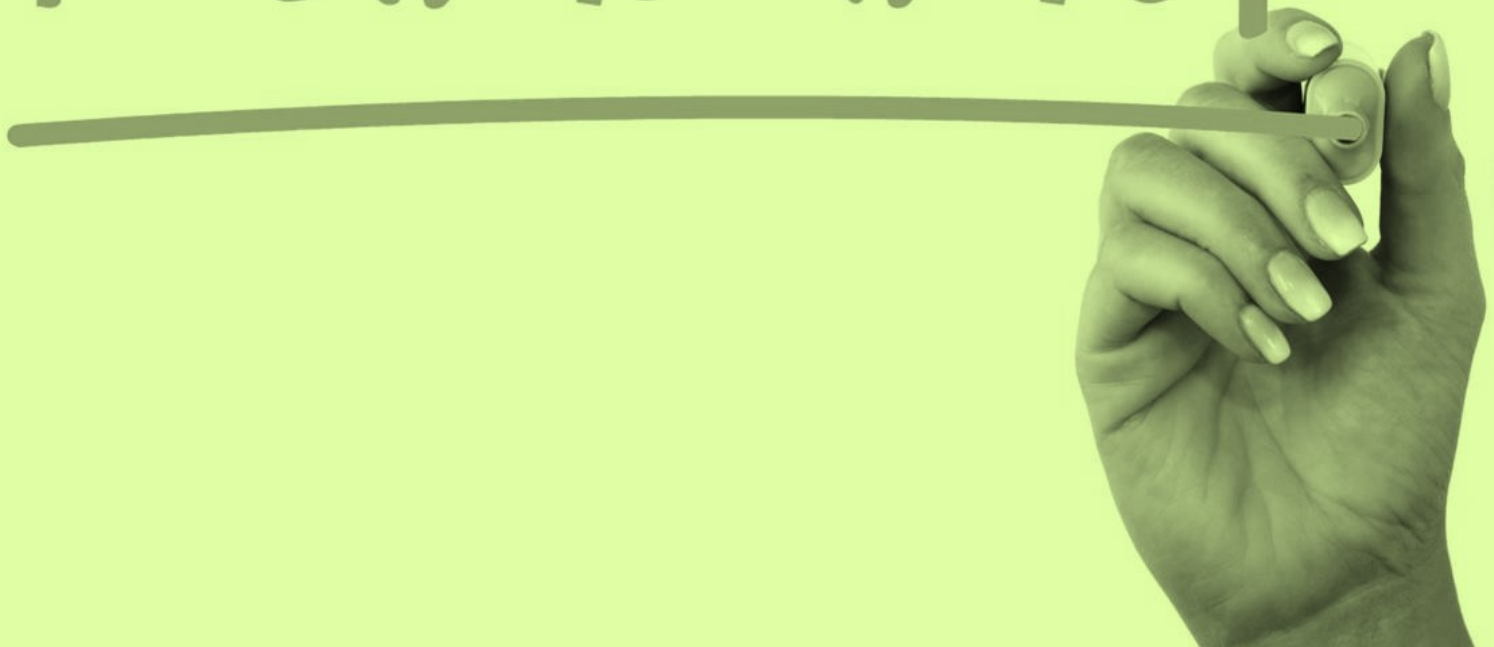
## Solution # 3

Some of the applications include a request for cleanup supplies in the budget. Some of these supplies are provided by KHCG and funds could be applied to other initiatives of the project

**We suggest a list of supplies be added to the application categories be added to the application with the addition of the link to the KHCG website**

“ All approved grants will be provided with necessary supplies to complete the project. This includes: bags, gloves, insurance, bin rentals and waste hauling costs for large-scale clean and green initiatives. [Clean & Green Neighbourhood Grant | City of Hamilton, Ontario, Canada](#)

FUNDING





Currently, there is \$6000 available once a year with funding options set at \$500 and \$1000. Some grants don't request the minimum and the maximum is not always sufficient.

- **We suggest that every option be considered to use the full amount of the grant funds.**
- **If the grant is offered as “ up to \$1000”, we would be able to offer more grants to more residents for more projects.**

## **And finally... Some BIG Ideas!**

We discussed some concerns around the grants being focused on clean-up projects only. Much of that may be due to the timing of the grant release in the spring when everyone is planning gardens and getting rid of winter debris.

**We suggest that some of the reserve funds be used to fund a second application in the summer for late summer release with preference given to our other mandates.**

*“ Our fall application is now open! Preference will be given to fulfilling the mandates of Keep Hamilton Clean and Green focused on litter prevention, environmental stewardship, beautification” .*





## **And More BIG Ideas!**

We'd like to suggest the Fall Grant Release be initiated as a Pilot Program for 2022.

The working group will define an outline for the release date, the types of projects to be prioritized and possibly the limits of the funding we could provide.

This will allow staff to assess our other budget requirements and direct the release of funds from our reserves.