



Green  
Economy  
Canada

# Climate Action Microgrant

## Application Guide

Supported by



July 2023



# Table of Contents

What is the Climate Action Microgrant?	2
Who is Eligible?	2
What Projects Are Eligible?	2
GHG Emission Reduction Projects	2
Water Conservation Projects	2
Waste Reduction & Diversion Projects	2
Consultant Studies/ Audits	3
Table 1: Eligible Projects & Requirements	<b>3</b>
How Much Can I Receive?	3
How Do I Apply?	4
How Will My Application Be Assessed?	6
What Happens If I Am Successful At Getting The Grant?	6
Agreement	6
Eligible Expenditures	7
Eligible Expenditure Period	7
Reporting and Reimbursement	7
Recognition	8
What If I Have Questions?	8
Appendix A: Climate Action Microgrant Agreement Template	9
Signature Page	17
Schedule A: Project Description & Deliverables	18
Eligible Expenditures	18
Eligible Expenditure Period	18



## What is the Climate Action Microgrant?

The Climate Action Microgrant is intended to provide funding to members of Green Economy Canada's network to implement sustainability projects. Thanks to funding from the HSBC Foundation, there are ten microgrants of up to \$2500 each to cover 50% of total project costs to support sustainability projects advancing GHG emission reduction, water conservation, and waste reduction and diversion.

The application period opens on **July 17, 2023**, and closes on **August 31, 2023**. Successful applicants will be notified by **September 11, 2023**. Projects must be completed by **February 28, 2024**, and the Final Report must be submitted by **March 8, 2024**.

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## Who is Eligible?

Eligible Applicants must be a member of a Green Economy Hub and in good standing.

## What Projects Are Eligible?

Microgrant Projects must improve the applicant's business operations in one or more of the following categories:

### **GHG Emission Reduction Projects**

GHG emission reduction projects will reduce emissions in organizational operations, including projects such as activity sensors for lighting installations, increased insulation, air curtain installation, building envelope improvements, high-efficiency window replacement, LED lighting retrofit (installation or audit costs), air source heat pump, renewable energy projects, solar, geothermal, wind installation, EV charger installation, and condensing electric tankless water heater installations.

### **Water Conservation Projects**

Water conservation projects will reduce water consumption in organizational operations, including projects such as installations of low-flow toilets, waterless urinals, low-flow faucets, aerators and showers, and improving or replacing process-related water consuming equipment.

### **Waste Reduction & Diversion Projects**

Waste reduction & diversion projects will reduce and divert waste in organizational operations, including projects such as diversion strategy development, high speed energy efficient hand dryer



installation, organic and recycling pick-up programs and composting, switching to biodegradable/eco-friendly packaging, and biodigester purchases.

### Consultant Studies/ Audits

This category of projects will support organizational development of baseline measurements of GHG emissions, water, or waste through energy, waste and water efficiency audits or studies.

**Table 1: Eligible Projects & Requirements**

Project Type	Requirement
<b>Reduce Greenhouse Gas (GHG) emissions</b>	GHG Inventory up to date as of 2021
<b>Reduce water consumption</b>	GHG Inventory up to date as of 2021, which includes emissions associated with water use; OR a Water Footprint* completed as of 2021.
<b>Reduce waste generation</b> or support improved waste diversion	GHG Inventory up to date as of 2021, which includes emissions from waste; OR a third-party waste audit completed no later than 2021 to quantify waste generation.
<b>Audit or Study</b> which will support the implementation of energy, water or waste projects (i.e. Waste Audit, Energy Audit, Feasibility Study, Water Footprint etc)	An explanation of how the audit or study will clearly support the reduction of energy, waste or water

\*Water Footprint is a quantification of water impacts by including tap water, wastewater and stormwater.

The work performed must be in compliance with all applicable local laws, codes (including building and electrical) and bylaws (including zoning and parking).

## How Much Can I Receive?

Ten projects will be funded at 50% of the total project costs, to a maximum of \$2500 per applicant. GEC will consider additional projects until all microgrant funds are allocated. Applications will be reviewed and approved, where successful applicants will be notified by September 11, 2023.

Green Economy Canada will allow applicants to combine (stack) Climate Action Microgrant funding with funding from government, utility, provincial energy efficiency, or industry sources.



## How Do I Apply?

Applicants must complete the online [Application Form](#) and submit it by **August 31, 2023**. Prior to starting the application please collect the necessary information to complete the online submission. The application will take approximately 20 minutes to complete once all the information has been gathered. The questions in the application are listed below:

1. Business Name
2. Applicant Name, Title and Email
3. Applicant Email
4. Hub Membership: (Multiple Choice)
5. Our organization has an up-to-date GHG Emissions Inventory, Waste Audit or Water Footprint (yes/no)
6. If your proposal is accepted, you agree to submit a final report outlining:
  - the costs of the approved project
  - a description of the overall impact of your project
  - at least 2 photos of the completed project

And allow Green Economy Canada and HSBC to:

- use the information provided in communications campaigns
  - arrange a visit the project site
7. Which Microgrant category are you applying for?
    - GHG Emission Reduction
    - Water Conservation
    - Waste Reduction/ Diversion
    - Audits or Studies; Energy Audit or Waste Audit or Water Study or similar
  8. In 2-3 sentences, describe the project and why it is important to your organization, and how it will reduce GHGs, reduce energy consumption, reduce or divert waste, improve water conservation, or deliver other environmental benefits.
  9. What are the total projected costs of the project?  
Include all eligible expenses in this total.
  10. Provide a detailed project budget showing:
    - expected costs
    - when costs are projected to be incurred



Please provide quotes to validate expenses.

11. When is the project expected to start?
12. When is it expected to be completed?
13. What is the projected impact of your project, if known? (ie tonnes GHG reduced, tonnes of waste reduced or diverted, cubic metres of water conserved)
14. Please list other sources of funding that are secured for this project.
15. Outline the potential risks or delays that impact implementing the project, and how likely they are to occur.
16. Why is this funding important to help the project move forward?
17. Acknowledgements:

On behalf of the organization listed at the top of this form, I am authorized to submit this application.

I, the Applicant, affirm that the information provided in this application is true and accurate.

I, the Applicant, acknowledge that if the project is approved I will receive 50% of the project costs, up to a maximum of \$2500, which will be reimbursed once the final report and documentation is received by Green Economy Canada. To receive reimbursement, the project must be completed by **February 28, 2024**.



## How Will My Application Be Assessed?

Projects that fulfil GHG emissions reduction, water conservation and waste reduction goals to the greatest extent will be prioritized for funding.

**Confirmation of Receipt:** Once you submit your application, Green Economy Canada will review your application for completeness and confirm receipt of your application by email within 5 business days. You should not consider your application as successfully submitted until you receive the acknowledgement notice from the program. If required items are missing or incomplete, the email will provide a list of items to be re-submitted. Green Economy Canada will not send any follow-up reminders.

**Review:** Applications will be assessed by **September 11, 2023**. If the application is complete, the assessment email will confirm:

- whether the application is approved;
- the expected amount to be reimbursed upon project completion after receiving the required reporting information.

**Projects must be completed and operational by February 28, 2024.**

## What Happens If I Am Successful At Getting The Grant?

### Agreement

Once an Applicant is approved for funding, they will be provided with an Agreement to review and sign (provided as a reference only in **Appendix A**). The standard provisions of the contribution agreement are not able to be modified unless there exists a legal impediment for your organization to agree to the terms and conditions of the agreement as drafted. We encourage Applicants to review the agreement template with their legal counsel prior to submitting their application.

Until both parties sign the Agreement, there is no commitment or obligation on the part of Green Economy Canada to make a financial contribution to any Project, including for any expenditure incurred or paid prior to the signing of such an Agreement.

