

# Fonds vert Policy

**Program to support environmental, sustainable development  
and active transportation initiatives**







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## Preamble

The Municipality has objectives and orientations for sustainable development, environmental protection and the fight against climate change in its Master Plan (by-law number 635-05), its Sustainable Development Action Plan (SDAP) (resolution 144-18) and the Active Transportation Master Plan (ATMP).

The Fonds vert, launched in 2021 (resolution 89-21), is a program to support environmental, sustainable development and active transportation initiatives within the municipality of Chelsea. More specifically, the Municipality wishes to encourage projects that integrate principles of sustainable development such as maintaining environmental integrity, ensuring social equity and economic efficiency. This Fund is therefore used to encourage a collective investment in the improvement of the quality of life, environmental protection and active transportation by promoting partnerships with various stakeholders in the community. The Municipality wishes to ensure the well-being of its residents and a healthy environment for future generations by making its resources and expertise available to its community.

This document explains the main orientations of the Fonds vert, the eligible applicants and projects, the financial terms and conditions as well as the steps for submitting a project proposal to the Municipality.

## Objectives

The Fonds vert was launched to pursue the environmental objectives of the Municipality as stated in the Master Plan, the SDAP and the ATMP. This program is also intended to be a vehicle for:

- Establishing partnerships with stakeholders in the Chelsea community;
- Recognizing and promoting local organizations and citizens working for the protection of the environment, the sustainable development of Chelsea and active transportation; and
- Encouraging and contributing to the success of projects and initiatives by local organizations and citizens.





## Eligibility requirements

### Eligible Organizations

The following actors are encouraged to submit a project or initiative proposal to the Municipality:

- A citizen or a group of citizens;
- A local entrepreneur or a group of local entrepreneurs;
- A non-profit organization (legally constituted and recognized by the Municipality); and
- Public organizations such as the Municipality of Chelsea, an educational institution, a school organization, a health or social services institution.

All applicants will be required to declare any existing partnerships and/or agreements with any level of government (municipal, provincial or federal).

### Project Proposal Eligibility Criteria

All proposed projects must be in the public interest. Projects eligible for support from the Fonds vert must also pursue a mission based on the orientations of the current Urban Plan, the SDAP and/or the ATMP, in addition to being in line with at least one of the following axes:

- The protection and enhancement of natural environments and biodiversity;
- Adaptation to climate change;
- The reduction of greenhouse gases (GHG);
- The use of green technologies;
- The management of residual materials;
- Sustainable development;

- Active transportation;
- Water management; and
- Soil management.

The projects must take place on the territory of the Municipality of Chelsea. However, they can be in partnership with actors from other municipalities or cities.

### Types of eligible projects

Projects that may be submitted include, but are not limited to, the following types:

#### A study

A preparatory research project allowing to accomplish a task, make a decision and/or complete a project by having all the necessary information to do so.

#### Please note

Only applications for studies that support concrete projects will be considered. It is important to mention the project(s) in question in your application.

#### Awareness projects

An awareness-raising project is characterized by a workshop, a conference, a presentation, a publication, the distribution of educational material or any other action whose objective is to raise awareness among citizens and businesses about environmental issues affecting the community.



### Structuring actions

A project that allows the implementation of tools or elements to improve or protect the quality of the environment.

### Environmental events

An event is a set of public activities with an environmental theme and a specific duration.

### Exceptional or large-scale projects

This type of project may involve a group of several stakeholders or community actors to carry out a large-scale project with a final impact on more than one objective and/or area of intervention at a time.

### *Ineligible Projects*

The following projects are not eligible for support from the Fonds vert:

- Activities or events that are not open to the general public;
- Fundraising or self-financing campaigns;
- Fundraising activities;
- Promotional or commercial activities aimed at promoting or selling products and services (e.g., product presentations or launches, distribution of product samples, etc.);
- Competitions (e.g. lotteries, draws)
- Requests submitted for projects already completed; and
- Activities of a charitable, religious, spiritual or political nature.

## Terms and conditions of the financial contribution

The Municipality's Fonds vert envelope is determined annually based on the funds available and the projects submitted. The Municipality therefore offers financial and professional support within the framework of the program for the implementation of projects and initiatives. It is important to note, however, that this support is offered according to the resources and budget available, with no guarantee of recurrence.

