



Green Economy
Calgary

Climate Action Microgrant

Application Guide



Supported by





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What is the Green Economy Calgary Climate Action Microgrant?

The Green Economy Calgary Climate Action Microgrant is intended to provide funding to members of Green Economy Calgary to implement sustainability projects. Thanks to funding from The City of Calgary, there is \$30,000 of funding available 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 **November 25, 2024**, and closes on **February 28, 2025**. Successful applicants will be notified on a **rolling basis**. Projects must be completed by **July 31, 2025**, and the Final Report must be submitted by **August 8, 2025**.

Who is Eligible?

Eligible Applicants must be a member of Green Economy Calgary, in good standing with paid membership fees, and with a designation of *Green Economy Leader*.^{*} If you are not sure whether you meet these criteria, please contact your Hub. Discover or Insight Members are not eligible for this funding. If you currently fall into one of these membership categories and are interested in accessing funding like this in the future, please contact your local Hub to discuss joining the Lead membership track.

Green Economy Leaders make a commitment to set and report on their public sustainability targets through their Hub.

What Projects Are Eligible?

Microgrant Projects must target one or more of the following categories:

GHG Emission Reduction Projects

GHG emission reduction projects will address emissions within an organization's operations and include projects such as activity sensors for lighting installations, air source heat pumps, increased insulation, building envelope improvements, air curtain installation, high-efficiency window replacement, LED lighting retrofit (installation or audit costs), renewable energy projects (solar, geothermal, or wind installation), EV charger installation, and condensing electric tankless water heater installations. This is a non-exhaustive list.



Water Conservation Projects

Water conservation projects will reduce water consumption within an organization’s operations and include projects such as the installation of low-flow toilets, waterless urinals, low-flow faucets, aerators and showers, and improving or replacing process-related water-consuming equipment. This is a non-exhaustive list.

Waste Reduction & Diversion Projects

Waste reduction & diversion projects will reduce or divert waste across an organization’s operations and include projects such as the development of a waste diversion or reduction strategy, installing high-speed energy-efficient hand dryers, implementing organic and recycling programs, switching to biodegradable/eco-friendly packaging, and biodigester purchases. This is a non-exhaustive list.

Consultant Studies/ Audits

This category of projects will support the procurement of technical expertise via audits or assessments to identify projects that will reduce an organization’s GHG emissions, energy, water, or waste.

Table 1: Eligible Projects & Requirements

Project Type	Requirement
Reduce Greenhouse Gas (GHG) emissions	GHG Inventory up to date as of 2023; OR has started the data collection process to establish a GHG Inventory with 2023 data.
Reduce water consumption	GHG Inventory up to date as of 2023, which includes emissions associated with water use; OR has started the data collection process to establish a GHG Inventory with 2023 data, which includes emissions associated with water use.
Reduce waste generation or support improved waste diversion	GHG Inventory up to date as of 2023, which includes emissions from waste; OR has started the data collection process to establish a GHG Inventory with 2023 data, which includes emissions associated with waste.



Audit or Study which will support the implementation of energy, water or waste projects (i.e. Waste Audit, Energy Audit, Feasibility Study, Water Footprint etc)	GHG Inventory up to date as of 2022 or in the process of being generated with 2023 data. An explanation of how the audit or study will clearly support the reduction of GHGs, energy, waste or water
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The work performed must be in compliance with all applicable local laws, codes (including building and electrical) and bylaws (including zoning and parking).

Geographic Restrictions

The project must take place within the City of Calgary and reduce GHG emissions, energy, water, or waste associated with an aspect of your organization's operations.

How Much Can I Receive?

Projects will be funded at 50% of the total project costs, to a maximum of \$5,000 per applicant. There is \$30,000 funding available for the Green Economy Calgary Climate Action Microgrant, Green Economy Calgary will consider additional projects until all microgrant funds are allocated. Applications will be reviewed and approved, and successful applicants will be notified on a **rolling basis**.

Green Economy Calgary will allow applicants to combine (stack) Green Economy Calgary Climate Action Microgrant funding with funding from government, utility, provincial energy efficiency, or industry sources but these sources need to be declared on the Green Economy Calgary Climate Action Microgrant application form. Recipients of the microgrant should confirm that stacking is allowed by other sources.

How Do I Apply?

Applicants must complete the online [Application Form](#). 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. Business Address
3. Contact Name and Preferred Pronouns



4. Contact Job Title
5. Contact Email
6. Contact Phone Number
7. Are you a *Green Economy Leader*?

Green Economy Leaders are members that have made a commitment to set and report on their public sustainability targets through their Hub.

