

Keep Hamilton Clean & Green Committee

Clean & Green Neighbourhood Grant Program Guidelines



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CLEAN & GREEN NEIGHBOURHOOD GRANT

The Keep Hamilton Clean & Green Committee offers Clean & Green Neighbourhood Grant (“the Grant”) for planned small scale green projects and initiatives.

OBJECTIVE

The objective of the Grant is to help informal and formal groups of residents build capacity for planning and implementing projects in their neighbourhoods that support the goals and objectives of the Clean & Green Hamilton Strategy.

The intent of the Clean and Green Strategy is to encourage behaviour that supports clean and green neighbourhoods in Hamilton. A clean and green neighbourhood leads to improved health, prosperity, safety and well-being of all residents.

Grant projects must focus on at least one of the five focus areas of the Clean and Green Strategy:

- Litter
- Illegal dumping
- Graffiti
- Beautification
- Environmental stewardship

ELIGIBILITY

Eligible Applicants:

The following individuals or groups are eligible to apply for the Grant:

- Informal, resident-led neighborhood and community groups
- Formal groups, including Neighbourhood Associations
- Registered charities and not-for-profit corporations

The following groups are not eligible to apply for the Grant:

- Any informal/formal group or not-for-profit corporation receiving other forms of funding from the City of Hamilton for the same project
- For-profit corporations
- Groups that do not engage with community members or volunteers
- Groups that have already submitted an application for a different Grant initiative (Groups can only apply for one project/activity at a time. Reoccurring events undertaken by groups may only be funded once per year.)
- Groups that have previously received a Grant but have not submitted a Final Report summarizing the outcomes of their initiative

Eligible Initiatives:

In order to receive funding, initiatives must:

- Be conducted within the boundaries of the City of Hamilton
- Be completed by volunteers OR organized by paid employees who engage with volunteers to complete the project
- Demonstrate that the applicant has obtained appropriate permissions to complete the project/initiative for which they are seeking funding
- Be completed in areas that are open and accessible to members of the public. In the case of privately owned properties, consideration will be given where the property has some connection or provides opportunities to the broader community.

Examples of eligible projects include:

- Initiatives aimed at changing litter and illegal dumping behaviours
- Managing graffiti (e.g. prevention, clean up, etc.)
- Efforts to improve ecological integrity of public and private spaces by planting native plant species, pollinator plants, trees, etc.
- Initiatives that will help a community become more resilient or able to withstand the impacts of climate and extreme weather events

The following initiatives are not eligible to receive funding through the Grant program:

- Initiatives that fall under any current City of Hamilton, Conservation Authority, or RBG volunteer engagement program
- Projects and initiatives receiving other forms of funding from the City of Hamilton including funding through Ward Councillor offices, the City Enrichment Fund, the Hamilton Future Fund, or Clean Air Hamilton's funding program.
- Emergency response or relief efforts, natural disaster or extreme weather-related cleanups, etc.
- Initiatives led or coordinated by City staff or elected officials on behalf of the City of Hamilton or a ward office. (Initiatives led or coordinated by a group of residents or volunteers with direct support from City staff are eligible to apply.)

Eligible Expenses:

As part of the application process, applicants are required to submit a list of their anticipated expenses. The following items are examples of eligible expenses:

- Project/event supplies (such as the cost to purchase paint and painting supplies required to create a mural, etc)
- Event advertising (such as graphic design fees, printing fees for event flyers, Facebook advertising costs, etc)
- Artist honorariums
- Insurance and waste hauling costs (such as the cost to rent a dumpster for a large litter clean up event or event insurance to cover any injuries to volunteers)

and damage to property). If applying for insurance and waste hauling costs, please ensure you check the relevant box on the application form.

AVAILABLE FUNDING

The Grant program will be funded by the Keep Hamilton Clean & Green Committee’s annual budget. The amount to be awarded through the Grant process will be requested in the fall prior to the start of the grant funding cycle by the Keep Hamilton Clean & Green Committee when preparing the Committee’s annual budget request report.

At the time of applying, applicants must provide details about all anticipated expenses associated with the proposed initiative. Applicants are eligible to receive \$500 in funding. Initiatives that include significant costs for waste haulage or disposal services, insurance costs, etc. may be eligible to receive an additional \$500 in funding to cover large scale expenses, up to a maximum grant value of \$1,000. The maximum an organizer/group is eligible to receive is \$1,000 per calendar year.

