



# Climate municipalities

PROGRAM  
PHASE 2



2013-2020

Climate Change Action Plan

**NORMATIVE FRAMEWORK – 2018**

## **COORDINATION AND EDITING**

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# 1. Definitions

The terms defined in this section are highlighted in boldface in the text. In this program, they have the meaning indicated below.

**Aboriginal community:** an Aboriginal group designated as a band council within the meaning of the Indian Act (R.S.C., 1985, c. I-5) belonging to one of the 11 Aboriginal nations recognized by the National Assembly and the Québec government. The communities of a given nation could mandate a tribal council to represent them by resolution of the band councils concerned.

**Adaptation:** any initiative that reduces the adverse impacts of climate change or makes it possible to take advantage of new opportunities stemming from it.

**Applicant:** the municipal body that submits a project in order to obtain financial assistance under this program.

**Capacity building:** the means by which skills, experience, techniques and management capacity are developed in an organization, often through technical assistance, short- or long-term training and specialized technological inputs.

**Clean technology:** goods, services, equipment, materials, composites or processes used to produce energy from renewable sources, the optimization of resource consumption or the reduction of the adverse impacts on the environment of different types of activities.

**Financial assistance agreement:** an agreement signed by the Minister and the applicant concerning the project selected. The financial assistance agreement defines, in particular, the anticipated deliverables, the conditions governing the project's implementation, the conditions respecting the payment of the financial assistance and the cancellation of the agreement, the requisite accountability, and the monitoring indicators and the data required for this purpose.

**Financial assistance confirmation letter:** a letter from the Minister to the applicant announcing the acceptance of the project and the financial assistance granted.

**Generally accepted accounting principles (GAAP):** the entire range of authoritative accounting standards pertaining to financial information. They specify how operations and other events must be recorded, measured, presented and communicated in the financial statements in order to provide information that is useful for decision-making. The accounting standards are drawn from different financial information frames of reference.

**GHG emission reduction:** the result of calculating the difference between the GHG emissions declared in a reference scenario and the emissions anticipated or obtained following the implementation of the project or a measure designed to reduce them.

**Greenhouse gases (GHG):** GHG include carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorinated hydrocarbons (PFCs) and sulfur hexafluoride (SF<sub>6</sub>). GHG emissions can be inherent in activities specific to each municipal body (buildings, motorized equipment, wastewater treatment, and so on) or related to activities carried out in the territory of the community for which the municipal body is responsible, such as residual materials and road transportation.

**Green infrastructure:** green infrastructure is a strategic approach to greening cities. It can be defined as an interconnected network of green spaces, including natural and semi-natural areas scattered in a metropolitan area that ensure the functioning of ecosystems and the maintenance of the benefits that they afford human populations. Green infrastructure also includes "natural" solutions such as green roofs and walls, rain gardens, bio-retention ponds and permeable coverings.

**Hazard:** phenomena, physical manifestations or human activities likely to cause losses of human life or injuries, property damage, social and economic disruptions or environmental degradation (each factor is, by way of an example, characterized at a given time by the likelihood of its occurrence and a given intensity).

**Municipal body:** a local municipality (municipality, city, town, parish, township, united townships, northern village, Cree or Naskapi village), a borough of the City of Montréal, an agglomeration, a regional county municipality (RCM), a metropolitan community, an intermunicipal management board, the Eeyou Istchee James Bay Regional Government, the Kativik Regional Government, the Cree Nation Government or an Aboriginal community.

**Participant in the program:** an application to whom the Minister has sent a letter confirming the granting of financial assistance following the acceptance of the project.

**Policy instruments, planning and regulatory tools:** policy instruments make it possible to directly support the construction, maintenance or administration of equipment, infrastructure or public services or to encourage property owners to build, renovate and develop their lots or buildings. They are used for land-use planning or economic, social and cultural development. Planning tools make it possible to engage in land use planning in a municipality, an RCM or a metropolitan community. Urban planning controls make it possible to establish rules, standards and evaluation criteria governing construction and the use of buildings and land in a territory.

**Proven technology:** a technology whose value has been demonstrated, which is recognized or patented, a trademark, a copyright or an industrial design.

**Resilience:** the ability of a system, a community or a society potentially exposed to unknown factors to adapt by resisting or changing with a view to establishing and maintaining structures and an acceptable level of functioning.