### Financial contribution

The following terms and conditions may be reviewed and modified at the time of project approval by the Municipality, depending on the nature of the project in question. The Municipality reserves the right to increase the maximum financial contribution for the category of exceptional or large-scale projects. In general, the financial contribution is as follows:

- Projects of \$5,000 or less: the amount granted could represent up to 75% of the total value of eligible expenses.
- Projects of \$5,001 to \$25,000: the amount granted could represent up to 50% of the total value of eligible expenses.

A minimum down payment of 25% of the total eligible expenses is required from the applicant.

The maximum financial contribution per project is \$15,000. If the Municipality carries out a project at the request of Chelsea residents, it may be financed 100% by the Fonds vert. Finally, the Municipality does not commit to paying the full amount of the Fonds vert every year.





### ***Eligible expenses***

Project expenses eligible for a Fonds vert financial contribution are:

1. Professional Service
  - a. Expenses associated with hiring professional/ technical consultants or contractors, including a professional employee of the organization, involved in the technical or financial aspects of the project.
  - b. Costs associated with products or services related to the technical, environmental, or financial aspects of the project.
2. Advertising and Promotion
  - a. Any expenses related to the development and publication of communications tools directly related to the project in question (survey, posters, flyers, etc.)
3. Materials
  - a. All materials required to carry out the project (including room rental)

### ***Ineligible expenses***

The following expenses are not eligible for the Fonds vert:

1. Expenses incurred prior to the approval of project funding by the Municipality;
2. Repayment of debt, future borrowing or financing of a project completed prior to the date of filing of the said project;
3. Sales taxes (GST and QST), fines and penalties;
4. Indirect costs attributable to the applicant or project partners such as general maintenance or repair costs. Operating costs as well as any ongoing costs of the organization (e.g. internet, telephone, insurance, etc.);
5. Costs associated with the lease or purchase of real property, including office space, interior fit-up, supplies, sporting goods, office equipment and furniture;
6. Legal fees, except for hiring consultants for the project;
7. Expenses incurred to attend conferences, including travel and lodging;
8. Sponsorships, including exchanges of goods and services;
9. Door prizes, gift certificates or gift cards, food and beverages;
10. Free advertising by the organization (social media, website);
11. Rental or purchase of any type of vehicle; and
12. The purchase of electronic equipment.



## Municipal support

The Municipality may provide professional support as resources permit. The terms and conditions will be reviewed and modified upon approval of the project by the Municipality.

This support can be in the form of:

- Professional support (public works, fire safety, communications, consulting);
- Loan of materials; and/or
- Access to premises

This support must be assessed by the organization and included in the financial package of the project proposal.

The Municipality is under no obligation to provide all or any of its services to the applicant. An assessment will be completed during the proposal analysis to determine the availability of staff, materials, space or land, etc.

### Please note

If the applicant requires the resources or authorization of a department other than SUDD, the applicant must contact the appropriate department(s) prior to submission of the grant application.

## Conditions

The Municipality reserves the right to request additional documentation before agreeing to provide Fonds vert support. The Municipality also reserves the right to request and verify any supporting documentation regarding project expenditures.

The applicant must ensure that the Municipality has access to the relevant documents of the supplier of goods and services to verify the costs declared by the organization. In the event of a refusal to provide access to these documents, the Municipality may disregard these costs.



## Grant application process

### Call for proposals

A call for projects will be made each year. This call will be announced through the Municipality's various platforms.

To be submitted for processing and analysis, eligible organizations/persons must:

1. Complete the grant application form available on the Municipality of Chelsea website;
2. Produce a detailed budget representing the cost of the project (a table to assist applicants in this process is available on the Municipality's website);
3. Attach the required documents to their application;
4. Send their application before the deadline to [environnement@chelsea.ca](mailto:environnement@chelsea.ca).

Any application or other material received after the deadline will be automatically excluded from the analysis process.

### Required documents

The grant application must include the following documents or the application will be rejected:

- Completed grant application form;
- Detailed budget (expenses) representing the value of the project;
- A timeline detailing the project's milestones;
- If applicable, a resolution of support from the Board of Directors or Governing Board that mandates the organization and identifies a sponsor to apply for the specific project and sign any commitments related to the application.

