

Greening Partnership Grant

2020 Program Guidelines

Parks, Forestry and Recreation
Urban Forestry



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Purpose

This grant supports partnerships with public school boards, hospitals, colleges, universities, and non-profit housing providers that will increase canopy cover in Toronto through tree planting and stewardship on private land.

Types of Projects Funded

All projects need to be focused on increasing canopy cover by:

- Planting non-invasive trees and shrubs on private land
- Maintaining and caring for existing trees on private land
- Educating and engaging the community in the planting, care and maintenance of trees on private land

Funding Amount

You may apply for a grant from \$5,000 to \$100,000.

Grants must be matched 50-50 (\$1 for every \$1 received) in cash and/or in-kind contributions.

For funding requests of over \$50,000, you must contact Urban Forestry to discuss the project and eligibility beforehand.

Duration

Grant funding is available for projects of up to 18 months in duration (to take place between January 1, 2021 and June 31, 2021).

For projects exceeding 12 months, you must contact Urban Forestry to discuss the project and eligibility beforehand.

Eligibility

You must be a public school board, hospital, college, university, or non-profit housing provider within the City of Toronto to be eligible to apply.

Previously funded groups who have failed to meet the terms and conditions of a past grant or who have any outstanding requirements may be ineligible.

Previously funded groups who have received over \$1 million in funding for related activities are ineligible to apply.

Only direct costs to run or deliver a project that are reasonable and necessary are eligible for funding. The following costs and/or projects are not eligible for funding:

- Projects that do not meet the 50% matching funding requirement (cash and/or in-kind)
- Projects that are managed, delivered, or funded (fully or partially) by the City of Toronto
- Projects by public school boards, hospitals, colleges and universities that do not take place on publically-accessible spaces
- Projects or activities that are contrary to the policies of the City of Toronto and/or applicable federal, provincial and municipal legislation, regulations and policies
- Projects or activities that are not consistent with good arboricultural practice
- Core operating funding
- Internal or external salaries or other people-costs where they make up more than 50% of the amount requested (including web design, graphics design, writers, translation, labour, etc.)
- Overhead and administrative costs where they make up more than 15% of the amount requested (does not include internal/external salaries or other people-costs)
- Fees and/or expenses for memberships, courses, conferences, travel, personal vehicles, and parking
- Taxes such as GST and HST for which the recipient is eligible for a tax rebate, and all other costs eligible for rebates
- Contingency costs
- Projects taking place outside the City of Toronto
- Capital costs or infrastructure not directly related to tree planting (building repairs or renovations, construction of sheds or garden beds, purchase of computers or audio/visual equipment etc.)
- Summer camps
- Land purchase
- Political activities
- Religious activities/services
- Advocacy expenses
- Research projects
- Fundraising activities
- Endowments or endowment building
- Scholarships, grants or bursaries
- Awards and prizes
- Alcohol purchase

- Tree planting on lands controlled by the City of Toronto
- Purchase, care or maintenance of invasive species
- Any tree planting requirement or obligation under the City of Toronto's tree by-laws, as a condition for planning and development approval, or any other laws or regulations

Application Process

Applications must be submitted online at www.toronto.ca/treegrants by **4 pm** on **August 14, 2020**

There are two stages to the evaluation of your application:

Stage 1: Initial Review

- Applications are reviewed for completeness and for alignment with the grant guidelines and assessment criteria
- You will be notified if your application will proceed to full review, if it is declined or if additional information is required

Stage 2: Full Review

- Applications are assessed by a grant review panel of City staff and external members with relevant expertise and experience. The grant review panel will then make recommendations on which projects should be considered for funding and in what amounts.
- All applicants will be notified once the funding decisions have been finalized.

Assessment Criteria

Applications will be evaluated based on four areas: Concept, Feasibility, Budget, and Impact.

- The project must closely align with the stated purpose of the grant
- The application should clearly demonstrate the applicant's experience and capacity to successfully complete the project and to maintain the trees over the long term, and describe a feasible process to accomplish the project and has clearly defined project deliverables
- Project costs should be reasonable to achieve the proposed deliverables and the budget should clearly demonstrate how the 50% matching funding requirement (cash or in-kind) will be met or exceeded.
- The application should demonstrate the impact of the project as it relates to the purpose of the grant and in increasing tree canopy cover.

Additional assessment considerations include:

- Geographic representation across the City of Toronto
- Locations with low canopy cover or a high need for tree planting and/or stewardship
- Environmental impact of proposed activities (i.e. biodiversity)
- Community impact and benefit of proposed activities

Funding Terms and Conditions

Applicants approved for funding will be required to enter into a Letter of Understanding (LOU) with the City of Toronto in order to receive funding. The LOU will include the grant amount and the terms and conditions of funding. The following must be provided before any funds are released:

- Certificate of Insurance (COI) – A valid COI with a limit of not less than two million dollars (\$2,000,000) per occurrence with Comprehensive General Liability (CGL) and non-owned automobile coverage for the funding period. More details will be provided to successful applicants.
- [Declaration of Compliance with the City's Anti-Harassment/Discrimination Policy](#)
- Conflict of Interest Declaration

Details will be provided to successful applicants.

Accommodation

Accommodation of special needs (e.g. documents in alternate formats, off-hour meetings) is available as required to ensure that groups can fully participate in the funding process. For accommodation of special needs, please email: forestrygrants@toronto.ca.

Application Support

Potential applicants can contact Urban Forestry for support in determining if their project and organization are eligible to apply for funding or if they have any questions on the grant program.

Please email: forestrygrants@toronto.ca