**Resilient infrastructure and installations:** infrastructure and installations whose design enables a community to adapt and be more resilient to climate change impacts, such as public spaces designed to withstand flooding or recreational uses that include resistance, buffering or drainage mechanisms. Some resilient infrastructure and installations are also deemed to be green infrastructure.

**Review engagement:** an examination of the financial statements conducted by a chartered professional accountant (CPA) to determine if they are plausible. The review engagement hinges on requests for information, analytical procedures and interviews focusing on the information provided by the legal entity to the CPA.

**Selection committee:** a group of at least four individuals, including at least one expert from outside the Ministère de l'Environnement et de la Lutte contre les changements climatiques (MELCC), responsible for analyzing the eligible projects received in response to the calls for projects and for making recommendations to the Minister.

**Social innovation:** a new idea, approach or initiative, service, product, statute or type of organization that more adequately, sustainably responds than existing solutions to a clearly defined social need. It also includes a solution adopted by an institution, organization or a community that produces a measurable benefit for the community and not just for certain individuals. The scope of a social innovation or transforming and systemic.

**Techniques:** practices, proven clean technologies, resilient infrastructure and installations, and green infrastructure.



## 2. Rationale and context

According to the latest inventory of Québec's **GHG emissions**, transportation, industry, the residential, commercial and institutional sectors and, lastly, waste, are the four areas of activity that generate the most emissions in order of importance. All of the sectors can be influenced to varying degrees by municipal initiatives. Land use planning, in particular, has a decisive impact on the movement of people, which is the main cause of **GHG emissions** in road transport. Accordingly, the municipalities appear to influence roughly half of total **GHG emissions**.

Moreover, communities are frontline interveners on which we can rely to face climate change impacts, adapt to them, manage the threats that they pose or implement measures to enhance the community's **resilience**.

Consequently, **municipal bodies** are local governments that can act both with respect to **GHG emissions** and **adaptation** to climate change. They are essential partners of the government in combating climate change (*2013-2020 Climate Change Action Plan*). However, a lack of financial and human resources appears to

appreciably hamper the realization of projects to combat climate change.

The Climate Municipalities Program - Phase 2, hereinafter referred to as the "Program," is being implemented to encourage in **municipal bodies** concrete, reproducible projects to combat climate change to pursue the approach initiated under Phase 1 of the Climate Municipalities Program, pursuant to the *2006-2012 Climate Change Action Plan*. Phase 1 of the Program enabled 253 **municipal bodies** to conduct an initial inventory of their **GHG emissions**, elaborate an action plan to reduce them and, in some instances, elaborate a climate change **adaptation** plan.

The Climate Municipalities Program - Phase 2 is funded by the Green Fund pursuant to the *2013-2020 Action Plan* on Climate Change, whose second priority is to support municipalities and communities in their efforts to reduce **GHG emissions**, adapt to climate change, and engage in sustainable development of the territory.

### 3. General objective

The general objective of the Program is to promote participation by **municipal bodies** in combating climate change. It seeks to test and disseminate technical or social solutions that will contribute to reducing the **GHG emissions** of communities or to enhancing their **resilience** to climate change. They also seek to bolster capacities through the activities supported in the context of the projects.

### 4. General remarks

The Program comprises two sections:

- Section 1 – Support for the elaboration of projects to combat climate change;
- Section 2 – Support for pilot projects to combat climate change.

It will come into force when the Conseil du trésor approves it and will end on December 31, 2020.

The Program has an overall budget of \$40 million from the Green Fund, including expenses related to its management. The budget is subject to the availability of funds.

### 5. Description of the sections of the Program

#### 5.1 SECTION 1: SUPPORT FOR THE ELABORATION OF PROJECTS TO COMBAT CLIMATE CHANGE

##### 5.1.1 Specific objective

This section seeks to remove obstacles to the implementation of projects to combat climate change in communities by documenting their implementation conditions.

##### 5.1.2 Budget

This section has a total budget of \$5 million.

##### 5.1.3 Eligible and ineligible applicants

To be eligible, an applicant must be a Québec **municipal body** as defined in section 1 (“Definitions”) of this normative framework.

A **municipal body** can submit an application for a group of municipal bodies. However, the financial assistance is granted to a single **municipal body**, designated as the project manager. To carry out the project, the **municipal body** must undertake to obtain a resolution of the councils in the territory such as the municipal council, the band council, and so on, or a resolution of its executive committee, in accordance with the provisions stipulated in the **financial assistance agreement**.

