



Funding Your Community Energy and Climate Change Initiatives

A guide to funding and resources for
British Columbia local governments

August 2011

The 'first stop' for local government leaders addressing
energy sustainability and climate change



HOW TO USE THIS GUIDE

This guide for BC local governments is divided into two parts: a Funding Guide and a Resource Guide.

The **Funding Guide** is a comprehensive listing of programs for which BC local governments are eligible, that provide financial incentives for climate action, energy planning, efficiency, or renewable energy activities.

The **Resource Guide** is a listing of programs and organizations that provide non-financial resources to local governments to support climate action, energy planning, efficiency or renewable energy. These resources include information, advice, workshops and advocacy work. The Resource Guide also includes information on programs that provide financial incentives for which local governments are not eligible, but for which non-profit organizations, community groups, or local residents and businesses may apply.

Each entry includes the program title, description, restrictions on eligibility, organization, contact information and a website address. The Funding Guide also includes information on the amount of funds available, while the Resource Guide includes the types of support offered.

Both guides are organized alphabetically by program name. Each program has been categorized according to the key focus of each program: Buildings, Infrastructure, Renewables and Transportation. Many programs are applicable to more than one or sometimes all of the categories.

The cross-reference table enables quick identification of programs within categories and types of incentives or non-financial resources available.

While this guide presents numerous funding sources and resources for action on climate change, it is not intended to provide information for adaptation to impacts of climate change.

Acknowledgements

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Disclaimer

The views expressed herein do not necessarily represent the views of the Community Energy Association.

Updates

This guide was updated August 2011. The Community Energy Association updates the guide at least once per year, funding permitting. Funding programs and resources continue to change frequently. Please check the CEA website www.communityenergy.bc.ca for future updates.

CROSS REFERENCE TABLE – FUNDING GUIDE

	Category				Financial Incentives				Non-Financial Resources				Other
	Buildings	Infrastructure	Renewables	Transportation	Planning/studies	Implementation	Grants	Loans/Tax breaks	Information	Assistance	Workshops	Advocacy	
1. BC Clean Air Research Grants		●	●	●	●		●						
2. Clean Energy Vehicle Program				●	●	●	●						
3. BC Local Government Infrastructure Planning Grant Program	●	●	●	●	●		●						
4. Community Development Program	●	●	●	●	●	●	●		●	●	●		
5. Community Development Program			●		●		●						
6. EcoENERGY Innovation Initiative	●	●	●	●	●	●	●						
7. Efficient Boiler Program	●				●	●	●						
8. Federal Tax Exemptions	●	●	●	●				●					
9. First Nations Clean Energy Business Fund			●		●	●	●	●					
10. Foundations and Non-profit Grant Providers	●	●	●	●	●	●	●						
11. Gas Tax Agreement – Community Works Fund	●	●	●	●	●	●	●						
12. Gas Tax Agreement – Innovations Fund	●	●	●	●	●	●	●						
13. Gas Tax Agreement – Strategic Priorities Fund	●	●	●	●	●	●	●						
14. Green Municipal Fund	●	●	●	●	●	●	●	●	●	●	●		●
15. Innovative Clean Energy Fund		●	●			●	●						
16. PowerSense	●				●	●	●						
17. Power Smart – Continuous Optimization Program	●				●		●			●			●
18. Power Smart – Community Energy Managers	●	●	●	●		●							
19. Power Smart – Design Charrettes	●	●	●	●	●		●						
20. Power Smart – District Energy Systems	●	●	●		●	●							
21. Power Smart – New Construction Program	●					●	●		●				
22. Power Smart – Partner Program	●				●	●	●		●				
23. Power Smart – Community Energy & Emissions Planning	●	●	●	●	●								
24. Power Smart – Product Incentive Program	●					●	●		●				
25. QuickStart – Community Energy and Emissions Planning	●	●	●	●	●				●	●	●		●
26. Regional Economic Trust Funding – Island Coastal	●	●	●	●		●	●		●	●			
27. Regional Economic Trust Funding – Northern Development	●	●	●	●	●	●	●		●	●			
28. Regional Economic Trust Funding – Southern Interior	●	●	●	●		●	●	●	●	●			
29. Remote Community Electrification Program	●	●	●	●	●		●	●	●	●			
30. Remote Community Implementation Program	●	●	●			●	●						
31. TD Green Streets		●			●	●	●				●		

