



Kingston Community
Climate Action Fund
2023-2024
Application Guide

Thank you for picking up the Kingston Community Climate Action Fund Applicant Guide! By doing so, you’ve taken an important first step for your organization—and our environment. This guide will help you navigate the Kingston Community Climate Action Fund (KCCAF) application process, outline key dates, and tell you more about how the fund was developed and good work it has already helped realize through community-supported fundraising.

Contents

| | |
|--|----|
| Application Check List | 3 |
| KCCAF 2023 - 2024 Timeline | 3 |
| About the Fund | 4 |
| How the Kingston Community Climate Action fund works | 4 |
| Decision-making process | 5 |
| Process for funding projects | 5 |
| Eligibility | 6 |
| Who can apply? | 6 |
| When can I apply? | 6 |
| Eligible projects & decision-making criteria | 6 |
| Examples of projects eligible for funding | 7 |
| Examples of projects ineligible for funding | 7 |
| Eligible costs | 7 |
| Ineligible costs | 8 |
| Application checklist | 8 |
| Deadlines | 9 |
| Successful applicants | 9 |
| A success story | 10 |
| Frequently asked questions | 11 |
| Get in touch | 12 |

Application Check List

Complete the checklist below to help guide you through the application process.

- Stay updated on the latest news by registering for the [Kingston Community Climate Action Fund newsletter](#)
- Share how your project will reduce greenhouse gases (GHG), assist with climate change adaptation and/or technological innovation
- Describe your project plan
- Tell us how you will measure your GHG reductions and other environmental benefits
- Include a letter of commitment from your Board of Directors (template attached)
- Include a letter of commitment for formal partnerships (if applicable)
- Apply by **4:30 p.m. on Sept. 25**

KCCAF 2023 - 2024 Timeline



About this Fund

Demonstrating leadership on climate action is a [strategic priority of Kingston's City Council](#). One important way the City is honouring this commitment is by working to become carbon neutral no later than 2040.

To help realize this goal, in July 2020, Council approved the Kingston Community Climate Action Fund (KCCAF) to enable community members and eligible organizations to become part of city-wide solutions to reduce Greenhouse Gas (GHG) emissions.

The KCCAF helps local charities and not-for-profit organizations green their good work the following ways:

- Supporting initiatives to reduce GHGs and/or air emissions
- Increasing energy conservation or efficiency
- Reducing or diverting organic waste from landfill
- Assisting with climate change adaptation and technology innovation

During the 2023-24 fundraising year, more than \$57,000 was raised through the generous support of the community, supporting green initiatives in the community including the Frontenac Club Day Care energy retrofit fit project and Sustainable Kingston's electric vehicle purchase.

How the Kingston Community Climate Action Fund works

The KCCAF empowers the community to pursue efforts to reduce Kingston's GHG emissions and stimulate the local economy. Each year, the City issues a Call for Applications.

Decision-making process

The Kingston Environmental Advisory Forum (KEAF) works with City staff to evaluate applications against the eligibility criteria. Members of KEAF then make a recommendation to City Council on which projects should move forward for funding.

Process for funding projects

Once approved by Council, summary overviews of the projects are posted online. Residents are invited to support the project of their choice by donating through Canada Helps, at their local KCCU branch or through TD Bank.

If a donor does not designate funds to a specific project, their donation will be distributed equally amongst all eligible projects. It may also be used to supplement a grant in situations where one project did not raise sufficient funds. Fundraising to support the KCCAF projects for 2024, runs from December 2023 through March 2024. Funds are distributed in the spring.



Eligibility

Who can apply?

Applicants must be registered charities or non-profit organizations (including Indigenous groups, churches/faith groups or registered co-operatives). Non-profits must partner with a registered charity to be eligible. Partnerships with the City may also be considered in order to help meet this requirement.

When can I apply?

Applications will be accepted from Aug. 28 to Sept. 25. Interested groups should visit CityofKingston.ca/KCCAF starting on Aug. 28 to complete an online application form.

Eligible projects & decision-making criteria

- Projects must be implemented within the boundaries of the City of Kingston and demonstrate substantial completion within 12 months of receiving financial support
- Projects must be tangible and result in direct and measurable GHG reductions (further described below) once fully complete
 - Examples of measurable GHG reductions include: reductions in fossil fuel use (gasoline, diesel, natural gas, fuel oil, propane), peak electricity demand and/or a reduction in methane release from organic waste
- Applicants must commit to monitoring the impacts of the project and to publicly reporting results
- At this time, preference will be given to projects that have direct and measurable GHG reductions that can also stimulate the economy in the near-term
- The KCCAF may prioritize funding projects that have sustained impacts (i.e., annual emission reductions vs. one-time impacts) and/or are scalable. Where projects are similar in terms of GHG input, additional co-benefits will be considered (e.g., affordable housing, addressing homelessness, food security, public health)

