

Note: all grant applicants must consult with TAF staff in advance of submitting an application. This consultation will ensure that your project is eligible for funding. TAF will not accept applications from organizations that have not participated in this process.

1. **Download** the Grant Application Form at <http://www.toronto.ca/taf/grants.htm>
 2. **Insert your responses** in the spaces provided on the application form. Please be concise and explicit in your responses and replace italicized placeholders/examples with your own information.
 3. **Table 1 – Detailed Project Work Plan.**
 - Replace italicized placeholders/examples with your own information.
 - ‘Task Area’ refers to a group of activities that will be accomplished during the project period in order to meet your project objectives. Examples include:
 - i. planning
 - ii. implementation
 - iii. evaluation
 - iv. communications
 - v. final report
 - vi. information dissemination
 - ‘Activities’ are the actions you will undertake during the project timeline to complete each task area. For example, ‘evaluation’ activities may include ‘preparation of surveys’, ‘conducting of interviews’ and ‘analysis of findings’.
 - ‘Timeframe’ refers to the anticipated time required to complete each activity (e.g. August 2010 to July 2011).
 - ‘Deliverables’ refers to the expected outcomes for each activity and is used to determine whether you’ve completed what you set out to do.
 - ‘Budget Allocation’ refers to the line item from *Table 2 – Complete Project Budget* that is assigned to the specific task area (e.g. \$5,000 for communications).
 4. **Table 2 – Complete Project Budget.**
 - Replace italicized placeholders/examples with your own information.
 - ‘Income’ refers to the source of funds. Be sure to include all sources of funding, both anticipated and confirmed.
 - ‘Confirmed?’ should be answered with a ‘yes’ or ‘no’, including the date of confirmation (e.g. July 2011) or the anticipated date of confirmation.
 - ‘Expenses’ refers to your project costs. These should be organized under ‘Task Areas’ in order to match up with the information in *Table 1 – Detailed Project Work Plan* (e.g. \$5,000 for communications).
 5. **Section 8 - GHG Emission Reduction Opportunities.**
 - See TAF’s Quantification Policy [www.toronto.ca/taf/quant_policy_approach.htm] for more information about calculating direct and potential emission reduction opportunities.
 - The assumptions made in calculating the direct and potential emission reduction opportunities associated with your project activities should include the following:
 - i. Units of measure (e.g. cars taken off the road, hot water systems replaced)
 - ii. Assumptions about energy use per unit of measure
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- iii. Types of fuel being addressed (e.g. natural gas, gasoline, diesel or electricity)
- iv. Estimated impact on fuel use based on project outcomes
- v. Multiplier used to indicate the potential opportunity for wide-scale adoption across the City of Toronto (e.g. 10% of all vehicles, 1,000 multi-family buildings)
- vi. Timeframe for the direct emission impact associated with your project activities as well as the potential emission impact over the long-term.

6. Table 3 – Direct GHG Emission Impacts.

Example of estimated direct impact on energy consumption

A	B	C	D	E	
Unit of measure <i>(e.g. multi-family building, single-family home, water heater, HVAC system, light-duty vehicle, etc.)</i>	Avg. annual energy use per unit of measure <i>(e.g. 2500 litres gasoline/yr, 10,000 m³ natural gas/yr)</i>	Number of units within the project scope (i.e. direct impact)	Total annual energy use within the project scope B x C	Avg. expected impact on energy use per year (decrease or increase)	Revised annual energy use within the project scope D - (D x E) <i>or</i> D + (D x E)
multi-family building	10,000 m ³ /yr	5	50,000 m ³ /yr	20% reduction	40,000 m ³ /yr
Light-duty fleet vehicle	2,000 l/yr	10	2,000,000 l/yr	10% reduction	180,000 l/yr

Example of estimated direct impact on eCO₂ emissions (tonnes/yr)

U	V	W	X	Y	Z	
Avg. annual energy use per unit of measure <i>(same as above)</i>	Emissions factor for unit of energy <i>(see Section 8.2)</i>	Average annual emissions per unit of measure U x W	Total number of units within the project scope	Total annual emissions within the project scope W x X	Estimated impact on emissions (reduction or increase)	Revised annual emissions within the project scope Y - (Y x Z) <i>or</i> Y + (Y x Z)
10,000 m ³ /yr	1.879 kg/m ³	18,790 kg eCO ₂ /yr	5	93,950 kg eCO ₂ /yr	20% reduction	75,160 kg eCO ₂ /yr
2,000 l/yr	2.3 kg/litre	4,600 kg eCO ₂ /yr	10	46,000 kg eCO ₂ /yr	10% reduction	41,400 kg eCO ₂ /yr

7. Table 4 – Potential GHG Emission Impacts.

Example of estimated potential impact on energy use

A	B	C	D	E	
Unit of measure <i>(e.g. multi-family building, single-family home, water heater, HVAC system, light-duty vehicle, etc.)</i>	Avg. annual energy use per unit of measure <i>(e.g. 2500 litres gasoline/yr, 10,000 m³ natural gas/yr)</i>	Number of units within the City of Toronto (i.e. potential impact)	Total annual energy use within the City of Toronto B x C	Avg. expected impact on energy use per year (reduction or increase)	Revised annual energy use within the City of Toronto D - (D x E) <i>or</i> D + (D x E)
multi-family building	10,000 m ³ /yr	500	5,000,000 m ³ /yr	20% reduction	4,000,000 m ³ /yr
Light-duty fleet vehicle	2,000 l/yr	1000	2,000,000 l/yr	10% reduction	1,800,000 l/yr

Example of estimated impact on eCO₂ emissions (tonnes/yr) – potential

U	V	W	X	Y	Z	
Avg. annual energy use per unit of measure <i>(same as above)</i>	Emissions factor for unit of energy <i>(see Section 8.2)</i>	Average annual emissions per unit of measure U x W	Total number of units within the City of Toronto	Total annual emissions within the City of Toronto W x X	Estimated impact on emissions (reduction or increase)	Revised annual emissions within the project scope Y - (Y x Z) <i>or</i> Y + (Y x Z)
10,000 m ³ /yr	1.879 kg/m ³	18,790 kg eCO ₂ /yr	500	9 395 000 kg eCO ₂ /yr	20% reduction	7, 516,000 kg eCO ₂ /yr
2,000 l/yr	2.3 kg/litre	4,600 kg eCO ₂ /yr	1000	46,000 kg eCO ₂ /yr	10% reduction	4,140,000 kg eCO ₂ /yr

8. Table 5 – Board of Directors & Affiliations.

- Please fill in the names and respective affiliations for each Board member. This list should be as current as possible.

9. Most recent audited financial statement.

- Please submit an electronic copy (i.e. PDF) of the most recent audited financial statement for your organization. This should be no older than the previous operating year.

10. Other relevant materials.

- Additional materials to support your grant proposal will be accepted but are not required. These include such things as references, confirmation of other sources of funding, annual reports, etc.
- Please ensure that all additional materials are in PDF format.

11. Submitting your application. Once completed, convert your file to PDF and submit with all relevant appendices to bmarans@tafund.org