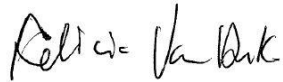




Hamilton

CITIZEN COMMITTEE REPORT

To:	Chair and Members Public Works Committee	
From:	Felicia Van Dyk (Chair) Keep Hamilton Clean & Green Committee	 (to be signed by the Chair)
Date:	June 17, 2020	
Re:	Clean & Green Neighbourhood Grant Program Guidelines	

Recommendation:

That the Keep Hamilton Clean & Green Committee's Clean & Green Neighbourhood Grant Program Guidelines, attached as Appendix "A", be approved.

Background:

The Keep Hamilton Clean & Green Committee has offered financial support to community groups since 2015 to support grassroots clean and green initiatives. Typically, four to eight written requests or applications for funding were received each year and were evaluated by the Committee as they were received. Grant requests are reviewed by the Committee's staff liaison for eligibility and assessed by the Committee prior to being recommended for funding.

Community interest in the program has grown significantly since 2015. The Committee and staff have worked together to make program enhancements such as an online application form on a dedicated program webpage, a standard application timeframe to follow each year, a standard scoring template, and a final report template for grant recipients to increase transparency of the grant program.

Analysis/Rationale:

At the recommendation of staff in the Corporate Services Department, the Keep Hamilton Clean & Green Committee has prepared a document describing the Clean & Green Neighbourhood program guidelines, including:

- Grant objectives
- Eligible applicants, projects and expense
- Available funding
- Program timelines
- Communications approaches
- Assessment procedure
- Final reporting requirements for successful grant applicants
- Process for retention of confidential information
- Applicant agreement
- Notice of collection of personal information

Consultation:

Staff in Public Works, Environmental Services division and Corporate Services, City Clerks and Financial Services divisions were consulted in the writing of this report and the development of the Clean & Green Neighbourhood Grant Program Guidelines

Appendices:

Appendix A – Clean & Green Neighbourhood Grant Program Guidelines