CROSS REFERENCE TABLE – RESOURCE GUIDE

	Category				Financial Incentives			Non-Financial Resources					
	Buildings	Infrastructure	Renewables	Transportation	Planning/studies	Implementation	Grants	Loans/Tax breaks	Information	Assistance	Workshops	Advocacy	Other
1. BC Hydro Standing Offer Program			●						●		●		●
2. BC Sustainable Energy Association (BCSEA)	●	●	●	●					●			●	
3. Better Environmentally Sound Transportation (BEST)				●					●			●	●
4. BioFleet			●	●					●		●		
5. Canadian Industry Program for Energy Conservation	●		●			●		●	●		●		
6. CANMET Energy Technology Centre	●		●						●	●	●		
7. CMHC EQUilibrium	●		●			●			●		●		
8. Community Energy Association (CEA)	●	●	●	●					●	●	●		●
9. E3 Fleets			●	●					●	●			●
10. EcoAction Community Funding Program	●	●	●	●		●	●		●	●	●		
11. ecoAgriculture Biofuels Capital Initiative			●			●		●	●				
12. ecoENERGY Energy Assessment Funding	●				●		●		●				
13. ecoENERGY for Fleets and Personal Vehicles				●					●		●		
14. ecoENERGY Retrofit - Homes	●		●			●	●						
15. ecoTRANSPORT				●					●	●	●		●
16. EnerGuide	●		●	●					●				
17. Energy Star	●								●				
18. Green City Solutions	●					●	●	●	●	●	●		●
19. Green Municipal Fund Capacity Building Program	●	●	●	●					●	●	●		
20. Office of Energy Efficiency	●	●	●	●					●				
21. LEED	●								●		●		●
22. LiveSmart BC: Efficiency Incentive Program	●		●	●	●	●	●		●				
23. Pacific Carbon Trust	●	●	●	●		●			●				●
24. Pacific Energy Innovation Association	●	●	●	●					●		●		
25. Pacific Institute for Climate Solutions	●	●	●	●					●	●	●		●
26. Partners for Climate Protection	●	●	●	●					●	●	●		●
27. Pembina Institute	●	●	●	●					●	●		●	
28. R-2000 HOME Program	●								●				●
29. Regional Economic Development Trusts		●	●				●		●	●			
30. Smart Growth BC	●	●	●	●					●	●	●	●	
31. Smart Planning for Communities	●	●	●	●					●	●	●		
32. Sustainable Development Technology Canada	●	●	●	●		●	●						
33. Victoria Transport Policy Institute				●					●				

FUNDING GUIDE

1. BC Clean Air Research Grants

Category: Infrastructure, Renewables, Transportation

Description

Funding for applied research related to air quality. Transportation, renewable fuels and district energy projects may use these funds to explore air quality management issues.

Eligibility

Local governments, First Nations, industry and NGOs.

Funding Available

Up to \$20,000. Apply by October 21, 2011.

Contact

Fraser Basin Council
604-488-5363

<http://www.fraserbasin.bc.ca/programs/clear.html>

2. BC Clean Energy Vehicle Program

Category: Transportation

Description

Funding for point of sale vehicle purchase for local government fleets and for electric vehicle charging infrastructure.

Eligibility

All local gov'ts.

Funding Available

Up to \$5,000 per vehicle starting Dec 1, 2011.

By application for charging infrastructure, program will be launched in early 2012.

Contact

Ministry of Energy & Mines and Ministry of Environment

<http://www.newsroom.gov.bc.ca/ministries/environment-1/>

3. BC Local Government Infrastructure Planning Grant Program

Category: All

Description

This program offers funding to support the development of sustainable community infrastructure, including assessing the technical, environmental and/or economic feasibility of municipal infrastructure projects improving water, sewer, drainage and other infrastructure, as well as community energy planning or energy-related feasibility studies.

Eligibility

All local gov'ts.

Funding Available

Up to \$10,000. Grants over \$5,000 must have matching funds. Ongoing intake.

Contact

Ministry of Community, Sport & Cultural Development
Infrastructure and Finance Division

250-387-4060

infra@gov.bc.ca

http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm

4. Community Development Program

Category: All

Description

Columbia Basin Trust's Community Development Program responds to the needs of Columbia Basin communities by providing financial and staff support to community projects that support efforts to strengthen social, economic and environmental well-being.

