

# ÉCOPROJETS COMMUNITY FUND

## APPLICATION FORM

**BEFORE completing the form, be sure to go over the checklist on the last page of this form.**

Any additional information deemed relevant by the applicant may be attached to this form.

Please send the form and all other documents to [environnement@ville.vaudreuil-dorion.qc.ca](mailto:environnement@ville.vaudreuil-dorion.qc.ca).

APPLICANT	
<b>Applicant</b> <i>(citizen, group of citizens, nonprofit, or public institution)</i>	
<b>Address of the applicant</b> <i>(street address, street, province and postal code)</i>	
<b>Person responsible if different from applicant</b> <i>(full name)</i>	
<b>Telephone number</b> <i>(including area code)</i>	
<b>E-mail address</b>	

PROJECT SUMMARY	
<b>Project name</b>	
<b>Planned location for the project</b>	
<b>Expected project completion date(s)</b>	
<b>Amount requested from the fund</b> <i>(max. \$5,000 including taxes unless the applicant receives a tax credit or refund)</i>	
<b>Target client(s), including number</b> <i>(e.g. children, family, seniors, etc.)</i>	

# ÉCOPROJETS COMMUNITY FUND

**Project summary**

*(maximum 500 characters)*

**PROJECT DESCRIPTION**

**Presentation of applicant, citizens' group, organization or public institution.**

**Presentation of project implementation team.**

**Specify your partnerships (if any), including the nature of those partnerships.**

# ÉCOPROJETS COMMUNITY FUND

Describe your project (maximum 1,000 characters).

Describe the approximate timeline for your project (from start to finish) taking into account the fund's target dates (target dates are detailed in the checklist at the end of this form).

Describe the relevance of your project to the objectives of the *Écoprojects* Community Fund.

Objective(s):

- Support initiatives and promote citizen engagement.
- Support collective efforts that have cumulative effects.
- Involve citizens and organizations in the improvement, enhancement, and protection of the environment.
- Respond to the environmental objectives and aspirations included in the City's various policies.
- Help make citizens more aware of environmental issues.
- Develop citizens' sense of belonging to the community.

# ÉCOPROJETS COMMUNITY FUND

**Describe the relevance of your project to the objectives of the Environment Policy.**

Objective(s):

- Protection of water resources.
- Urban agriculture.
- Residual materials.
- Adaptation to climate change.
- Biodiversity and natural habitats.

**Indicate which of the aspirations and carrier projects included in the 2020-2025 Strategic Plan are involved in your project.**

**Indicate the relevance of your project to the following aspects of the Family and Seniors' Policy.**

Aspects drawn from the Family and Seniors' policy

- Fosters intergenerational relationships.
- Fosters good neighbourliness.
- Fosters involvement and expression by young people in the community.
- Encourages collaboration with another domain or organization.
- Promotes active transportation.

# ÉCOPROJETS COMMUNITY FUND

**Describe the impact and benefits of your project on the community.** (Number of people reached, accessibility to citizens and social and community impact)

**Specify your ability to carry out your project** (completion time, expertise if required, feasibility)

**Specify the autonomy and effort required to sustain your project in the long term.** (Autonomy of the project over time, maintenance efforts required from project managers, human resources and financing required to sustain the project)

# ÉCOPROJETS COMMUNITY FUND

**Provide budget details for your project:**

**Comments:**

This form is an integral part of the City of Vaudreuil-Dorion's *Écoprojets* Community Fund. To be eligible to receive grant funding, your project must meet all the conditions and criteria presented in the fund's details. Eligible expenses and payment of sums are also outlined in the details.

# ÉCOPROJETS COMMUNITY FUND

## MEMORY AID

### 1. Important dates

2025	
Time frame for submitting projects	From January 1 <sup>st</sup> to February 28 <sup>th</sup> 2024
Project assessments	From March 1 <sup>st</sup> to 28 <sup>th</sup> 2025
Unveiling of projects selected and first payment (50 % of amount approved)	Mid-April
Project planning and execution	From grant approval until November 15 <sup>th</sup> 2025
Submission of end-of-project form and proof of expenses	Before December 1 <sup>st</sup> of the reference year
Payment of the remaining 50% and feedback on projects	Between December 1 <sup>st</sup> and 23 <sup>rd</sup> 2025

### 2. Eligibility Criteria

To be eligible for the *Écoprojets* Community Fund, submitted projects must meet the following criteria:

- Be carried out by a citizen, a group of citizens, a non-profit organization or a public institution;
- Be carried out on the territory of Vaudreuil-Dorion;
- Be carried out on a property or in a building with the agreement of the owner(s);
- Be carried out with the support of the board of directors or management of the organization or institution (If applicable);
- Be completed between the date of acceptance and November 15<sup>th</sup> of the reference year, the year in which the application is approved;
- Be not-for-profit;
- Comply with municipal by-laws (including permits obtained from the City If applicable);
- Include only species that are adapted to local hardiness zones and are not known to be alien invasive species (If applicable);
- No projects requiring City maintenance efforts will be eligible.