The number of grants available varies each year according to:

- The number of eligible applications received
- The amount of funding available through the Keep Hamilton Clean & Green Committee’s annual budget

TIMELINES

The Grant program operates on the following approximate timelines each year:

- January – Application period opens
- Early February – Application period closes
- February-March – Committee adjudication and approval
- Late March-Early April – Successful and unsuccessful applicants notified by email
- May – Funding distributed

Specific dates are determined at the start of each year by the Keep Hamilton Clean & Green Committee. Timelines are subject to change based on the Committee members availability and meeting schedule. Applicants should refer to program website for confirmed program timelines and dates each year.

COMMUNICATIONS

All relevant grant application information will be publicly available on the program website: Hamilton.ca/clean&greengrant

The grant opportunity will be communicated to prospective applicants in the following ways:

- By email who have agreed to be included on the Grant program email list managed by City staff
- On the Clean & Green Hamilton Facebook page
- In person at community events using a flyer created for program promotion

Other communication methods may be used as appropriate, including: City of Hamilton media releases and corporate social media (Twitter and Instagram) accounts, etc.

Keep Hamilton Clean & Green Committee members may choose to share the grant information at their own discretion through their personal communication channels (e.g. by email or on a personal social media account) with their colleagues, acquaintances and contacts in their communities and in the environmental sector.

The Keep Hamilton Clean & Green Committee may choose to use paid promotional opportunities to promote the grant opportunity to a broader audience. Any promotional or advertising fees incurred by the program will be included in the Committee's annual budget request report and withdrawn from the advisory committee budget.

APPLICATIONS

All prospective applicants must complete the online application form that will be available for the duration of the application period on the program website. A sample application form is provided as Appendix A.

During the application period, prospective applicants may contact City staff to ask questions of clarification before submitting their application. Late applications and applications submitted in any format other than the online application form will not be accepted. Late applicants will be invited to add their contact information to the program email list to receive information about future grant opportunities.

ASSESSMENT

Grant applications will be assessed in three stages:

1. Staff Review

City staff will review each grant application as it is submitted to ensure:

- Eligibility
- Completeness

City staff will not provide a score or assessment on the quality of the proposed activity.

After staff have reviewed each grant application to ensure that it is eligible and complete, all grant applications will be shared confidentially with Keep Hamilton Clean & Green Committee working group members.

2. Working Group Review and Assessment

At least three members of the Keep Hamilton Clean & Green Committee will form a working group to assess the grant applications. After receiving a package of eligible and complete grant applications from City staff, working group members will assess each application independently and provide a score according to how the proposed initiative meets the following criteria:

- How the activity aligns with the Clean & Green Strategy focus areas
- Support or involvement from the public and community stakeholders
- The level of detail included in the proposed evaluation plan/anticipated outcomes
- The initiative's benefits to the community and the natural environment
- Reasonableness of anticipated expenses and responsible use of public money
- Appropriateness and reach of proposed promotional tools
- Recognition and acknowledgement to the Keep Hamilton Clean & Green Committee
- Other merit of the proposed activity (e.g. any noteworthy, exceptional or innovative ideas)

After independently scoring each application, working group members will attend a consensus meeting facilitated by City staff to determine final scoring and funding recommendations. Each application will receive a total score based on the maximum score of 50 points. A passing score for an application is 60% (30 points) or above. A score of 60% or above will qualify, but not guarantee the application for possible funding.

3. Committee Approval

Working group members will present their final scoring and funding recommendations at the next Keep Hamilton Clean & Green Committee meeting for consideration and approval. The Committee will discuss and vote on a motion to fund or not fund each grant application individually after the working group has shared its final scores and funding recommendations.

Following Keep Hamilton Clean & Green Committee approval, all working group and Committee members will be asked to securely discard all confidential materials or return materials to the staff liaison to be securely discarded.

Keep Hamilton Clean & Green Committee recommendations for Grant funding will be provided to City Council through the Public Works Committee.

Successful and unsuccessful applicants will receive written feedback about the Committee members decision regarding their application.

FINAL REPORT

Successful applicants are required to submit a written final report on their project/activity within three months after the project/activity is completed. Applicants may choose to provide supporting materials, such as photos, videos, brochures, etc., that help tell the story of their initiative. The final report template is provided as Appendix B.