Eligibility

Local gov'ts and incorporated entities within the Canadian portion of the Columbia River watershed.

Funding Available

Funding varies by project. Continuous intake.

Contact

Columbia Basin Trust
1-800-505-8998

info@cbt.org

www.cbt.org

5. Community Development Program

Category: Renewables

Description

The Community Development Program offers funding to support projects that enhance rural and northern-region competitiveness, foster sustainable innovative economic activities and/or facilitate the development of new economic opportunities from existing natural and cultural amenities.

Eligibility

Local gov'ts and other incorporated entities in rural and northern regions.

Funding Available

Funding varies according to category (workshops, partnerships and knowledge building) and specific region. Final application deadline is September 30, 2012 for workshops and June 30, 2012 for partnerships and knowledge building.

Contact

Canadian Rural Secretariat
1-877-295-7160 or your regional Program Officer
<http://www.rural.gc.ca/RURAL/display-afficher.do?id=1299516906622&lang=eng>

6. ecoENERGY Innovation Initiative (ecoEII)

Category: ALL

Description

ecoEII funds technological innovation (system demonstration projects and research & development) in five strategic priority areas: energy efficiency; clean electricity and renewables; bioenergy; electrification of transportation; and unconventional oil and gas.

Eligibility

Local gov'ts and other entities that are incorporated or registered in Canada.

Funding Available

Demonstration Projects: Letter of interest due September 27, 2011. Projects must be worth at least \$3 million, including ecoEII funding. Funding per project will not exceed \$20 million or 50% of project costs.
Research & Development: Letters of interest - October 7. Total federal government assistance will not exceed 75% of project costs.

Contact

Natural Resources Canada
eco-en@NRCan-RNCan.gc.ca
Complete and submit online application form:
<http://www.nrcan.gc.ca/eneene/science/ecii-eng.php>

7. Efficient Boiler Program

Category: Buildings

Description

FortisBC provides incentives to developers, builders, building owners and owners' designated representatives, such as property managers, to encourage the use of high efficiency, natural gas hydronic space heating systems in commercial applications. Purchase price incentive applies to the incremental purchase price of a natural gas near-condensing or condensing boiler over the purchase price of a standard efficiency boiler.

Eligibility

FortisBC service territory in the Lower Mainland, BC Interior, Sunshine Coast or Vancouver Island (not Whistler).

Funding Available

Up to \$6,000 per boiler plus \$9 per MBH plant input for condensing boilers and up to \$4,000 per boiler plus \$3 per MBH plant input for near condensing boilers. Funding for new construction, replacement boilers, venting modifications and monitoring varies.

Contact

FortisBC
1-866-884-8833
<http://www.fortisbc.com/NaturalGas/Business/Offers/Pages/default.aspx>

8. Federal Tax Exemptions

Category: All

Description

The Federal Government provides a number of tax exemptions for renewable energy and energy efficiency projects. Ethanol, methanol and biodiesel are exempt from the 10% federal excise tax on motor fuels and investments in energy-producing and renewable energy equipment are eligible for an accelerated write-off under Class 43.1, Schedule II of the Income Tax Act.

Eligibility All local gov'ts.	Funding Available Tax exemptions	Contact Canada Revenue Agency: http://www.cra-arc.gc.ca/E/pub/et/etsl47/etsl47-e.html Natural Resources Canada: http://oee.nrcan.gc.ca/industrial/financial-assistance/tax-incentives.cfm?attr=24
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9. First Nations Clean Energy Business Fund

Category: Renewables

Description

The First Nations Clean Energy Business Fund provides: capacity development funding for feasibility studies or engagement of clean energy project proponents; grants to acquire equity positions in projects or assist in the development of community energy projects; and revenue sharing based on new, net, incremental revenues to government from clean energy projects.