Examples of projects eligible for funding include

- A non-profit housing provider proposing to install energy performance improvements in new builds (with a focus on renewables) that exceed the standard energy-efficient aspects of the Ontario Building Code
- A non-profit food provider investing in an electric vehicle to support their transportation needs
- Cargo bikes
- Community bicycle parking
- Food gardens
- Strategies to divert organic waste
- Electric charging stations

Examples of projects ineligible for funding

Carbon sequestration projects, such as tree planting or land preservation, are ineligible for funding through the KCCAF due to the number of existing funding programs aimed at supporting this area. Please note: education projects and events are also ineligible in order to prioritize projects that achieve measurable emission reductions.

Eligible costs

The project budget should only include costs that are directly linked to, and are essential for, undertaking the proposed initiative. Examples include:

- Purchase of goods or services essential for carrying out the project
- Fees for professionals, consultants, and contractors performing work specifically for the project
- Advertising to inform public of the project and promotional items for participants
- Rental or purchase of equipment essential for conducting the project

If funding is awarded, all eligible expenditures must be supported by receipts/invoices for submission of final reports for audit purposes.

Ineligible costs

The following are examples of project expenses that are not eligible:

- Costs that are associated with ongoing operating costs and/or not a specific requirement of the proposed initiative
- Expenses incurred prior to the project funding approval by the City
- Scholarships
- Retroactive fees
- Ordinary office supplies, office furniture
- Monthly telephone fees
- Utilities
- In-kind donations or volunteer time
- Salaries of existing staff
- Advertising that is a result of ongoing business activity
- Travel and accommodation costs to attend conferences

Application checklist

What does a strong application include? Review the checklist below when developing your submission.

- Have I demonstrated how the proposal will reduce GHGs, assist with climate change adaptation and/or technology innovation?
- Have I included a well described plan to carry out project?
- What is my plan to assess and measure project outcomes?
- Have I included a letter of commitment from our Board of Directors, endorsing the fundraising goal? Please note: the Board letter should also verify that they have funds to move forward if the project isn't fully supported by funds raised by the public
- If applicable, do I have a letter of approval from other groups I will partner with on this project?

Deadlines

Applications will be accepted from August 28 until 4:30 p.m. on September 25.
Late or incomplete submissions will not be considered.

Successful applicants

The City is here to help your project succeed. To help you meet your fundraising goals, the City provides some communication and marketing support, and spotlights your project on our City of Kingston channels.

Your organization also plays an essential role in its own success. Keys to success include:

- Telling your existing supporter base about your project and inviting them to give. Ways to communicate this message may include: direct mail, email, social media, through partners, phone calls, and more!
- Make yourself available for media interviews
- Promote your project at events



Kingston Community Climate Action Fund Supporting local projects to reduce greenhouse gas emissions

Submit your application by **October 7, 2020**

CityofKingston.ca/KCCAF



HELP BUILD
**MORE
ENERGY
EFFICIENT
HOMES**



A success story



During the 2022/ 2023 fundraising year, more than \$57,000 was raised to support green initiatives in our community. Sustainable Kingston used their funding to purchase an electric vehicle from James Braden Auto Group. Sustainable Kingston's Registered Energy Advisors (REA) travel throughout the City of Kingston and neighbouring municipalities conducting energy assessments for various energy-related incentive programs. Using this vehicle, Sustainable Kingston expects to conduct approximately 200 audits a year and reduce their own carbon footprint by close to 50%.

Frequently asked questions

How will donations be collected?

Once projects are selected, residents will be invited to support the project of their choice by donating through Canada Helps, the Kingston Community Credit Union and the TD Bank.

Will projects be fully funded?

Applicants may require other sources of funding to complete the proposed initiative in cases where donations do not fully cover all associated costs. Donations raised will be disbursed to the eligible projects after the fundraising campaign. Project proponents then enter into a funding agreement with the City, summarizing their roles and responsibilities for project implementation. Funding recipients must monitor the impacts of the project and publicly report results. Summaries of the projects will be posted publicly once they are completed.

What happens when a project doesn't meet its funding goal?

Donors are advised that, in situations where funds received are not sufficient to complete a project as proposed and accepted, their donation may be reallocated to another eligible project. If an applicant elects not to proceed with a project, funds will be redirected to one of the other eligible projects.

Can the same organization submit another proposal for funding?

Prior to applying again, the applicant must complete their initial project and submit a final report to the City of Kingston. This report will be reviewed by City staff.

Can an organization that has already received funding apply in subsequent years to secure money for the same project?

Grant recipients interested in applying in subsequent funding rounds must first complete their initial project, with a final report submitted to and approved by the City, before reapplying.



Get in touch

We are here to help you through this process.

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