An applicant is ineligible for the Program that is part of the project submitted or has a partner in such a project in one of the following cases:

- the applicant is subject to bankruptcy, liquidation or dissolution;
- the applicant is registered in the Registre des entreprises non admissibles aux contrats publics (RENA).

#### 5.1.4 Eligible applications

Eligible applications must clarify the context, conditions for success, stakeholders, opportunities, costs, benefits and possible variants of a project or provide details of the project's parameters before it is carried out.

Studies focusing on specific projects to combat climate change are eligible:

- feasibility studies;
- cost-benefit analyses;
- any other study or elaboration approach deemed relevant with respect these standards with a view to carrying out the project.

Applicants can target activities directly under the responsibility of the municipality, or community activities. The studies, analyses or plans must enable the **municipal body** to engage in enlightened decision-making or carry out initiatives better rooted in the community. Projects to combat climate change covered by applications in section 1 must reflect the **municipal body's** priorities. In the case of adaptation projects, the **municipal body** must ascertain beforehand the risks and vulnerabilities of its environment with respect to climate change impacts and show how the project submitted satisfies a priority stemming from this analysis. As for **GHG emission** reduction projects, the **municipal body** must ascertain the emissions sectors for which it is responsible and show how the project submitted satisfies a priority stemming from this analysis. Furthermore, the projects must correspond to the Program's objectives.

A project covered by an application must:

- be entirely carried out in Québec;
- abide by the Program's rules.

#### 5.1.5 Ineligible applications

An application is ineligible if it:

- focuses on a technique that is at the proof of concept or validation stage;
- seeks the creation of a foundation or a search for sponsors;
- is funded by another program under the *2013-2020 Climate Change Action Plan*;
- is a research project;
- is a regular activity of the **municipal body** or a recurring activity;
- replaces responsibilities or duties conferred on the municipal bodies by Québec and federal government departments and bodies;
- had already begun when the financial assistance application was submitted to the Program.

#### 5.1.6 Duration of the project

The project must be carried out within a period not exceeding one (1) year after the date of coming into force of the **financial assistance agreement**.

#### 5.1.7 Financial assistance

A maximum grant of \$50 000 per project will be awarded. The financial assistance is limited to 75% of the eligible expenses of the project and cannot be combined with financial assistance from another program under the *2013-2020 Climate Change Action Plan*.

The financial assistance can be combined with that from complementary programs offered by provincial or federal government departments or bodies, except the programs stemming from the *2013-2020 Climate Change Action Plan*. The combined financial assistance obtained through the measures of federal and provincial government departments or bodies must not exceed 75% of the project's eligible expenses.

Contributions from the community must account for a minimum of 25% of the eligible expenses. Such contributions can include those of the **municipal body** that is submitting the project and that of its partners but exclude contributions from federal and provincial government public funds. The contributions can comprise physical resources, human resources (including volunteer labour) or financial resources.

The following terms and conditions apply to the payment of the financial assistance under this section:

- an initial instalment equivalent to 50% of the financial assistance granted, no later than thirty (30) days after the parties have signed the agreement;
- a second, final instalment equivalent to 50% of the financial assistance granted, no later than thirty (30) days after the receipt and acceptance by the Minister of the final report.

### 5.1.8 Eligible expenses

Eligible expenses are necessary expenses directly related to the realization of the project:

- the remuneration of staff engaged in carrying out the project, including social contributions;
- expenses related to communications activities, in particular the dissemination and publication of the outcomes of the project covered by the application;
- professional fees paid to a legal entity for a specific task or service;
- the professional fees of an external auditor assigned to conduct a **review engagement** related to the project covered by the application;
- justified administrative expenses directly related to the project up to the equivalent of 10% of the financial assistance (project supervision, administrative support, accounting, payroll, space leasing, stationery, postal services, telephone service, and so on).
- Project-related follow-up and evaluation expenses cannot exceed 10% of the total activity expenditures under the project.

The Minister reserves the right to refuse any expenditure that she deems irrelevant to carry out the project or to attain the Program's objectives.