Eligibility First Nations bands, a representative of an Aboriginal community, or a wholly owned Aboriginal corporation.	Funding Available Capacity funding is limited to \$50,000 per applicant; Equity grant is limited to \$500,000 per applicant; Revenue sharing is based on provincial resource rents. Apply prior to the last day of the month of each intake period. The last intake period for 2011 is September.	Contact BC Ministry of Aboriginal Relations and Reconciliation Lindsay Wood, Climate Change Project Advisor 1-800-880-1022 lindsay.wood@gov.bc.ca http://www.gov.bc.ca/arr/economic/fncebf.html
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10. Foundations and Non-profit Grant Providers

Category: All

Description

Several charitable foundations and non-profit organizations provide grants for local government energy and sustainability initiatives. Project should include significant community involvement or benefit to be considered. Applications from smaller communities with fewer resources are favoured by some organizations.

Eligibility Varies	Funding Available Varies	Contact TD Friends of the Environment, VanCity, Vancouver Foundation, Victoria Foundation, others
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11. Gas Tax Agreement – Community Works Fund

Category: All

Description

Federal Gas Tax funding supports transportation, community energy and infrastructure projects leading towards cleaner water, cleaner air or reduced greenhouse gas emissions, as well as capacity building and integrated community sustainability planning. The Community Works Fund provides funding directly to eligible local governments, with no application required.

Eligibility BC local gov'ts outside of Metro Vancouver.	Funding Available Grants may fund up to 100% of eligible projects costs. Allocated funding provided twice annually to eligible local governments, totaling about \$292 million from 2010/11 to November 2014.	Contact Union of British Columbia Municipalities Gas Tax/Public Transit Management Services 250-356-5134 gt-pt@ubcm.ca http://www.ubcm.ca/EN/main/funding/gas-tax-fund.html
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12. Gas Tax Agreement – Innovations Fund

Category: All

Description

Federal Gas Tax funding supports transportation, community energy and infrastructure projects leading towards cleaner water, cleaner air or reduced greenhouse gas emissions, as well as capacity building and integrated community sustainability planning. The Innovations Fund is an program for projects that reflect an innovative approach to achieving the program's outcomes.

Eligibility

All local gov'ts.

Funding Available

\$50 million from 2010/11 to 2013/14. Application based program. Grants may fund up to 100% of eligible project costs. Intake for 2012 to be determined.

Contact

Gas Tax/Public Transit Management Services
250-356-5134
gt-pt@ubcm.ca
<http://www.ubcm.ca/EN/main/funding/gas-tax-fund.html>

13. Gas Tax Agreement – Strategic Priorities Fund

Category: All

Description

Federal Gas Tax funding supports transportation, community energy and infrastructure projects leading towards cleaner water, cleaner air or reduced greenhouse gas emissions, as well as capacity building and integrated community sustainability planning. The Strategic Priorities Fund (SPF) supports projects that are larger in scale or regional in impact.

Eligibility

BC local gov'ts outside of Metro Vancouver.

Funding Available

\$107 million from 2010/11 to 2013/14. Grants may fund of to 100% of project costs. Application based program. Intake for 2012 to be determined..

Contact

Union of British Columbia Municipalities
Gas Tax/Public Transit Management Services
250-356-5134
gt-pt@ubcm.ca
<http://www.ubcm.ca/EN/main/funding/gas-tax-fund.html>

14. Green Municipal Fund – Plans, Studies and Capital Projects

Category: All

Description

Local governments and project partners may apply to the Federation of Canadian Municipalities (FCM) Green Municipal Fund for funding to support sustainable community planning (including climate change action plans), feasibility studies, field tests and project implementation related to energy efficiency and GHG reduction. The fund supports capital implementation projects through grants and below-market loans for energy, waste management, brownfield remediation, water and transportation projects. GMF funding can be combined with other federal funding.

Eligibility

All local gov'ts and their partners in municipal environmental projects.

Funding Available

Applications are accepted on a continuous basis.

- Grants for plans, feasibility studies and field tests, up to 50% of eligible costs to a maximum of \$350,000.
- Grants and below-market loans for capital projects, up to 80% of costs to a maximum of \$10 million in loans, combined with up to \$1,000,000 in grants.
- Brownfield projects are eligible for below-market loans only, with no funding limit.
- GMF offers local governments interest rates 1.5 per cent lower than the Government of Canada bond rate for the equivalent term.

Accepting new applications beginning Dec. 1, 2011.

