



2019 Grant Application

Grant information

Grants from \$500 to a limit of \$4,000 are available to CHF Canada member housing co-ops for projects that

- reduce greenhouse gases and energy consumption (e.g., installing LED lights and indoor and outdoor clotheslines)
- improve air quality
- reduce water use (e.g., installing low flow toilets and fixtures, installing rain barrels)
- help your housing co-op adapt to climate change (e.g., planting trees to shade a southern exposure, creating a stormwater garden)
- increase food self-sufficiency through community gardens
- encourage housing co-op members to re-use, recycle and repurpose through education and recycling programs
- support active transportation solutions (e.g., providing bike storage or racks)
- advance sustainability in your housing co-op

Application

In 300 words or less, tell us what you plan to do, what makes your project “green,” how and when the project will be completed, and how much it will cost. If your project involves saving energy or reducing water consumption please include your current annual costs and/or consumption and projected savings after implementation.

Please submit a project plan that includes a budget for materials, supplies, equipment, contractor or consultant, or other fees, and an estimated completion date for the project. We encourage applicants to seek partners to match microgrant funding to increase the effectiveness of projects. Please describe any partnerships and their role in your project.

(Note that members' labour, housing co-op staff wages, normal housing co-op operating costs, and costs to maintain the project past its completion date are not eligible.)

Ongoing maintenance

This is a one-time only grant so ongoing costs won't be funded. Once your project is complete, any ongoing costs must be accounted for in the housing co-op's operating budget, so please consider this when you make your proposal.

- Will there be ongoing costs?
- What annual upkeep, if any, is needed?
- Who will look after the project in an ongoing basis?

For example, after the grant has been used in Year One to get a community garden up and running, the garden will still require new plantings every year, as well as regular watering and weeding during the growing season. The housing co-op will include the cost of seeds and plants in the operating budget and members will do the work. By Year Five wooden fencing and raised beds will likely need to be replaced or repaired. The cost of this work should be considered a capital project, and the responsibility of the housing co-op.

Submitting an application

Send your completed application, project plan and any supporting documents by e-mail to jlalpalme@chfcanada.coop with the word **Microgrant** and the name of your housing co-op in the subject line. Make sure your application is signed and that all documents are saved in pdf format in one document. Incomplete applications will not be accepted. **Please do not mail in your application.**

When will you know if your application has been approved?

You can expect an answer from us by mid-April. We will get in touch sooner if we need more information from you.

Reporting

When your project is completed, send us a final report of no more than one page. Tell us what you did, send us a summarized list of the costs and include receipts. Also send us before, during and after pictures of your project (in large jpeg format). Payment will be made when the project's final report and receipts have been received. Projects must be completed and receipts submitted no later than November 29, 2019. Housing co-ops not submitting receipts on time will not be refunded. Please include the word Microgrant and the name of your housing co-op in the subject line.

Terms and conditions

Your housing co-op agrees that...

1. CHF Canada and its staff may take steps to confirm the information in your grant application or final project report;
2. you will not use the Greener Co-op Microgrant to pay for any work carried out before CHF Canada has approved your grant application;
3. the grant will be spent only on the project described in this grant application;
4. the project will be completed within the timeframe as described in your project plan. Any extension of this deadline will be at CHF Canada's sole discretion;
5. you will send a final project report and receipts, as described above, when your project is complete;
6. CHF Canada can share any documents or photographs you submit with sponsors and publish them on our website and on social media;
7. the housing co-op will be solely responsible for any continuing costs arising from the project and any costs arising if it fails;
8. CHF Canada can cancel the approval and recover any funds paid out if it learns that the project was not as described, or was not completed.
9. CHF Canada reserves the right to accept or reject any or all applications. CHF Canada may reject any application which fails to comply with any of the requirements. No housing co-operative or its representatives shall have any cause of action against CHF Canada arising out of a failure to consider awarding a microgrant, or the methods by which applications are used or assessed, or the methods by which a final application may be selected or any microgrant awarded.

Contact information

Housing co-op name _____ Phone _____

Address _____

E-mail _____

Housing co-op manager contact _____ Phone _____

E-mail _____

Secondary contact _____ Phone _____

E-mail _____

Authorized signatures

Name _____

Housing co-op representative signature 1 _____ Date _____

Name _____ Position _____

Housing co-op representative signature 2 _____ Date _____

CHF Canada agrees...

1. to process payment in a single disbursement upon receipt of a satisfactory final project report from the housing co-op;
2. to acknowledge your housing co-op if/when we share or publicize any information about your project.

www.chfcanada.coop    @chfcanada