### 5.1.9 Ineligible expenses

Expenses that are neither necessary nor directly related to the realization of project-related activities are ineligible:

- expenses incurred before the confirmation of the financial assistance granted and the conclusion of the period covered by the **financial assistance agreement**;
- the remuneration of the regular staff of the body to carry out ongoing activities;
- expenses related to communications or the promotion of the body's ongoing activities;
- the cost of acquiring wheeled vehicles or immovables or building renovation expenses;
- travel and other expenses incurred outside Québec;
- administrative expenses related to the body's ongoing activities or its general operations;
- expenses related to environmental authorizations;
- the portion of the taxes in respect of which the beneficiary of the financial assistance is entitled to an input tax credit (ITC), an input tax refund (ITR), a refund, an exemption or a GST or QST exemption.

## 5.2 SECTION 2: SUPPORT FOR PILOT PROJECTS TO COMBAT CLIMATE CHANGE

### 5.2.1 Specific objective

Section 2 seeks to facilitate the implementation of projects to combat climate change in communities through experimentation with technical or social solutions in a local environment.

### 5.2.2 Budget

This section has a total budget of \$35 million.

### 5.2.3 Eligible and ineligible applicants

To be eligible, an applicant must be a Québec **municipal body** as defined in section 1 (“Definitions”) of this normative framework.

A **municipal body** can submit an application for a group of **municipal bodies**. However, the financial assistance is granted to a single municipal body, designated as the project manager. To carry out the project, the **municipal body** must undertake to obtain a resolution of the councils in the territory such as the municipal council, the band council, and so on, or a resolution of its executive committee, in accordance with the provisions stipulated in the financial assistance agreement.

An applicant is ineligible for the Program that is part of the project submitted or has a partner in such a project in one of the following cases:

- the applicant is subject to bankruptcy, liquidation or dissolution;
- the applicant is registered in the Registre des entreprises non admissibles aux contrats publics (RENA).

### 5.2.4 Eligible projects

To be eligible, a pilot project must:

- facilitate experimentation with **techniques or social innovations** aimed at combating climate change;
- demonstrate the potential to reduce the community’s GHG emissions or make the community more resilient to climate change impacts;
- be carried out for demonstration purposes and to develop knowledge;
- demonstrate the mobilization of the **municipal body** or the community, for example, collaboration with employees, businesses or community organizations in the field targeted or with residents;
- be linked to the **municipal body’s** priorities respecting the fight against climate change;
- in the case of **adaptation** projects, the **municipal body** must ascertain beforehand the risks and vulnerabilities of its environment with respect to climate change impacts and show how the project submitted satisfies a priority stemming from this analysis;
- be entirely carried out in Québec;
- comply with the rules under the Program and the call for projects.

When necessary, the **municipal body** must comply with the *Environment Quality Act* and obtain the requisite certificates of authorization.

### Areas of activity

The Minister will establish the priority sectors in the context of each call for projects. Both in the realms of **GHG emission** reductions and **adaptation**, the projects can, in particular, focus on sustainable mobility, active transportation, the circular economy, riparian water and zones, agriculture, food, land-use planning, energy consumption and production, ecosystems and biodiversity, the built environment, the northern environment, health or tourism.

### 5.2.5 Ineligible projects

A project is ineligible if it:

- focuses on a practice that is at the proof of concept or validation stage;
- targets a technology or a practice that is at the proof of concept or validation stage;
- is a research project;
- seeks the creation of a foundation or a search for sponsors;
- is funded by another program under the *2013-2020 Climate Change Action Plan*;
- is a regular activity of the **municipal body** or a recurring activity;
- replaces responsibilities or duties conferred by Québec and federal government departments and bodies;
- had already begun when the financial assistance application was submitted to the Program.

### 5.2.6 Duration of the project

The project must be carried out within not more than three (3) years.

### 5.2.7 Financial assistance

A maximum grant of \$1 million per project will be awarded. The financial assistance is limited to 75% of the allowable expenses. Financial assistance related to the acquisition, leasing or introduction of technical solutions is limited to 50% of the total assistance.

The financial assistance can be combined with that from complementary programs offered by provincial or federal government departments or bodies, except the programs stemming from the 2013-2020 Climate Change Action Plan. The combined financial assistance obtained through the measures of federal and provincial government departments or bodies must not exceed 75% of the project's eligible expenses.

Contributions from the community must account for a minimum of 25% of the eligible expenses. Such contributions can include those of the **municipal body** that is submitting the project and that of its partners but exclude contributions from federal and provincial government public funds. The contributions can comprise physical resources, human resources (including volunteer labour) or financial resources.