Contact

Federation of Canadian Municipalities
Green Municipal Fund
613-907-6208
gmf@fcm.ca
www.fcm.ca/gmf

15. Innovative Clean Energy Fund

Category: Renewables, Infrastructure

Description

The Innovative Clean Energy Fund provides funding for development of pre-commercialization technologies for the production and transmission of clean and renewable energy. The program supports technologies that are new or not currently used in BC. Monies for the fund come from a 0.4% levy on non-transportation energy fuels.

Eligibility

All local gov'ts.

Funding Available

\$25 million. The ICE Fund is not accepting applications at this time. Please check webpage for future Call for Applications.

Contact

Ministry of Energy and Mines and Responsible for Housing
Liz Wouters
250-387-2883
ICEFund@gov.bc.ca
<http://www.tted.gov.bc.ca/ICEFund/CurrentCall/Pages/default.aspx>

16. PowerSense

Category: Buildings

Description

The FortisBC PowerSense program offers financial assistance to home owners, residential developers and builders, and business owners, for converting to energy-efficient technologies. The program also demonstrates how to save money by reducing energy consumption. Program incentives include rebates and/or loans for lighting, appliances, air source heat pumps, ground source heat pumps, solar hot water systems, and energy studies.

Eligibility

FortisBC customers only.

Funding Available

A variety of rebates and loans for home owners, residential developers/builders, and commercial and industrial businesses. Up to 50% funding for energy studies, to a maximum of \$5,000.

Contact

Fortis BC
1-866-436-7847
powersense@fortisbc.com
<http://www.fortisbc.com/Electricity/PowerSense/Pages/default.aspx>

17. Power Smart – Continuous Optimization Program

Category: Buildings

Description

The Continuous Optimization Program offers incentives, tools and support to help get buildings in good working order. It provides funding to conduct an energy audit, an electrical interval meter and software to analyze meter data, building operator training and ongoing support. The program is meant to encourage continuous customer engagement and improvement.

Eligibility

Existing buildings over 50,000 ft² with building energy management system in place.

Funding Available

BC Hydro will fund 100% of audit costs and will fund the installation of an Energy Management Information System.

Contact

Contact your Key Account Manager or Graham Henderson, Program Manager, BC Hydro
604-453-6471
Graham.Henderson@bchydro.com
www.bchydro.com/powersmart/commercial.html

18. Power Smart Sustainable Communities Program – Community Energy Managers

Category: All

Description

The Power Smart Sustainable Communities Program offers a range of services to help local governments make smart choices about community-wide energy management and efficiency. Funding is available to support a designated Community Energy Manager.

Eligibility

All local gov'ts within the BC Hydro service territory with more than 20,000 residents and have plans to redevelop at least 10 million square feet of high density residential real estate within the next 10 years.

Funding Available

Up to 50% of costs to hire a community energy manager for two years.

Contact

BC Hydro
604-522-4713 in the Lower Mainland
1-866-522-4713 elsewhere in BC or contact your Key Account Manager
http://www.bchydro.com/powersmart/ps_communities.html

19. Power Smart Sustainable Communities Program – Design Charrettes

Category: All

Description

The Power Smart Sustainable Communities Program offers a range of services to help local governments make smart choices about community-wide energy management and efficiency. Funding is available to support design charrettes.

Eligibility

All local gov'ts within the BC Hydro service territory with more than 20,000 residents. Must have plans to redevelop at least 5 million square feet of high density residential real estate within the next 10 years.

Funding Available

Up to \$20,000 funding for energy experts to participate in the charrette process as well as funding to help in initial data collection and integration of concepts into plans, building and infrastructure requirements.

Contact

BC Hydro
604-522-4713 in the Lower Mainland
1-866-522-4713 elsewhere in BC
Or contact your Key Account Manager
http://www.bchydro.com/powersmart/ps_communities.html

20. Power Smart Sustainable Communities Program – District Energy Systems

Category: Buildings, Infrastructure, Renewables

Description

The Power Smart Sustainable Communities Program offers a range of services to help local governments make smart choices about energy management and efficiency community-wide. Funding is available for pre-feasibility and feasibility studies for district energy systems. Capital incentives may also be provided for district energy systems.

Eligibility

All local gov'ts, developers, institutional and industrial customers within the BC Hydro service territory with a project size of at least 750,000 ft² of new high-density, mixed use residential development and a project forecast of annual GHG and electricity usage reduction.

Funding Available

Up to 50% (maximum \$20,000) of costs for district energy pre-feasibility and feasibility costs. Capital incentives to be determined.

