











GMF Prerequisites and Supporting Documents for a Feasibility Study*

*Please note that additional documentation may be requested

The prerequisites and documents are determined depending on whether the applicant is a municipal government or a partner of a municipal government (municipally owned organization or non-municipally owned organization) and depending on the sector of the environmental initiative. The list also outlines the requirements and conditions that must be fulfilled before an application form is submitted to FCM.

Type of organization	 Brownfields	 Energy	 Transportation	 Waste	 Water
	Prerequisites/Documents				
All	A municipal brownfield plan, strategy or equivalent that precedes this initiative. AND Phase I Environmental Site Assessment	A municipal energy conservation plan , strategy or equivalent that precedes this initiative. AND Municipal buildings: Municipal policy that new or retrofit building activities achieve minimum LEED Silver (or equivalent) Non-municipal buildings: New and retrofit building applications seek to achieve at least LEED Silver (or equivalent)	A municipal sustainable transportation plan, strategy or equivalent that precedes this initiative.	A municipal waste plan, strategy or equivalent that precedes this initiative. AND Your initiative must seek to achieve a total diversion rate of at least 50%. If the municipal government has already achieved a total diversion rate of at least 50%, the initiative must seek to result in an incremental improvement above 50%.	A municipal water conservation plan, strategy or equivalent that precedes this initiative

Type of organization	 Brownfields	 Energy	 Transportation	 Waste	 Water
Prerequisites/Documents					
All	<p>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 field test.</p> <p>If your organization is not a municipal government, you would submit the municipal plan from the municipal government with which you are partnering on this environmental initiative.</p>				
All	<p>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 from Québec.</p>				
All	<p>A letter from the lead municipal government confirming the amount of its cash contributions to the initiative. The municipal government's cash contribution must be at least 10 per cent of the eligible costs.</p>				
All	<p>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.</p>				
Partner of a municipal government entity – municipally owned organization	<p>Documents that demonstrate that 1) there is a partnership between your organization and a municipal government, and 2) that the municipal government has a genuine interest and active involvement in the environmental initiative.</p>				
Partner of a municipal government entity – non-municipally owned organization	<p>Documents that demonstrate that 1) there is a partnership between your organization and a municipal government, and 2) that the municipal government has a genuine interest and active involvement in the environmental initiative.</p>				

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.

Energy conservation plan

An energy conservation plan, strategy or equivalent of the municipal government with which you are partnering on this initiative.

Sustainable community plan

Plans and/or strategies such as sustainable community plans, long-term infrastructure, land use, and master plans. A plan integrates all areas of a municipal government's concern, such as energy use, neighbourhood and transportation planning, and waste and water management. For example, an integrated community sustainability plan (ICSP). For the purposes of this prerequisite, other plans such as a master plan or official plan can 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).

Sources of funding

All sources of funding will have to be confirmed in writing and submitted to FCM prior to the first disbursement.

Document requirements for municipal governments

You must provide:

1. a copy of:
 - the shareholder agreement with the municipal government
 - if available, any other official document that explains the relationship between your organization and the municipal government, regarding the environmental initiative

AND

2. documents that answer some or all of the following questions:
 - does the environmental initiative respond to a municipal need?
 - was this municipal need an important element to the environmental initiative?
 - does the municipal government have more than a passing or cursory interest and involvement in the environmental initiative?
 - is the municipal government actively involved in some element of the design, planning or execution of the initiative?

Document requirements for municipal partners

You must provide:

1. document(s) to establish the partnership. A partnership in the legal sense is not required but there must be a collaborative relationship between your organization and the municipal government regarding the environmental initiative.

For example, you may establish the partnership by attaching copies of written agreement(s) between your organization and the municipal government pertaining to the environmental initiative, which describe(s):

- the intent of the partnership for the environmental initiative
- roles and responsibilities of each
- contributions of each
- anticipated benefits for each from the partnership

AND

2. documents that answer some or all of the following questions:

- does the environmental initiative respond to a municipal need?
- was this municipal need an important element to the environmental initiative?
- does the municipal government have more than a passing or cursory interest and involvement in the environmental initiative?
- is the municipal government actively involved in some element of the design, planning or execution of the initiative?