



Climate municipalities

PROGRAM
PHASE 2



THIRD CALL FOR PROJECTS

Instructions

for submitting a **SECTION 2**

Project Proposal

COORDINATION AND EDITING

This publication was prepared by the Direction des programmes et de la mobilisation in the Ministère de l'Environnement et de la Lutte contre les changements climatiques (MELCC) and produced by the Direction des communications du MELCC.

FOR INFORMATION ABOUT THE PROGRAM OR TO RECEIVE A COPY OF THIS DOCUMENT

Direction des programmes et de la mobilisation
Ministère de l'Environnement,
et de la Lutte contre les changements climatiques
675, boul. René-Lévesque Est, 6^e étage, boîte 31
Québec (Québec) G1R 5V7
Telephone: 418-521-3878

Or visit our website: <http://www.environnement.gouv.qc.ca/programmes/climat-municipalites2/index-en.htm>

INFORMATION

For general information, please contact the Ministère de l'Environnement et de la Lutte contre les changements climatiques (MELCC).

Telephone: 418-521-3830

1-800-561-1616 (toll free)

Fax: 418-646-5974

Form: <http://www.environnement.gouv.qc.ca/formulaires/renseignements-en.asp>

Website: http://www.environnement.gouv.qc.ca/index_en.asp

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Foreword

This document provides instructions on the submission of a project proposal under Part 2 of the Climate Municipalities Program – Phase 2. In the event of discrepancies between this document and the normative framework of the program, the latter shall prevail. The normative framework is available in the “Le Ministère > Nos programmes” section of the Ministère de l’Environnement et de la Lutte contre les changements climatiques (MELCC) website (www.environnement.gouv.qc.ca/programmes).

Climate Municipalities Program - Phase 2

The *2013-2020 Climate Change Action Plan* has two objectives: reduce Québec greenhouse gas (GHG) emissions and enhance Québec’s resilience to climate change.

The Climate Municipalities Program - Phase 2 is funded by the Green Fund pursuant to the *2013-2020 Climate Change Action Plan*, 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 their territory.

The Climate Municipalities Program - Phase 2, hereinafter referred to as “the program,” is being implemented to encourage concrete, reproducible municipal projects to combat climate change.

General objective of the program

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

The program comprises two sections. This document focuses solely on section 2, which is devoted to support for the realization of pilot projects to combat climate change.

Specific objective of section 2

Section 2 seeks to facilitate the implementation of projects that combat climate change in communities by experimenting with technical and/or social solutions in a local community.

Areas of activity

The submitted projects must directly target combating climate change, and focus on greenhouse gas emission reduction and adaptation measures. The areas of activity targeted by the projects include 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 and/or tourism.

Projects devoted exclusively to rainwater management at the source are excluded from this call for projects, as they may be funded by the “Programme de soutien aux municipalités dans la mise en place d’infrastructures de gestion durable des eaux de pluie à la source (PGDEP),” available from the ministère des Affaires municipales et de l’Habitation.

Selection of projects

Projects submitted under Section 2 are subject to the following multi-step review and analysis:

- Eligibility verification (municipal body’s and project): The analysis of the eligibility of bodies and projects is based on the criteria set forth as an appendix to the normative framework.
- Project analysis: Eligible projects are analyzed by the MELCC and submitted to a selection committee whose mandate is to classify them on the basis of the outcomes of the analysis and the entire array of proposals received and make program funding recommendations to the Minister. If need be, the MELCC can seek advice from experts other than the members of the selection committee. Page 6 herein presents the analytical grid.
- Ministerial authorization: The selection committee’s recommendations are submitted to departmental officials, for approval. The Minister confirms the amount of the funding granted and the payment terms for successful projects and sends applicants a letter to confirm them. The Minister reserves the right to limit the number of projects accepted to conform to the budget allocation and the amounts available in the Green Fund.

Submitting an application for funding

Step 1: Become acquainted with the program on the MELCC website

www.environnement.gouv.qc.ca/programmes/climat-municipalites2/index-en.htm

Step 2: Prepare the application file

The application must include the following documents:

- The project presentation form (Part 2 – application form CM2.xlsx), in which all sections are fully executed (the form includes the project’s budget and an applicant’s guide)
- Letters of support from the partners, describing their commitment to the project and specifying the amount or nature of their contribution, as the case may be.
- A copy of the resolution confirming that the councils in the territory of the municipality have authorized the application submitted to the Climate Municipalities Program – Phase 2 and that the municipality undertakes to pay its share of the allowable costs

Images and maps can be attached to the application to support the demonstration of the problem and specify the location of the project.

Step 3: Submit the application for funding

The application must be transmitted to the following email address in electronic format:

climatmunicipalites2@environnement.gouv.ca

An acknowledgment of receipt will be sent to you within three working days of the receipt of the application. Deadline for submitting funding applications

Applications for funding must be submitted no later than noon on July 10, 2020. No application will be accepted after that date and time. For items sent by regular mail, the postmark will be deemed proof of the date when the application was mailed.

Information and mailing of funding applications

Climate Municipalities Program - Phase 2 / Section 2

Direction générale de l'expertise climatique et économique et des relations extérieures

Ministère de l'Environnement et de la Lutte contre les changements climatiques

Édifice Marie-Guyart, 6^e étage, boîte 31

675, boul. René-Lévesque Est

Québec (Québec) G1R 5V7

Email: climatmunicipalites2@environnement.gouv.qc.ca

Telephone: 418-521-3878, ext. 7660

Funding application evaluation

All funding applications are evaluated on the basis of the following criteria. Only applications that score higher than 80% overall will be deemed eligible for funding, depending on budgetary availability.

