



Climate **municipalities**

PROGRAM
PHASE 2



SECOND CALL FOR PROJECTS

INSTRUCTIONS on the

Submission of a Project Proposal

under **SECTION 2**

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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INFORMATION

To obtain general information, please contact the Ministère de l'Environnement et de la Lutte contre les changements climatiques (MELCC).
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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 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 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 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 bolster capacities through the activities supported in the context of the projects.

The program comprises two sections. This document focuses solely on section 2, 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 to combat climate change in communities by experimenting with technical or social solutions in a local community.

Areas of activity

The projects proposed must directly target combating climate change and focus on greenhouse gas emission reduction and adaptation. 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 or tourism.

Projects devoted to rainwater management at the source are excluded from this call for projects.

Selection of projects

Projects submitted under section 2 are subject to analysis according to the following steps:

- verification of the 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 projects: the eligible projects are analyzed in the MELCC and submitted to a selection committee that is responsible for classifying them according to the outcomes of the analysis and the entire array of proposals, and making recommendations to the Minister concerning those that should receive financial support under the program. If need be, the MELCC can seek advice from experts other than the members of the selection committee. Page 6 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 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 (Part 2 – application form CM2.xlsx), 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 municipality 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 must be submitted no later than 12 noon on September 20, 2019. No application will be accepted after that date. For items sent by regular mail, the postmark will be proof of the date of the mailing of the application.

One other call for projects is planned in the spring of 2020.

The conditions governing subsequent calls for projects could be modified, in which case the information will be communicated no later than 10 weeks prior to the deadlines.

Information and mailing of applications for financial assistance

Climate Municipalities Program - Phase 2 / Section 2

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Evaluation of the applications for financial assistance

The applications for financial assistance are evaluated according to the criteria indicated below. Only applications that obtain an overall score higher than 80% will be eligible for financial assistance, depending on the availability of funds.

1. Rationale and relevance of the project in its context (15%)		Subtotal:
Criteria	Weighting	Score
Relevance and problem selected	30%	
Coherence of the project with the general principles of the program, including: - the project's potential to solve the fight against climate change - the solution's potential for application in other communities	40%	
The project's coherence with the municipal body's policies and orientations	30 %	
2. Quality of the project (65%)		Subtotal:
Criteria	Weighting	Score
*Anticipated outcomes of the project and: - the solution's GHG emission reduction potential were it carried out, or - the solution's potential to increase the resilience of the community or its environment to climate change impacts	30%	
The project's capacity to attain its objectives	15%	
The project's potential to generate measurable, reproducible outcomes	15%	
The project's structuring nature and leverage effect, for example, bolstering the body's capacities, integration of the community or creation of partnerships inside and outside the municipal body	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:
Criterion	Weighting	Score
The applicant's capacity to ensure the project's success and the attainment of the anticipated outcomes	100 %	
4. Follow-up and evaluation (10%)		Subtotal:
Criterion	Weighting	Score
Prudent means adopted to ensure follow-up to the project that allow for ongoing learning and support 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 attributed, the project will be rejected, even if the other criteria overall reach the pass mark.

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

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 2 must:

- submit for approval a project follow-up and evaluation plan within 90 days of the signing of the agreement;
- submit each year an activity report, which must include details of the project's advancement and the attainment of the objectives;
- submit each year the financial statements of the project, that indicates the nature of the expenses incurred in conjunction with the project funded, administrative expenses, the amounts of the financial assistance received under the Climate Municipalities Program - Phase 2 from the 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 2

1. Eligibility

Eligibility of the applicant	The body: ☐ 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;
Eligibility of the project	The project: ☐ allows for experimentation of a technique or a social innovation approach (the "Definitions" section in the normative framework defines these expressions); ☐ demonstrates the potential to reduce the community's GHG emissions or make the community more resilient to climate change impacts; ☐ is carried out for demonstration purposes and to develop knowledge; ☐ demonstrates 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; ☐ falls within the scope of the municipal body's priorities; ☐ is entirely carried out in Québec; ☐ is carried out within three years; ☐ does not target a technology at the proof of concept or validation stage; ☐ is not a research project; ☐ does not seek to create a foundation or search for sponsors; ☐ is not funded by another program under the <i>2013-2020 Climate Change Action Plan</i>; ☐ does not pertain to the applicant's regular operational activities or activities of a recurrent nature; ☐ does not replace responsibilities or duties conferred on the municipal bodies by Québec and federal government departments and bodies; ☐ has not already 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	The application for financial assistance file must: ☐ include all of the documents requested under the call for projects; ☐ have been submitted by the deadline stipulated in the call for projects.
Recommendation	The project is eligible ☐ YES ☐ NO, or the project is eligible but the file is incomplete. ☐
	Missing documents, as the case may be:

