

Ottawa Sustainability Fund Granting Guidelines

Contents

About the OSFund and EnviroCentre.....	2
OSFund	2
OSFund Past Projects	2
EnviroCentre	3
Eligibility	4
Charitable Status	4
Project Focus Areas	4
Granting Amounts	4
Application selection process	5
Reporting Requirements	5
Reporting Process.....	5
Project Timelines	5
Recognition.....	5
Pay-out Procedures.....	5
Application Form	6
Instructions.....	6
Attachments	6
Important information.....	6
What to expect after you submit.....	6
Contact Information	7



About the OSFund and EnviroCentre

OSFund

The OSFund was created in 2006 as a philanthropic fund of the Ottawa Community Foundation. It enables donors to support with confidence projects that foster an environmentally sustainable society in the City of Ottawa. Since 2006, the fund has contributed over \$100,000 in grants to Ottawa-based community projects and organizations.

In 2015, EnviroCentre was approached to provide administrative support to the OSFund. Through a strategic partnership between EnviroCentre, the OSFund Advisory Committee, and the Ottawa Community Foundation, we will continue to fund meaningful, environmental projects and programs within the Ottawa area.

The OSFund is made possible by a team of committed volunteers and the generosity of donors. The funds are managed by the Ottawa Community Foundation. For more information and to donate, please visit their [website](#).

OSFund Past Projects

Theme	Project	Organization
Education	Earth Day program for teachers and students	Ecology Ottawa & Tucker House
Education	Pilot program: social and nature studies	Great River School
Education	Training for young, emerging leaders	The Natural Step Canada
Education	Youth sustainability training	The Natural Step Canada
Education	Interpretive signage at High Lonesome Nature Reserve	Mississippi Madawaska Land Trust Conservancy
Energy Efficiency	Energy efficiency audits in sacred spaces	Faith and the Common Good
Energy Efficiency	Energy efficiency for community agencies	Ecology Ottawa
Energy Efficiency	RightBike station in Wellington West	Causeway Work Centre
Energy Efficiency	Community Bike Sharing – tricycles	Causeway Work Centre

Facilitation and cooperation	Creation of an environmental networking organization	National Capital Environmental Nonprofit Network
Living sustainably	Organic garden for a social enterprise	Causeway Work Centre
Living sustainably	Rejuvenation of community gardens	Debra Dynes Family House
Living sustainably	Restoration of degraded areas of the Rideau watershed	Rideau Valley Conservation Foundation
Living sustainably	Recycling and Composting equipment and training	Matthew House Refugee Services (Ottawa)
Living sustainably	Bike Host Program	HealthBridge Foundation of Canada
Renewable energy	Creation of Ottawa Renewable Energy Cooperative, Inc.	Sustainable Ottawa
Renewable energy	Engineering study for solar voltaic array	Anglican Parish of Huntley

EnviroCentre

EnviroCentre provides practical solutions to help you live lightly. We strive to measure what we do in greenhouse gas emission reductions. Our three areas of focus are as follows:

HEALTHY, EFFICIENT HOMES

- Improving home energy efficiency by retrofitting homes, and advising and educating homeowners on changes they can make.

CONNECTED, ENVIRONMENTALLY AWARE ORGANIZATIONS

- Supporting organizations in their environmental efforts and the reduction of their carbon footprint to gain a competitive advantage.

ENGAGED, SUSTAINABLE COMMUNITIES

- Promoting healthier commutes and transportation options and supporting community environmental initiatives to create happy and vibrant communities for us all.

Eligibility

Proposals submitted to the OSFund will be reviewed by the Advisory Committee, which is comprised of volunteers from various sectors and EnviroCentre staff. The selected project is submitted to the Ottawa Community Foundation for a second review.

Charitable Status

In order to apply for an OSFund Grant, your organization must be registered with the Canada Revenue Agency as a charitable organization. Not-for-profit status does **not** qualify your organization unless partnered with a charity for this project/program for which you are applying.

Project Focus Areas

The OSFund awards grants to a variety of environmental projects or programs. However, primary consideration will be given to projects and programs that:

- contribute to greenhouse gas emissions reduction (*if you are unsure if or how your program/project can contribute to this objective, please contact us*);
- are innovative and address evolving environmental issues and climate change
- have a measurable impact; and
- engage partners, volunteers, or foster collaboration.

The OSFund Grant does not fund the following:

- Core operations (salary and administrative costs, unless they are associated with a new program being developed, or a current program being expanded upon);
- fundraising events/campaign;
- partisan political or religious activities;
- individuals;
- sponsorships;
- deficit reduction; or
- equipment purchases for administrative purposes.

Granting Amounts

The OSFund will consider requests for funding of up to \$10,000.

Application selection process

Each proposal will be evaluated based on a pre-determined set of criteria and how they meet the project focus areas described above. The volunteer Advisory Committee, EnviroCentre staff, and the Ottawa Community Foundation comprise the evaluation committee. The applications will be reviewed based on the following criteria and each will be weighed equally:

- how the project meets a need in the community,
- the feasibility of the project/program within the proposed budget,
- the organizational capacity to complete the project/program,
- the potential for positive environmental impact, including (but not exclusive to) the reduction of greenhouse gas emissions

Reporting Requirements

Reporting Process

Successful recipient(s) of the OSFund Grant will be required to provide a final report and budget. The report and budget templates will be provided to successful recipient(s). Depending on the length of your project/program, an interim status update may be requested.

Project Timelines

Successful recipient(s) must begin the project/program no more than 6 months after they have been notified of their successful proposal. The project/program must be completed no more than 12 months following the start date, and the final report and budget must be provided no more than 1 month following the completion date.

Recognition

The successful recipient(s) should celebrate the launch of their project/program and provide recognition to the OSFund, EnviroCentre, and Ottawa Community Foundation. EnviroCentre will provide guidance and recommendations for a successful project/program launch.

Pay-out Procedures

The pay-out procedures will be determined based on the complexity and duration of the project. EnviroCentre will work with successful recipient(s) to determine what schedule will work best for the project/program. 10% of the funding will be held back until the final report is submitted.



Application Form

Instructions

Tips on completing your online application:

- Please read the application instructions carefully.
- We recommend that you keep a copy of your responses as back-up to the online content. You will also be able to print your application once it's complete, and you will receive an email copy.
- Please complete all questions in the application form, and adhere to the word counts.
- Please ensure to attach all required documents (see below for a complete list) in an email to grants@envirocentre.ca with your project and organization name in the subject line
- Upon submission you will receive a confirmation message and email indicating that your application has been received.

Attachments

You are required to attach the following information for your organization:

- Proposed Project Budget (Excel format)
- List of Board Members and contact information (PDF format)
- Completed Workplan (Word format)

Important information

- We will accept only one application at a time from an organization
- The Advisory Committee reviews only the information in the application
- We only accept applications submitted through the link provided
- Successful recipient(s) will be recognized at an EnviroCentre event on Thursday, November 30, 2017 at [Alt Hotel](#) on Slater Street.

What to expect after you submit

Once submitted, grant applications go through the following process:

1. Applicants will receive a confirmation that it has been received and an email copy of their application
2. Applications will be evaluated for eligibility
3. Each application will be reviewed by the evaluation committee
4. All applicants will be notified by Friday, November 24, 2017 of their application status



[Click here to apply!](#)

Contact Information

grants@envirocentre.ca

613-656-0100 ext. 129

