



Climate **municipalities**

PROGRAM
PHASE 2



INSTRUCTIONS on the
Submission of a Project Proposal
under **SECTION 1**

COORDINATION AND EDITING

This publication was edited 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 was produced by the Direction des communications du MELCC.

TO OBTAIN INFORMATION ABOUT THE PROGRAM OR A COPY OF THE DOCUMENT

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Or visit our website: www.environnement.gouv.qc.ca/programmes/climat-municipalites2

INFORMATION

To obtain 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)
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Form: www.environnement.gouv.qc.ca/formulaires/reseignements-en.asp
Website: www.environnement.gouv.qc.ca/index_en.asp

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Foreword

This document gives instructions on the submission of a project proposal under **section 1** of the Climate Municipalities Program – Phase 2. In the event of discrepancies between this document and the normative framework of the program, the latter prevails. 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 Action Plan on Climate Change* pursues 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 (Fonds vert) pursuant to the *2013-2020 Action Plan on Climate Change*, whose second priority is to support the municipalities and communities in their efforts to reduce GHG emissions, adapt to climate change, and engage in sustainable development of the territory.

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.

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 or social solutions that will contribute to reducing the GHG emissions of communities or to enhancing their resilience to climate change. It also seeks to build capacities through the activities supported in the context of the projects.

The program comprises two sections. This document focuses solely on section 1, devoted to support for the elaboration of projects to combat climate change.

Specific objective of section 1

Section 1 seeks to remove obstacles to the implementation of projects to fight climate change in communities by supporting the documentation of their implementation conditions.

Selection of projects

Projects submitted under section 1 are subject to analysis according to the following steps:

- verification of the municipal body's and the project's eligibility: the analysis of the eligibility of bodies and projects is based on the criteria mentioned in the normative framework, presented in an appendix;
- analysis of the projects: the MELCC analyzes the projects according to a project analytical grid, presented in page 6 of this document;
- Ministerial authorization: the analyst'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.

Submission of 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 (Section 1 – Application form), in which all sections are completed (the form includes the project 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 municipal body undertakes to pay its share of the allowable costs.

Step 3: Submit the application for financial assistance

The application must be transmitted in electronic format by email or recorded on a USB key or CD and sent by regular mail.

Deadline for submitting applications for financial assistance

Applications for financial assistance have been received on an ongoing basis since June 19, 2018 and will be accepted until the annual budget allowance is exhausted. In the event that the annual budget allowance is exceeded, applicants will be informed when they can once again submit applications. For items sent by regular mail, the postmark will be proof of the date of the mailing of the application.

Information and mailing of applications for financial assistance

Climate Municipalities Program - Phase 2 / Section 1

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

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Evaluation of the applications for financial assistance

DESCRIPTION OF THE PROJECT, COMPLETION GUARANTEES AND ANTICIPATED OUTCOMES	
Criteria	Score
The study or analysis focuses on a project to combat climate change: <ul style="list-style-type: none"> with significant GHG emission reduction potential or significant potential to enhance the community's or the environment's resilience to climate change impacts; is adapted to conditions in Québec; is deemed a priority by the municipal body or is related to the policies of the applicant entity; offers advantages to the community. 	/2 x 2 /2 /2 /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 applicant 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 municipal body or, where applicable, its partners, have the requisite expertise and experience to ensure the project's success.	/2
Total	/20

0: The project does not meet the criteria.

1: The project satisfactorily meets the criteria.

2: The project meets the criteria perfectly.

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.

Accountability and project follow-up

The applicants must expect to fulfil certain conditions with respect to accountability. Municipal bodies whose projects have been accepted must measure the progress of their activities according to indicators. They must periodically submit activity reports for approval.

More specifically, bodies whose projects have been accepted under section 1 must submit a final report that includes details of the attainment of the objectives and a financial statement that describes the nature of the expenses incurred in conjunction with the project funded, administrative expenses, the amount of the financial assistance received under the Climate Municipalities Program - Phase 2 (Green Fund) and the contributions of partners. Additional details concerning the contents of the progress reports and the final report will be provided in the financial assistance agreements.

Appendix

Project eligibility verification grid, section 1

Eligibility	
Eligibility of the applicant	<p>The body:</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 could mandate a tribal council to represent them by resolution of the band councils concerned;</p>
Eligibility of the application	<p>The application must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> focus on a specific project to combat climate change; <input type="checkbox"/> comprise a feasibility study, a cost-benefit analysis or another type of study aimed at documenting the conditions concerning the completion of the project; <input type="checkbox"/> fall within the scope of the municipal body's priorities; <input type="checkbox"/> be carried out within one year; <input type="checkbox"/> not target a technology at the proof of concept or validation stage; <input type="checkbox"/> not be a research project; <input type="checkbox"/> not seek to create a foundation or search for sponsors; <input type="checkbox"/> not be funded by another program under the <i>2013-2020 Climate Change Action Plan</i>; <input type="checkbox"/> not pertain to the applicant's regular operational activities or activities of a recurrent nature; <input type="checkbox"/> not replace responsibilities or duties conferred on the municipal bodies by Québec and federal government departments and bodies; <input type="checkbox"/> not have begun 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.
Eligibility of the file	<p>The application for financial assistance file must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> include all of the documents requested under the call for projects; <input type="checkbox"/> have been submitted by the deadline stipulated in the call for projects.
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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