

GMF Prerequisites and Supporting Documents for Plans*

*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). The list also outlines the requirements and conditions that must be fulfilled before an application form is submitted to FCM.

Types of Organization	Prerequisite/Document
All	Council resolution committing to develop the plan and to include a vision, goals and targets in the plan.
All	Evidence of consultation with your provincial or territorial government. A letter is sufficient evidence of consultation. For a sample consultation letter, see the GMF website . Note: This requirement does not apply to municipal governments in Quebec.
All	A letter from the 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 .
All	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.
Partner of a municipal government entity – municipally owned organization	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.
Partner of a municipal government entity – non-municipally owned organization	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.

NOTES:

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?