1. Rationale and relevance of the project in its context (15%)		Subtotal:	
Criteria	Weighting	Score	
Relevance and problem selected	30%		
Project consistency with the general principles of the program, including: <ul style="list-style-type: none"> the project's potential with respect to the fight against climate change the solution's application potential in other communities 	40%		
The project's consistency with the municipal body's own policies and guidelines	30%		
2. Quality of the project (65%)		Subtotal:	
Criteria	Weighting	Score	
*Anticipated outcomes of the project and: <ul style="list-style-type: none"> the solution's GHG emission reduction potential if carried out, or the solution's potential for increasing the resilience of the community or its environment to the impact of climate change 	30%		
The project's capacity to accomplish its objectives	15%		
The project's potential for generating measurable, reproducible outcomes	15%		
The project's structuring nature and its leverage effect, for example, bolstering the body's capacities, community integration and/or creating partnerships inside and outside the municipal body itself	15%		
The innovative nature of the implementation of the solution in the fight against climate change	15%		
Realism and relevance of the budget, communications plan, time frame and deliverables	10%		
3. The applicant organization's capacity (10%)		Subtotal:	
Criterion	Weighting	Score	
The applicant's capacity to ensure the project's success and in accomplishing the anticipated outcomes	100%		
4. Follow-up and evaluation (10%)		Subtotal:	
Criterion	Weighting	Score	
Prudent means adopted to ensure project follow-up that allows for ongoing learning and supports the program follow-up and evaluation process	100%		

	Weighting	Results
Subtotal 1 =	15%	
Subtotal 2 =	65%	
Subtotal 3 =	10%	
Subtotal 4 =	10%	
TOTAL:		

*This criterion is disqualifying: if a score of 0 is allocated, the project will be rejected even if the other criteria reach the pass mark overall.

Rating scale of 0 to 5 (multiply to obtain the % attributed to the criterion)	
Is outstanding	5 points
Exceeds expectations	4 points
Fully meets expectations	3 points
Meets expectations	2 points
Minimally meets expectations	1 point
Does not meet expectations	0 point

Accountability and project follow-up

Applicants must expect to fulfil certain accountability conditions. Municipal bodies whose projects have been accepted must measure the progress of their activities according to specified indicators and periodically submit activity reports for approval.

More specifically, bodies whose projects have been accepted under section 2 must:

- Submit for approval a project follow-up and evaluation plan within 90 days of signing the agreement
- Submit an activity report each year that includes details of the project's progress and achievement of its objectives
- Submit the financial statements of the funded project each year, that indicate the nature of the expenses incurred in conjunction with the it the administrative expenses, amounts of Green Fund funding received under the Climate Municipalities Program - Phase 2 and contributions from partners

Additional details relating to the contents of the progress reports and the final report will be provided in the funding agreements.

Mandatory application documentation checklist

Mandatory presentation documents

- Application form
 - Identification tab
 - General description tab
 - Budget Tab
 - Schedule tab
- Resolution of the council representing the applicant
- Letters of support from partners confirming their commitment

Appendix

Project eligibility verification grid, section 2

1. Eligibility

Eligibility of the applicant	<p>The applicant:</p> <p><input type="checkbox"/> is a municipal body (or a group of municipal bodies): a local municipality (municipality, city, town, parish, township, united township, 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 (an Aboriginal group designated as a band council within the meaning of the <i>Indian Act</i> (R.S.C., 1985, c. I-5) attached to one of the 11 Aboriginal nations recognized by the National Assembly and the Québec government. The communities of a given nation may mandate a tribal council to represent them by resolutions from the band councils.</p>
Eligibility of the project	<p>The project:</p> <p><input type="checkbox"/> allows for experimentation of a technique or a social innovation approach (the “Definitions” section of the normative framework defines these expressions);</p> <p><input type="checkbox"/> demonstrates the potential to reduce the community’s GHG emissions or make the community more resilient to climate change impacts;</p> <p><input type="checkbox"/> is carried out for demonstration purposes and to develop knowledge;</p> <p><input type="checkbox"/> demonstrates the mobilization of the municipal body or the community, e.g., collaboration with employees, businesses or community organizations in the targeted field or with residents;</p> <p><input type="checkbox"/> falls within the scope of the municipal body’s priorities;</p> <p><input type="checkbox"/> is entirely carried out in Québec;</p> <p><input type="checkbox"/> is carried out within three years;</p> <p><input type="checkbox"/> does not target a technology at the proof of concept or validation stage;</p> <p><input type="checkbox"/> is not a research project;</p> <p><input type="checkbox"/> does not seek to create a foundation or search for sponsors;</p> <p><input type="checkbox"/> is not funded by another program under the <i>2013-2020 Climate Change Action Plan</i>;</p> <p><input type="checkbox"/> does not pertain to the applicant’s regular operational activities or activities of a recurrent nature;</p> <p><input type="checkbox"/> does not replace responsibilities or duties conferred on the municipal bodies by Québec and federal government departments and bodies;</p> <p><input type="checkbox"/> did not begin prior to the presentation of the application to the program unless the application enables the project to undertake a new phase or broaden its scope.</p>
Eligibility of the file	<p>The application for funding file must:</p> <p><input type="checkbox"/> include all of the documents requested under the call for projects;</p> <p><input type="checkbox"/> have been submitted by the deadline stipulated in the call for projects.</p>
Recommendation	<p>The project is eligible <input type="checkbox"/> YES <input type="checkbox"/> NO, or the project is eligible but the file is incomplete. <input type="checkbox"/></p>
	<p>Missing documents, as the case may be:</p>

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