



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

GREEN MUNICIPAL FUND  
PREREQUISITES

**GMF Prerequisites and Supporting Documents for a Feasibility Study or Pilot Project**

The prerequisites and supporting documents required are determined based on whether your organization is a municipal government or a partner of a municipal government (municipally owned organization or non-municipally owned organization) and on the type of initiative. The list also outlines the requirements and conditions that your organization must fulfill before you submit your application. **Please note that additional documentation may be requested.**

To be eligible for funding, all feasibility studies and pilot projects must align with our criteria for eligible [capital projects](#).

| Checklist of Required Documents |   |
|---------------------------------|---|
|                                 | <b>For brownfield initiatives only:</b> Phase I Environmental Site Assessment(s) (or equivalent) of the site.   |
|                                 | <b>For pilot projects only:</b><br><ol style="list-style-type: none"> <li>1. A feasibility study or equivalent that supports the initiative and provides a quantifiable environmental benefit from the eventual full-scale project implementation.</li> <li>2. Executive summary of the environmental assessment of your initiative, if required under federal and/or provincial laws.</li> </ol> |
|                                 | A municipal plan such as a sustainable community plan or a sector plan, approved by your municipal government council, demonstrating the need for the study or pilot project.   |
|                                 | Evidence of consultation with your provincial or territorial government. A <a href="#">letter</a> is sufficient evidence of consultation. <b>Note:</b> This requirement does <b>not</b> apply to municipal governments in Quebec.   |
|                                 | A letter from the municipal government or municipally owned corporation confirming the amount of its cash contributions to the initiative. The  |

| Checklist of Required Documents           |  |
|---|--|
|   | cash contribution must be at least 10 per cent of the <a href="#">eligible costs</a> .   |
|   | A <a href="#">letter from each confirmed funding source</a> identified in the Sources of Funding table. The letter must indicate the amount of cash and/or in-kind contributions to the initiative.  |
| For Municipally Owned Corporations only : |  |
|   | Evidence of your organization’s relationship to and mandate from the lead municipality in relation to the proposed study or pilot project. This should include your organization’s articles of incorporation or your shareholder agreement with the lead municipality. |

**NOTES:**

**Phase I Environmental Site Assessment**

A report prepared to identify any existing or potential environmental contamination of a property. No physical analysis or testing of any type is performed during the Phase I assessment. This assessment is based on previous land use, surrounding land use, interviews, historical records and other data.

**Sustainable community plan**

A plan developed through public consultation that identifies a vision and includes environmental, social, and economic goals and targets for the community. The plan also describes the short-, medium-, and long-term strategies for reaching its goals and targets, and integrates all areas of a municipal government concern, such as energy use, neighbourhood and transportation planning, and waste and water management (e.g. integrated community sustainability plan).

Other plans, such as a master plan or official plan, can also fulfill this requirement.

**Sector plan**

A plan that identifies sustainability goals or targets for a sector of a municipal government activity (e.g. sustainable transportation plan, solid waste management plan, solid waste diversion plan, water conservation strategy).

**Feasibility study**

An assessment of the technical and financial feasibility, as well as the environmental, social, and economic impacts of a potential municipal environmental project. At a minimum, your feasibility study must compare the expected environmental performance of the project in the energy, waste and/or water sectors against a baseline, to demonstrate the anticipated environmental results. GMF considers that a strong feasibility study will also contain:

- Models that support the expected environmental performance
- Analysis of the recommended option from a life cycle perspective (i.e. including construction, operation, renewal and end of life)
- Financial or business case for the recommended option
- Methodology that will be used to measure the actual results/project performance