



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

GREEN MUNICIPAL FUND PREREQUISITES

GMF Prerequisites and Supporting Documents for a Capital Projects in the Energy, Transportation, Waste and Water Sectors

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). The list also outlines the requirements and conditions that your organization must fulfill before you submit an application. **Please note that additional documentation may be requested.**

To be eligible for funding, all capital projects must meet our [eligibility criteria](#), which vary depending on the sector of the environmental initiative.

Checklist of Required Documents	
	A feasibility study that supports the initiative and demonstrates the expected environmental benefits of the project.
	Municipal plan, such as a sustainable community plan, strategic plan, or sector plan, which supports the need for this capital project and has been approved by the municipal government's council.
	Evidence of consultation with your provincial or territorial government. A letter is sufficient evidence of consultation. Note: This requirement does not apply to municipal governments in Quebec.
	An executive summary from an environmental assessment of your initiative, if required under federal and/or provincial laws.
	A letter from each confirmed funding source identified in the Sources of Funding table. The letter must indicate the amount of cash and/or in-kind contributions to the initiative.

Checklist of Required Documents	
	A risk management plan for the project.
	Audited financial statements for the last three years.
For Municipal Governments only :	
	Signed municipal council resolution describing your organizational commitment to, and financial support for, the project and funding application to GMF.
	<p>New Brunswick municipalities (other than the City of Saint John): Evidence that you have obtained the New Brunswick Municipal Capital Borrowing Board's authorization to borrow funds.</p> <p>Nova Scotia municipalities: Evidence that you have obtained the Minister of Service Nova Scotia and Municipal Relations' authorization to borrow funds.</p>
	For local boards of municipal governments: a copy of the legislation that created your organization.
For Partners of Municipal Governments only :	
	<u>Official documentation</u> demonstrating that a municipal government is partnering on the project.
	A signed letter from your organization's chief executive officer or chief financial officer confirming your level of financial commitment, and giving evidence of your board of directors' support for the proposed environmental project and GMF funding application.
	A business plan and any associated contracts that demonstrate revenue generated from the environmental initiative.
	A complete wire diagram of the corporate structure (including sponsors, shareholders, borrowers, guarantors, and their material subsidiaries).

NOTES:

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 the following:

- 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

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 municipal government activity (e.g. sustainable transportation plan, solid waste management plan, solid waste diversion plan, water conservation strategy).

Risk management plan for the project

A plan that describes how your organization plans to minimize the environmental, business and financial risk of the project activities and outcomes. Typically, it includes:

- identification of the various types of risks to the project
- the probability that each risk will occur
- potential impact of risks
- measures to decrease the risk probability
- measures to mitigate the potential impacts

The risk management plan may be part of a feasibility study or business plan.