Applicants may also provide an optional in-person presentation at a Keep Hamilton Clean & Green Committee meeting. With the applicants' permission, stories and photos from successfully completed projects may be shared publicly by the Keep Hamilton Clean & Green Committee to demonstrate the impact of the Grant program.

Applicants that do not submit final reporting documents will not be eligible to receive Grant funding in the future.

As per the guidelines for retention of records relating to Grants and Loans described in City of Hamilton By-Law No. 11-040, records of application material will be retained for the current program year plus an additional 6 years. The Manager of Records & Freedom of Information will be consulted with any questions or concerns regarding retention of records.

APPLICANT AGREEMENT

Prior to submitting their application, applicants are required to review and indicate their agreement to the statements below:

- 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 if 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 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 will 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.

NOTICE OF COLLECTION

Clean & Green Neighbourhood Grant applicants are required to provide personal information as part of the application, adjudication and final reporting process.

The City of Hamilton collects information under authority of Section 227 of the Municipal 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 Neighbourhood Grant funds are used in accordance with grant requirements. By providing their email address, applicants consent to receiving emails from the City of Hamilton for the Clean & Green Neighbourhood Grant Program.

CONTACT

City staff will respond to any questions from the general public about the Clean & Green Neighbourhood Grant process. Keep Hamilton Clean & Green Committee members are not to have any direct communication with grant applicants beyond sharing general

program information or timelines. Any questions received by Committee members should be shared with City staff for appropriate resolution.

Phone: 905-546-2424 ext. 5089

Email: clean&green@hamilton.ca

APPENDIX A: SAMPLE APPLICATION FORM

1. APPLICANT INFORMATION

Applicant's Legal Name:			
Name of Applicant's Representative/Contact:			
Is the Applicant a(n): (check ✓ one)			
<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)			
Applicant Representative's Contact Information:			
Address:	Phone #:	E-mail:	Website:

2. ACTIVITY/PROJECT INFORMATION

Funding amount requested: _____

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?

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?

5. BUDGET

How much will your activity/project cost?

Estimated Expense Item (e.g. Materials, Supplies and Professional Services)	Source	Expenses
		\$
		\$
		\$
		\$
TOTAL ACTIVITY/PROJECT COSTS		\$
<p>What specific items will the CLEAN & GREEN NEIGHBOURHOOD GRANT be used to fund?</p>		

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?

APPENDIX B: FINAL REPORT TEMPLATE

Organization/Group Name:
Organization/Group's Contact Person:
Address:
Email:
Phone:
Project Name:
Total Project Cost:

Section 1: Attachments

1. **Project Expenses (required):** Please attach copies of receipts for project expenses to demonstrate how the Clean & Green Neighbourhood funds were used. Please note that any unspent funds should be returned to the Keep Hamilton Clean & Green Committee.
2. **Supporting Materials (optional):** Please feel free to include with this final report any photos, videos posters, brochures, etc. that you feel help tell the story of your project and the impact it had in the community.

Section 2: Summary of Project Outcomes

Please provide us with a summary of your project's outcomes by responding to the questions below.

1. **Outcomes:** Summarize the work that was completed as part of the project and the results that were achieved. Reflect on the initial goals or anticipated outcomes that were developed while planning the project and whether your group achieved those goals. If possible, please provide numbers to show the amount of work completed (for example, the number of trees or flowers planted, bags of waste collected, number of volunteers that participated, etc.).
2. **Project Changes/Challenges:** If your project plan changed between the time that you submitted your grant application and when you completed your project, please describe the changes that occurred and how this affected your ability to achieve your desired outcomes. If you experienced unexpected outcomes,

please describe and reflect upon them here. If any challenges arose, please describe how you responded to ensure that the project could continue.

3. **Community Building:** Describe the support and resources you received from community members or organizations to help complete the project. Describe any new partnerships or relationships that were formed through the implementation of this project.
4. **Learnings and Recommendations:** Please list your learnings from this initiative and describe what you would do differently if you were to do this project again. What advice or recommendations would you give to other groups that are considering undertaking a similar initiative?
5. **Additional Comments:** Please provide any additional comments or feedback to the Keep Hamilton Clean & Green Committee about the Clean & Green Neighbourhood Grant.
6. **Presentation:** Would you like the opportunity to give an in-person presentation to the Keep Hamilton Clean & Green Committee about your project and its results? If you respond "Yes" to this question, City staff will contact you to schedule a presentation time.