**Agreement:** Within 30 days of receiving the approval email, the Agreement must be signed by a duly authorized signing officer and returned to Green Economy Canada. Once the applicant has reviewed, signed and submitted the Agreement, the Project is considered initiated and eligible expenses are reimbursable.



## Eligible Expenditures

Eligible Expenditures for an approved Project must be directly related to, and necessary for, the implementation and conduct of the Project and will include:

- Capital expenses, including installation costs, and equipment or infrastructure;
- GST, PST and HST net of any tax rebate to which the Applicant is entitled.

## Eligible Expenditure Period

Eligible expenditures will qualify for reimbursement from the time that an Agreement is signed by both Green Economy Canada and the Applicant until the Project completion date, which must be on or before **February 28, 2024**. Expenditures made prior to the signing of the Agreement or after the completion deadline are considered ineligible.

## Reporting and Reimbursement

Once the Project is completed, successful applicants should notify Green Economy Canada within 5 business days.

Successful applicants must submit the following documents to receive reimbursement:

1. Download and complete the [Final Report Form](#) before **March 8, 2024**;
2. At least two photographs showing the completed project or any reports, audits or documentation that were created as a result of the funding;
3. All documents supporting the Applicant's request for reimbursement, including invoices showing the full project costs, proof of payment and receipts, and any other documentation that Green Economy Canada may request to support the reimbursement claim;
4. A completed [Electronic Funds Transfer Form](#) so we can deposit the funds directly into your account.

**Reimbursement Timeframe:** All efforts will be made to provide applicants with reimbursement within 60 days of Green Economy Canada approving the required final documentation.





## Recognition

In receiving funding from the HSBC Foundation to support the Climate Action Microgrant, Green Economy Canada has committed to providing case studies of the projects which receive funds through the program to HSBC.

By accepting the microgrant, you agree to:

- Report the results of your project to Green Economy Canada via a Final Report questionnaire that we provide;
- Green Economy Canada developing a case study from the questionnaire about your organization's project and its impacts;
- Review, provide feedback on, and approve the case study being shared through Green Economy Canada and HSBC's public communication channels to report on the overall impact of the Climate Action Microgrant.

## What If I Have Questions?

For any inquiries regarding the Climate Action Microgrant, please contact [grants@greeneconomy.ca](mailto:grants@greeneconomy.ca) and we will be happy to assist you.



## Appendix A: Climate Action Microgrant Agreement Template

### CLIMATE ACTION MICROGRANT AGREEMENT

THIS AGREEMENT is made on this \_\_\_\_ day of \_\_\_\_\_, 2023 (the “Effective Date”)

#### BETWEEN:

GREEN ECONOMY CANADA (“GEC”), a not-for-profit corporation, with its head office in Waterloo, Ontario, incorporated under the laws of the Province of Ontario;

#### AND:

[ORGANIZATION NAME] (the “Project Proponent”), a [type of organization e.g., corporation or not-for-profit corporation], with its head office in the City of [\_\_\_\_\_] in the Province of \_\_\_\_\_, incorporated under the [federal laws of Canada] [laws of the Province of \_\_\_\_\_];

(each a “Party”, and, collectively, the “Parties”).

#### WHEREAS:

- A. GEC received funding from the HSBC Foundation to operate the Climate Action Microgrant program (the “Program”), a program designed and led by GEC to help local organizations set and achieve sustainability targets by providing funds to support sustainability projects.
- B. Project Proponent has proposed a project (the “Project”), described in **Schedule A and detailed in the Application Form**, that meets the criteria for the Program.
- C. Project Proponent has the expertise required to carry out the Project and GEC wishes to provide funds to Project Proponent to carry out the Project upon the terms set out in this Agreement.