8. Which Microgrant category are you applying for?
 - GHG Emission Reduction
 - Water Conservation
 - Waste Reduction / Diversion
 - Energy, Waste or Water Audits / Studies
9. What is the most recent year of your completed GHG Inventory? If you are in the process of creating or updating your GHG Inventory to include 2023 data, please note that here.
10. If you are applying for a Water or Waste project, does your organization have a Waste Audit or Water Footprint as of 2023 or later, or does it have waste or water emission sources included as part of its GHG inventory (yes / no / NA)
11. Briefly describe the project and why it is important to your organization. How will it reduce your carbon, energy, waste or water impacts or deliver other environmental benefits and move you closer to your sustainability goals?
12. What are the total projected costs of the project? Provide a detailed project budget including all expected eligible expenses, what funding sources are expected or secured and for how much. Please provide quotes to validate expenses.

Please note that second hand or refurbished materials or equipment must be sold by a certified reseller and accompanied by a receipt.
13. When is the project expected to start?
14. When is the project expected to be completed? *Note all projects must be completed by July 31, 2025 and the final reporting submitted by no later than August 8, 2025.*
15. What is the estimated quantifiable impact of your project? (i.e. tonnes GHG reduced, tonnes of waste reduced or diverted, cubic metres of water conserved)



16. Outline the potential risks or delays that could impact implementing the project, how likely they are to occur, and how you plan to mitigate the potential impact to ensure the project gets completed successfully.

17. Why is this funding important to help the project move forward?

18. 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 to the best of my knowledge.

I, the Applicant, acknowledge that if the project is approved I will receive 50% of the project costs, up to a maximum of \$5,000, which will be reimbursed once the final report and documentation is received by Green Economy Calgary. To receive reimbursement, the project must be completed by **July 31, 2025**.

I, the Applicant, also agree to facilitate a site visit for Green Economy Calgary to verify my project if needed.

I, the Applicant, agree that if I am successful in receiving the microgrant, I will allow Green Economy Calgary to develop case studies about my project using the information provided through participating in this program, and to share those case studies with The City of Calgary and the general public.



How Will My Application Be Assessed?

Projects will be assessed based on their fit with the Microgrant focus areas, and projects with greater quantifiable impacts on GHG emissions reduction, energy or water conservation, or waste reduction/diversion will be assessed more favourably. Other factors evaluated include the likelihood of project completion within the project timeframe, co-benefits of the project including benefits to the community or other stakeholders, and overall need for the funding. The Green Economy Calgary Climate Action Microgrant program may also consider sector and project diversity across all Microgrants awarded in choosing its final successful recipients.

Confirmation of Receipt: Once you submit your application, Green Economy Calgary 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 Calgary will not send any follow-up reminders.

Review: Applications will be assessed on a **rolling basis**. 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 July 31, 2025.

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. The standard provisions of the contribution agreement are not able to be modified. 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 Calgary 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 Calgary. 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 net of any tax rebate to which the Applicant is entitled (if the Applicant is tax exempt, no taxes can be claimed).

Eligible Expenditure Period

Eligible expenditures will qualify for reimbursement from the time that an Agreement is signed by both Green Economy Calgary and the Applicant until the Project completion date, which must be on or before **July 31, 2025**. 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 Calgary within 5 business days.

In addition to completing the Final Report Form (link will be provided), successful applicants must **submit the following documents before July 31, 2025** to receive reimbursement:

Successful applicants must submit the following documents to receive reimbursement:

1. 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 Calgary may request to support the reimbursement claim;
2. At least two photographs showing the completed project, or a .pdf copy of any reports, audits or documentation that were created as a result of the funding;
3. At least one photograph for use as in a case study of the project - this can be a photo of the business' site, a photo of your team or a "marketing" type photo as per the organization's preference;
4. One photo and quote from a senior person in the organization about the impact of the project and the microgrant;
5. A completed Electronic Funds Transfer Form (a blank version will be sent at the same time as we send the reporting link) 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 Calgary approving the required final documentation.

Recognition

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

By accepting the microgrant, you agree to:

- Report the results of your project to Green Economy Calgary via a Final Report questionnaire that we provide;
- Green Economy Calgary using the information you provide to develop a case study about your organization's project and its impacts;
- Review, provide feedback on, and approve the case study being shared with The City of Calgary and publicly released through Green Economy Calgary's communication channels to share the results of the Green Economy Calgary Climate Action Microgrant and inspire other businesses to take on sustainability projects.

What If I Have Questions?

For any inquiries regarding the Green Economy Calgary Climate Action Microgrant, please contact info@greeneconomycalgary.ca and we will be happy to assist you.



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 (e.g. 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 **July 31, 2025**. Expenditures made prior to the signing of the Agreement or after the completion deadline are considered ineligible.