Furthermore, any request from a citizen, a group of citizens, a non-profit organization or a public institution will be automatically refused if, in the three previous years, a subsidy from the *Écoprojets* Community Fund was granted to such an applicant for a previous project which was not completed within the deadlines prescribed by the City.

### 3. Allowable expenses

Only expenses that are eligible under the *Écoprojets* Community Fund, and that are achieved from the date of the municipal council's awarding of the grant by resolution, will be reimbursed. These include the following:

- Professional fees, travel costs and per diem for contractors such as consultants, technicians, or any other specialist needed for the project;
- Cost of materials, rental equipment, space and transportation related to the completion of the project;
- Promotion expenses.

It is important to note that the following expenses are not eligible for the *Écoprojets* Community Fund:

- Operating costs of the organizations involved (If applicable);
- Salaries and benefits of the project initiators;
- Costs related to fundraising, financing and market development campaigns;
- Expenses that are not in compliance with a law or regulation;
- Portion of the Quebec Sales Tax (QST) and Goods and Services Tax (GST) for which the applicant can obtain a credit or refund;

# ÉCOPROJETS COMMUNITY FUND

- Expenses already incurred or paid;
- Expenses that are unjustified or not directly related to the project's execution;

## 4. Project submission documents

To submit a project to the *Écoprojets* Community Fund, the following documents must be sent in during the project submission period.

- Application form;
- A power of attorney or written agreement from the property owner where the project will take place (if applicable);
- A power of attorney or written agreement from the Board of Directors or immediate supervisors (if applicable);
- List of plants and planting plan (if applicable);
- Implementation plan for any project that includes work (if applicable);
- Any other document required for the project's execution (study report, estimate, quote, photos, etc.).

Any changes to the project in the course of its implementation must be approved by the Environment department beforehand.

## 5. Obligations related to communications

The City of Vaudreuil-Dorion's support must be mentioned in all information, promotional and advertising materials. The City will be required to approve said publications in advance;

## 6. Project selection criteria

After the project submission period, the completed grant applications - i.e., those accompanied by all the required documents and that meet the eligibility criteria - will be assessed by the City of Vaudreuil-Dorion's selection committee. Only projects that meet a minimum score of 60/80 points and the minimum score required for criteria 6 and 7 will be selected to receive a grant by resolution of the municipal council. Projects will be assessed according to the following criteria:

- Relevance of the project to the objectives of the Fund;
- Relevance of the project to at least one of the five thematic issues of the City of Vaudreuil-Dorion's environment policy (protection of water resources, urban agriculture, residual materials, adaptation to climate change and biodiversity and natural habitats);
- Relevance of the project to the aspirations included in the City of Vaudreuil-Dorion's Strategic Plan;
- Relevance of the project to the City of Vaudreuil-Dorion's family and seniors' policy;
- Extent of the project's positive impacts on the community as a whole;
- Applicant's ability to carry out the project;
- Autonomy and effort required to sustain the project in the long term;
- Financial stability and realistic budget forecasts.

For more information on the assessment of submitted projects, consult the evaluation [grid](#).

## 7. Submitting end-of-project documents

To receive the second payment, end-of-project documents must be submitted before December 1<sup>st</sup> of the reference year. Documents to be submitted include the following:

- Proof of expenses related to the project;
- End of project form;
- Photos or any other document related to the implementation of the project and its final result.



# ÉCOPROJETS COMMUNITY FUND

## 8. Payments

Payments will be made by cheque. The applicant responsible for the project will be the person to receive the cheque, whether in the case of a citizen, a non-profit organization or an institution. A first payment of 50% of the amount awarded will be paid once the project has been approved.

The final payment of 50% will be paid following receipt and validation of the end of project form and proof of expenditures by the Environment department. The City of Vaudreuil-Dorion reserves the right to modify the amount of the second payment (the remaining 50%) if proof of expenditures show non-eligible expenses or expenses where the amount is lower than the amount spent. If budget is exceeded, the second amount (remaining 50%) will remain the same as the initial estimated amount.

Projects that are not finalized by November 15 of the funding year will be deemed non-compliant and will therefore not be eligible for the second payment. Furthermore, this failure will deprive the applicant(s) of such a project from benefiting from subsidies from the Ecoprojects Community Fund, for the next 3 years.

The applicant must make a reimbursement to the City before December 23 of the funding year if the total amount of eligible expenses is less than the amount of the first payment indicated by the proof of expenses.