**NOW, THEREFORE**, in consideration of the mutual promises herein contained, GEC and Project Proponent agree as follows:

#### 1. INTERPRETATION AND DEFINITION



1.1 **Definitions.** All capitalized terms used in this Agreement and not otherwise specifically defined shall have the following meanings:

- (a) **“Agreement”** means this Climate Action Microgrant Agreement;
- (b) **“Business Day”** means any day, other than a Saturday, Sunday, or a bank or public holiday, on which banks are or, as the context may require, were open for general commercial business in Ontario, Canada;
- (c) **“Effective Date”** has the meaning set out in the Preamble;
- (d) **“Final Report”** has the meaning set out in Section 6.1;
- (e) **“Funds”** has the meaning set out in Section 5.1;
- (f) **“Governmental Authority”** means any (a) federal, national, state, provincial, local, municipal or other government with jurisdiction over the Parties or (b) other governmental, regulatory or administrative agency, commission, or any court with jurisdiction over the Parties;
- (g) **“Green Economy Hub”** means a licensed program by Green Economy Canada that enables businesses of all sectors and sizes to take action on climate change and build sustainability into their operations.
- (h) **“Program”** means the Climate Action Microgrant program operated by GEC;
- (i) **“Project Proponent”** has the meaning set out in the Preamble; and
- (j) **“Project”** has the meaning set out in Recital B and as indicated in Schedule A.

1.2 **Interpretation.** For the purposes of interpretation of this Agreement:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all gender identities and expressions;
- (c) the headings do not form part of the Agreement and are for reference only and will not affect the interpretation of the Agreement;



- (d) unless otherwise specified or required by the context, reference in this Agreement to Articles, Sections and Schedules are to Articles and Sections and Schedules to this Agreement;
- (e) any reference to dollars or currency will be in Canadian dollars and currency; and
- (f) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

## 2. REPRESENTATIONS AND WARRANTIES

2.1 GEC represents and warrants to Project Proponent that it is:

- (a) a corporation in good standing under the *Canada Not-for-profit Corporations Act*; and
- (b) empowered under applicable laws and by its constituting documents and by-laws to enter into this Agreement.

2.2 Project Proponent represents and warrants that it:

- (a) is a Canadian organization duly organized, validly existing, and in good standing under the laws of the jurisdiction of its incorporation or organization;
- (b) has the legal power and authority, authorizations and approvals under applicable laws and its constituting documents and by-laws to enter into this Agreement; and
- (c) is a member in good standing of a Green Economy Hub.

## 3. COVENANTS

3.1 GEC covenants and agrees that it will:

- (a) Ensure that the Program is administered in accordance with this Agreement;
- (b) Generate case studies, project summaries and other communications materials based on Project details shared by the Project Proponent with GEC for review and approval by the Project Proponent prior to being shared with the HSBC Foundation or through GEC’s public channels.



### 3.2 Project Proponent covenants and agrees that it will:

- (a) Ensure the Project is properly scoped and coordinated;
- (b) Ensure the Project is completed within the timeframe stipulated in their application form set out in Schedule A;
- (c) Provide permission for HSBC to contact Project Proponent to discuss its experience in the Program and Project results as well as to consider participating in HSBC owned and led storytelling about the Program;
- (d) Provide permission for GEC to share details of the Project, Project Proponent and outcomes of the Project with HSBC entities and networks;
- (e) Complete the required reporting in accordance with Sections 5.1 and 5.2; and;
- (f) Maintain adequate records of all eligible Project expenses incurred by Project Proponent to be submitted for reimbursement in accordance with Section 5.2.

## 4. COMPENSATION AND PAYMENT OF EXPENSES

- 4.1 GEC shall reimburse Project Proponent for a maximum of fifty percent (50%) of eligible Project expenses incurred by the Project Proponent pursuant to this Agreement and as specified in Schedule A (the “**Funds**”). The Funds paid by GEC to Project Proponent pursuant to this Agreement shall not exceed a total of two-thousand and five-hundred dollars (\$2,500).
- 4.2 Project Proponent shall provide GEC a Final Report, including invoices detailing the expenses incurred in undertaking the Project, within thirty (30) days of Project completion. GEC shall determine in its sole discretion the validity of all eligible expenditures submitted by the Project Proponent and shall pay the eligible amount of Funds invoiced after the completion of the Project and within thirty (30) days of approving the submission of the Final Report, or within such other time period as may be agreed upon in writing by Project Proponent and GEC.

## 5. REPORTING AND RECORDS

- 5.1 Project Proponent shall provide GEC with one (1) final report (the “**Final Report**”), using the Final Report form specified by GEC. The report submitted shall be signed by a duly authorized officer of the Project Proponent. The Project



Proponent shall keep GEC informed of its activities and of general developments regarding the Project.

- 5.2 The Project Proponent shall keep records and receipts to substantiate both expenditures and funds committed to third parties in furtherance of the Project for a minimum of 2 years.

## **6. INTELLECTUAL PROPERTY AND PUBLICITY**

- 6.1 The Project Proponent herein grants to GEC and HSBC the right to use or disclose, as they see fit, all information delivered to GEC, including visual assets pertaining to the Project (such as photography, digital images, and videography) and intellectual property generated therefrom.
- 6.2 Subject to prior written notice, GEC and HSBC may publish, or procure the publication of, marketing and informational materials relating to the Project, Program and Project Proponent, and any content that GEC produces from the Project Proponent's Application Form and Final Report, on their respective channels, websites (with byline), branch and airport screens, videos, printed materials, social media, and/or in any other marketing materials.

## **7. TERM AND TERMINATION**

- 7.1 The term of this Agreement shall commence on the Effective Date and terminate upon the earlier of (a) Project completion and (b) December 31, 2023.
- 7.2 This Agreement may be terminated:
- (a) by written notice from GEC to Project Proponent if there is a change in circumstances beyond GEC's reasonable control (such as a reduction or elimination of funding from the HSBC Foundation for the Program) that prevents GEC from being a Party to the Agreement;
  - (b) by written notice from either Party in the event that the other Party may cause reputational or business risk to the terminating Party;
  - (c) by written notice from GEC to Project Proponent in the event that any of Project Proponent's material representations or warranties are found to be incorrect or misleading in any material respect when made; and



7.3 The Party terminating this Agreement in accordance with Section 7.3 shall give the non-terminating Party at least thirty (30) Business Days specifying the reasons, if any, for termination and the termination date.

**8. NOTICES**

8.1 Any notice, request, demand, consent or other communication provided or permitted hereunder shall be in writing and given by personal delivery, transmitted by electronic mail, or sent by ordinary mail, postage prepaid, addressed to the Party for which it is intended at its address as follows:

<u>If to GEC:</u>		<u>If to Project Proponent:</u>
Green Economy Canada Attention: Priyanka Lloyd 269 Pineland Place Waterloo, Ontario N2T 2S4 Email: grants@greeneconomy.ca		[**]

8.2 Either Party may change its address for purposes of receipt of any such communication by giving ten (10) days prior written notice of such change to the other Party via electronic mail. Any notice so given shall be deemed to have been received on the date on which it was transmitted by electronic mail.

**9. INDEMNIFICATION**

Project Proponent hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless GEC, its officers, directors, trustees, employees and agents, from and against any and all claims, liabilities, losses and expenses (including reasonable legal fees) directly, indirectly, wholly or partially arising from or in connection with any act or omission of Project Proponent, its employees or agents, in accepting the Fee, in expending or applying the funds furnished pursuant to this Agreement or in carrying out the Project activities, including any activities undertaken in furtherance thereof, except to the extent that such claims, liabilities, losses or expenses arise from or in connection with any act or omission of GEC, its officers, directors, employees or agents.