The following terms and conditions apply to the payment of the financial assistance under this section:

- an initial instalment equivalent to 25% of the financial assistance granted, no later than thirty (30) days after the parties have signed the agreement;
- instalments whose combined amounts are equivalent to 50% of the financial assistance granted, broken down according to the project's duration, no later than thirty (30) days after the receipt and acceptance by the Minister of each of the requisite annual progress reports that describe the state of the project's implementation;
- a final instalment equivalent to 25% of the financial assistance granted, no later than sixty (60) days after the receipt and acceptance by the Minister of the final report.

### 5.2.8 Eligible expenses

Eligible expenses are necessary expenses directly related to the realization of the project:

- the remuneration of staff engaged in carrying out the project, including social contributions;
- expenses related to the realization, functioning of and follow-up to the project;
- expenses related to communications or promotional activities, in particular dissemination, publication and advertising, which are directly related to the project;
- professional fees paid to a legal entity for a specific task or service;
- the professional fees of an external auditor assigned to conduct a **review engagement**;
- expenses related to mobilization, consultation and other collaborative activities with community interveners, stakeholders and residents;
- the cost of purchasing or leasing equipment, proven **clean technologies, green infrastructure and installations and resilient infrastructure and installations**, limited to 50% of the total financial assistance granted;
- training costs directly related to the project;
- transportation, meal and accommodation expenses inside Québec when they are necessary to carry out the project.
- justified administrative expenses directly related to the project up to the equivalent of 10% of the financial assistance (project supervision, administrative support, accounting, payroll, space leasing, stationery, postal services, telephone service, and so on).

Project-related follow-up and evaluation expenses cannot exceed 10% of the total activity expenditures under the project.

The Minister reserves the right to refuse any expenditure that she deems irrelevant to carry out the project or to attain the Program's objectives.

### 5.2.9 Ineligible expenses

Expenses that are neither necessary nor directly related to the realization of the project-related activities are ineligible:

- expenses incurred before the confirmation of the financial assistance granted and the conclusion of the period covered by the **financial assistance agreement**;
- the remuneration of the regular staff of the body to carry out ongoing activities;
- expenses related to communications or the promotion of the body's ongoing activities;
- the cost of purchasing wheeled vehicles or immovables or building renovation expenses;
- travel expenses and other expenses incurred outside Québec;
- administrative expenses related to the body's ongoing activities or its general operations;
- expenses related to environmental authorizations;
- the portion of the taxes in respect of which the beneficiary of the financial assistance is entitled to an input tax credit (ITC), an input tax refund (ITR), a refund, an exemption or a GST or QST exemption.

## 6. Submission of an application for funding

Under section 1, the applicant can obtain financial assistance for a single project. Under section 2, the applicant can submit one project per call for projects.

The application must include:

- the project submission form in which all of the sections are completed (the form includes guidelines for the applicant);
- a resolution confirming that the council representing the applicant (municipal council, RCM council, band council, and so on) has authorized the application submitted to the Climate Municipalities Program – Phase 2 and that the applicant council undertakes to pay its share of the allowable costs;
- letters from the partners describing their commitment to the project and specifying the amount or nature of their contribution, as the case may be.

The calls for projects indicate the deadlines for submitting applications for funding.

The documents and information related to the submission of applications for funding such as the necessary forms and submission deadlines will be indicated on the Ministère de l'Environnement et de la Lutte contre les changements climatiques (MELCC) website ([www.melcc.gouv.qc.ca](http://www.melcc.gouv.qc.ca)).

## 7. Project selection procedures

### 7.1 SECTION 1 – ONGOING ACCEPTANCE AND EVALUATION OF APPLICATIONS

Applications under section 1 are accepted and evaluated in an ongoing manner until the annual budget allowance is exhausted. Under section 1, the eligibility of the applicants and the projects submitted are first subject to verification. The projects are then selected based on the criteria specified in Appendix 1. The Minister confirms the amount of the financial assistance granted and the conditions for payment for each project and sends the applicant a letter to confirm them. The Minister announces the closing of the section when the budget is exhausted.