Organizations must provide the following applicable documents:

- Letter patent or charter of incorporation;
- Proof of registration in the Quebec Business Registry.

### Analysis of grant applications

Applications for support will be received by the Planning and Sustainable Development Department (SUDD) and will be analyzed beforehand to ensure that all eligibility criteria are met.

Projects will be analyzed annually in June according to the eligibility criteria, type of project, areas affected, project objectives, available budget, timetable, organizations involved, etc. The submission of a complete application that meets the program's eligibility criteria does not mean that the applicant will receive support from the Municipality. The Municipality reserves the right to approve or refuse any application for a Fonds vert grant.





The allocation of funding and selection of final projects will be made by City Council based on maximizing the environmental, sustainable development and active transportation initiatives that are meaningful within Chelsea each year. Council will award the selected grants by resolution.

The Municipality reserves the right to give preference to projects that have not previously received funding from the Fonds vert. A maximum of three projects per year per organization may be funded. The amounts granted in one year under the Fonds vert are not a guarantee of recurrence; they may therefore be considered one-time.

Payments are conditional on meeting the requirements as defined in the memorandum of understanding between the Municipality and the applicant.

Unused funds at the end of the year will be transferred to the Green Reserve Fund to increase the envelope for the following year.

Only one source of funding may be granted by the Municipality for the project submitted for a Fonds vert grant. The applicant may not combine several grants offered by the Municipality of Chelsea for the same project.

## Recipients

The announcement of funded projects will be made three to four months after the call for proposals. If the answer is negative, a letter or email is sent to the organization to inform them. Decisions are final and cannot be appealed.

## Partnership agreement

If a project is accepted, SUDD will draft a Memorandum of Understanding (MOU) for the recipient organization and follow up on it. MOUs must be signed by the Executive Director and the designated municipal official.

The MOU specifies the documents that must be submitted to obtain the payments such as the activity report and other supporting documents. The first instalment following the signing of the memorandum of understanding has a maximum value of 60%. A maximum of 40% of the funding is given following the submission by the organization of invoices, supporting documents, the financial report and the activity report.

The signing of the memorandum of understanding constitutes the confirmation of the partnership between the Municipality and the recipient organization for the realization of the project. The protocol includes the following elements, among others, which must be validated by both signatory parties:

- Contact information for the organization;
- Duration of the agreement;
- Objectives of the Agreement;



- General clauses (scope and application, agent, assignment, disagreement or unforeseen circumstance, interpretation and choice of domicile, completeness and amendments, notices, access to organization documents and privacy laws, use of logo and promotional standards);
- Obligations of the Municipality: contribution/services (promotional support, professional, services, loan of equipment, access to premises or parks), funding/financial arrangements;
- Obligations of the organization: loyalty and ethics, general, human resources, liability, insurance, accountability;
- Intellectual property and termination;
- Representatives of the parties; and
- Signature of the parties.

## Obligations

All recipients of financial support are required to:

- Carry out the project for which the grant is awarded, as presented in the grant application. If, for any reason beyond their control, they are unable to fulfill their commitment, or if they change the nature, objectives, schedule or budget, they must officially inform the Municipality as soon as possible;
- Respect at all times the municipal, provincial and federal regulations;
- Communicate, at the beginning and at the end of the project, all expected, confirmed and obtained partnerships for the project;
- According to the established schedule, produce an activity report;
- Submit the activity report (final report) and the financial report (including invoices for expenses);

- Submit at least three good quality photographs of the project/event/activity;
- Mention that the project has benefited from the Municipality of Chelsea's assistance in all documents related to the project and have any document bearing the Municipality's mention or logo approved before its public distribution;
- Authorize the Municipality to publish, at its discretion, the activity report and photographs submitted by the organization at the end of the project; and
- Work in a concerted manner with the citizens affected by the project.

## References

Municipalité de Chelsea, Plan d'urbanisme (Règlement numéro 635-05).

Municipalité de Chelsea, Plan d'action de développement durable (PADD) (resolution 144-18).

Municipalité de Chelsea, Plan directeur de transport actif (PDTA), 2020 (to be adopted in 2021).

Municipalité de La Pêche, Programme Fonds vert, 2019.

Ville de Gatineau, Programme Fonds vert, 2018.





[environnement@chelsea.ca](mailto:environnement@chelsea.ca)

819 827-6227