**10. ENTIRE AGREEMENT**

This Agreement, together with any schedule attached hereto, constitutes the entire agreement between the Parties relating to the subject matter hereof and supersedes all



previous agreements, understandings, negotiations and discussions, whether oral or written between the Parties. There are no representations, warranties, conditions, covenants or other agreements, express or implied, collateral, statutory or otherwise, between the Parties in connection with the subject matter of this Agreement, except as specifically set forth herein.

**11. SEVERABILITY**

Any provision of this Agreement prohibited by law or otherwise ineffective, will be ineffective only to the extent of such prohibition or ineffectiveness and will be severable without invalidating or otherwise affecting the remaining provisions of the Agreement. The Parties agree to negotiate in good faith a substitute provision which most nearly reflects the Parties' intent in entering into this Agreement.

**12. ASSIGNMENT**

This Agreement may not be assigned by the Project Proponent without the prior written consent of GEC, which may be withheld for any reason.

**13. GOVERNING LAW**

This Agreement shall be interpreted in accordance with the applicable federal laws and the laws in force in the Province of Ontario.

**14. COUNTERPARTS**

The Agreement may be executed in several counterparts including facsimile, PDF and other electronic copies, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute but one and the same instrument.

**15. ENUREMENT**

This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors and permitted assigns.

**16. TIME OF THE ESSENCE**

Time shall be of the essence of this Agreement and every part hereof. When calculating the period of time within which or following which any act is done or step taken pursuant to this Agreement, the date that is the reference date in calculating such period shall be excluded. If the last day of such period is not a Business Day, the period in question shall end on the next Business Day.





## 17. FORCE MAJEURE

No Party will be responsible to any other for non-performance or delay in performance, or for damages, claims or losses relating thereto, resulting from causes beyond its control and which the Party could not have prevented by the exercise of due diligence, including an act of God, an epidemic, pandemic, lightning strike, fire, storm, earthquake, flood, explosion or other disasters, a labour relations disruption (including a strike, lock-out, illegal work stoppage, slowdown, boycott or other labour dispute), any law, regulation or order of any Governmental Authority, an act of war, mobilization, terrorist act, insurrection, riot or other civil disturbance, bankruptcy or insolvency of a landlord, transportation disruption, a shortage of water, power failure, computer failure and inability to obtain necessary labour or materials.

***[Remainder of page left blank intentionally. Signature page to follow.]***



**IN WITNESS WHEREOF**, the Parties hereto have duly executed this Agreement under the hands of their proper officers on the 12th day of May, 2023 with effect as of the date and year first above written.

**Green Economy Canada**

Per:

\_\_\_\_\_  
Name: Priyanka Lloyd  
Title: Executive Director

Per:

\_\_\_\_\_  
Name:  
Title:  
I/We have the authority to bind the corporation

[\*\*]

Per:

\_\_\_\_\_  
Name:  
Title:

Per:

\_\_\_\_\_  
Name:  
Title:  
I/We have the authority to bind the corporation.

***Signature Page***



## Schedule A: Project Description & Deliverables

Project Name:

Project Start Date:

Project End Date:

Describe the project and how it will reduce GHGs, reduce energy consumption, reduce or divert waste, or improve water conservation:

Project Cost:

GEC's Approved Contribution:

Detailed project budget, including quotes (attach):

Provide the projected impact of the project, if known (ie tonnes GHG reduced, tonnes waste reduced or diverted, cubic metres of water conserved):

### **Eligible Expenditures**

Eligible Expenditures for an approved Project must be directly related to, and necessary for, the implementation and conduct of the Project and will include:

- Capital expenses, including installation costs, and equipment or infrastructure;
- GST, PST and HST net of any tax rebate to which Project Proponent is entitled.

### **Eligible Expenditure Period**

Eligible expenditures will qualify for reimbursement from the time that an Agreement is signed by both Green Economy Canada and Project Proponent until the Project completion date, which must be on or before December 31, 2023. Expenditures made prior to the signing of the Agreement or after the completion deadline are considered ineligible.