### 7.2 SECTION 2 – CALL FOR PROJECTS

The Minister seeks proposals through calls for projects. An initial call for projects under section 2 will be launched no later than three (3) months after the launching of the Program, followed by one call for projects per year until the Program ends. Projects submitted under section 2 are subject to analysis according to the following steps:

- verification of the organization's and the project's eligibility: the analysis of the eligibility of organizations and projects is based on the criteria mentioned earlier and in the call for projects;
- analysis of projects: a **selection committee** analyzes the projects and is responsible for classifying them according to the outcomes of the analysis based on assessment grids and the entire array of proposals and for making recommendations to the Minister concerning those that should receive financial support under the Program. The projects are evaluated according to criteria details and the weight of which are published with each call for projects. If need be, the MELCC can seek advice from experts other than the members of the **selection committee**. Appendix 2 in this normative framework presents the project evaluation grid, including details and weighting;



- Ministerial authorization: the **selection committee's** recommendations are submitted to departmental officials for approval. The Minister confirms the amount of the financial assistance granted and the conditions for payment for each project and sends the applicant a letter to confirm them. The Minister reserves the right to limit the number of projects accepted to conform to the budget allowance and the amounts available in the Green Fund.

The project must comply with the rules under the Program and the call for projects. In the context of the call for projects, the MELCC reserves the right to establish priorities among the areas of activity indicated in section 5.2.4. It also reserves the right to cancel a call for projects or launch an additional call for projects during the duration of the Program.

## 8. Accountability and project follow-up

Payment of the financial assistance is subject to compliance with the follow-up and accountability requirements established in the normative framework of the Program and in the **financial assistance agreement** signed by the Minister and the organization whose project was selected.

Generally speaking, the accountability requirements include the production of a project follow-up and evaluation plan based on the indicators adopted for each project (in section 2) and the production of a final report including a financial statement; for the project (for all sections), no later than six (6) months after the project's conclusion. Indicators will be used to assess the project's functioning, advancement and outcomes. **Participants in the Programme** must use the indicators proposed as the basis for ensuring follow-up in respect of the outcomes of their projects.

In the case of projects that last for more than one year, the requirements also include the production of progress reports. Such reports must include a copy of the audited financial statements, if possible, and a **review engagement** concerning project expenses. The MELCC also reserves the right to request an audit of the project. Additional details concerning the contents of the progress reports and the final report will be provided in the **financial assistance agreements**.

### 8.1 GHG EMISSION REDUCTION

When pilot projects have the potential to **reduce GHG emissions**, the quantification of such reductions must be in metric units. In this context, the applicant must plan and implement its project bearing in mind the guidelines of the ISO 14064-2 international standard and the principles that it embodies, where possible. To quantify **GHG emissions** use the unit tonne CO<sub>2</sub> equivalent (Teq CO<sub>2</sub>).

The calculation of the **GHG emission** reduction attributable to the project must rely on the standardized emission and conversion factors proposed by the MELCC. Should it be impossible, because of the nature of the project, to use the ISO 14064-2 standard, the potential **GHG emission** reduction must be based on the scientific literature.

## 8.2 RESILIENCE AND ADAPTATION TO CLIMATE CHANGE

When the pilot projects target **resilience** and **adaptation** to climate change, their outcomes in this field must also be compiled to determine if the attendant objectives have been attained. Otherwise, the improvements to be made so that the projects attain their objectives must be documented.

## 9. General terms and conditions

The Minister reserves the right to:

- limit the number of projects accepted to conform to the budget allowance and the amounts available in the Green Fund;
- reduce the amount of the financial assistance, cancel it or demand the repayment of the funds paid in the event of failure to abide by the provisions of the Program or the conditions related to the attribution of the financial assistance;
- request from the beneficiaries an audit of the project expenses;
- approve the applications within the budgets available;
- not launch the project covered by the application and to not make any contractual commitment to third parties before obtaining the confirmation of the attribution of the financial assistance.

The **applicant** undertakes to:

- ensure that the financial assistance granted is used according to the terms and conditions
- stipulated in the **letter confirming the attribution of the financial assistance** and, as the case may be, in the agreement signed by the organization and the MELCC;
- obtain the Minister's approval before modifying the project , in accordance with the **financial assistance agreement**;
- account for its expenses in accordance **with generally accepted accounting principles**;
- mention support from the *2013-2020 Climate Change Action Plan* and the Green Fund in any public communication referring to the project supported by the Program;
- make public by electronic means and free of charge any project-related publication, unless otherwise stated in the **financial assistance agreement**;
- comply with the legislation and regulations in force and obtain the requisite authorizations for carrying out the project

## 10. Evaluation of the Program

At the conclusion of the Program, no later than the 2020-2021 fiscal year, the Program will be subject to an evaluation that outlines the attainment of the objectives by means of the indicators defined in the follow-up and preliminary evaluation framework.

# Appendix 1 – Selection criteria – Section 1

DESCRIPTION OF THE PROJECT, COMPLETION GUARANTEES AND ANTICIPATED OUTCOMES	
Criteria	Score
The study or analysis focuses on a project to combat climate change:	/2 x 2
<ul style="list-style-type: none"> <li>has significant <b>GHG emission</b> reduction potential or significant potential to enhance the community's or its environment's <b>resilience</b> to climate change impacts;</li> </ul>	/2
<ul style="list-style-type: none"> <li>is adapted to conditions in Québec;</li> </ul>	/2
<ul style="list-style-type: none"> <li>is deemed a priority by the <b>municipal body</b> or is related to the policies of the <b>applicant entity</b>;</li> </ul>	/2
<ul style="list-style-type: none"> <li>offers advantages to the community.</li> </ul>	/2
The outcomes of the study or the analysis could facilitate the implementation of projects with high potential to combat climate change.	/2 x 2
The outcomes will enlighten decision-making locally but also help other municipalities to acquire knowledge in order to combat climate change.	/2
The <b>applicant</b> organization has the capacity to ensure the project's success and the attainment of its outcomes, in particular its financial management.	/2
The internal entities of the <b>municipal body</b> or, where applicable, its partners, have the requisite expertise and experience to ensure the project's success.	/2
<b>Total</b>	<b>/20</b>

0: The project does not satisfy the criteria.

1: The project satisfactorily meets the criteria.

2: The project perfectly meets the criteria.

All projects that obtain a total score equal to or greater than 14 and in respect of which no criterion was scored 0 will be accepted, until the annual budget allowance of the section is exhausted.

# Appendix 2 – Selection criteria – Section 2

1. RATIONALE AND RELEVANCE OF THE PROJECT IN ITS CONTEXT (15%)		SUBTOTAL:	
Criteria	Weighting	Pointage	
Relevance and problem selected	30%		
Coherence of the project with the general principles of the Program, including: <ul style="list-style-type: none"> <li>the project's potential to combat climate change;</li> <li>the solution's potential for application in other communities.</li> </ul>	40%		
The project's coherence with the <b>municipal body's</b> policies and orientations	30%		
2. QUALITY OF THE PROJECT (65%)		SUBTOTAL:	
Criteria	Weighting	Score	
* Anticipated outcomes of the project and: <ul style="list-style-type: none"> <li>the solution's <b>GHG emission reduction</b> potential were it to be carried out, or;</li> <li>the solution's potential to increase the community's or its environment's <b>resilience</b> to climate change impacts.</li> </ul>	30%		
The project's capacity to attain its objectives.	15%		
The project's potential to generate measurable, reproducible outcomes.	15%		
Structuring nature and leverage effect of the project, for example, the strengthening of the organization's capacities, the community's integration, the creation of partnerships inside and outside the <b>municipal body</b>	15%		
The innovative nature of the implementation of the solution to combat climate change	15%		
Realism and relevance of the budget, the communications plan, the time frame, and the deliverables	10%		
3. THE APPLICANT ORGANIZATION'S CAPACITY (10%)		SUBTOTAL:	
Criteria	Weighting	Score	
The <b>applicant's</b> capacity to ensure the project's success and the attainment of the anticipated outcomes, including its relevant experience.	100%		
4. FOLLOW-UP AND EVALUATION (10%)		SUBTOTAL:	
Criteria	Weighting	Score	
Appropriate means adopted to ensure follow-up to the project that allow for ongoing learning and support the Program's follow-up and evaluation process	100%		
	Weighting	Results	
<b>Subtotal 1 =</b>	<b>15%</b>		
<b>Subtotal 2 =</b>	<b>65%</b>		
<b>Subtotal 3 =</b>	<b>10%</b>		
<b>Subtotal 4 =</b>	<b>10%</b>		
	<b>TOTAL:</b>		

\* This criterion is disqualifying: if a score of 0 is attributed, the project will be rejected, even if the other criteria overall reach a total score of more than 50%.



*Environnement  
et Lutte contre  
les changements  
climatiques*

Québec 