Contact

BC Hydro
604-522-4713 in the Lower Mainland
1-866-522-4713 elsewhere in BC
Or contact your Key Account Manager
http://www.bchydro.com/powersmart/ps_communities.html

21. Power Smart – New Construction Program

Category: Buildings

Description

This BC Hydro program provides financial incentives and tools to help qualified projects identify energy-saving strategies early in the building or system design process. The program includes support for whole building and system design, energy-efficient lighting design, energy star package rebates, and retrofit incentives. This program includes incentives for commercial buildings and new multi-unit residential buildings.

Eligibility

New developments or major building retrofits with a potential annual electrical energy savings of at least 50,000 kWh/yr located in the BC Hydro service territory.

Funding Available

- Up to 100% funding for Whole Building Design Studies.
- Up to \$1,000 for the creation of an energy efficient lighting design.
- Capital incentives range from up to \$30,000-\$60,000 per 1000,000 kWh saved depending on the type of study carried out and the energy savings.

Contact

BC Hydro
604-224-9376 in the Lower Mainland
1-866-522-4713 elsewhere in BC
Or contact your Key Account Manager
www.bchydro.com/powersmart/commercial.html

22. Power Smart – Partner Program

Category: Buildings

Description

The Power Smart Partner program enables participants to submit funding proposals to implement electrical energy-saving projects. Funding may also be available for energy studies or to hire an energy manager. Power Smart Partner Express is an online, self-serve application specifically designed for large commercial customers who have a Key Account Manager.

Eligibility

For commercial, gov't and institutional customers that spend at least \$50,000 annually on electricity.

Funding Available

The Implementation Fund provides up to 75% of the incremental cost of lighting, mechanical, HVAC and other energy efficiency projects that save a minimum of 50,000 kWh/year. Co-funding with the potential for 100% funding is available for energy studies.

Contact

BC Hydro
1-866-453-6400 or contact your Key Account Manager
www.bchydro.com/powersmart/commercial.html

23. Power Smart Sustainable Communities Program - Planning

Category: All

Description

The Power Smart Sustainable Communities Program offers a range of services to help local governments make smart choices about community-wide energy management and efficiency. Funding is available to support community energy and emissions planning. Communities smaller than 20,000 residents should seek assistance under the QuickStart initiative.

Eligibility

All local gov'ts within the BC Hydro service territory with a population of 20,000 or more.

Funding Available

50% of costs (up to \$60,000) towards the creation of a Community Energy and Emissions Plan.

Contact

BC Hydro
604-522-4713 in the Lower Mainland
1-866-522-4713 elsewhere in BC
Or contact your Key Account Manager
http://www.bchydro.com/powersmart/ps_communities.html

24. Power Smart – Product Incentive Program

Category: Buildings

Description

The program provides financial incentives to replace inefficient products with energy-efficient technologies. Incentives are available for lighting products, controls and sensors, heating, ventilation, air conditioning (HVAC), refrigeration and ice rink technologies. Local governments with BC Hydro Key Account Managers should access incentives via the Power Smart Partner Express program.

Eligibility

Local gov'ts that do not have a key account manager.

Funding Available

Varies by product.

Contact

BC Hydro
1-866-522-4713
http://www.bchydro.com/rebates_savings/

25. QuickStart – Community Energy and Emissions Planning

Category: All

Description

QuickStart helps smaller local governments achieve community level GHG reduction and energy conservation targets within their Official Community Plans or Regional Growth Strategies. The QuickStart process helps eligible communities develop a Community Energy and Emissions Plan (CEEP), via a 1.5 day workshop, by leveraging existing data, preparing CEEP policies, creating an implementation plan and engaging Council for CEEP approval.

Eligibility

Communities of up to 20,000, in the BC Hydro Service territory.

Funding Available

Applications are accepted on an ongoing basis.

Contact

BC Hydro and Community Energy Association
1-866-453-6400 or 604-453-6400
http://www.bchydro.com/powersmart/ps_communities/ceep/ceep_quickstart.html

26. Regional Economic Trust - Island Coastal

Category: All

Description

The Island Coastal Economic Trust provides funding to create new and sustainable regional economic growth through strategic investments in the forestry, transportation, tourism, mining, Olympic opportunities, small business, economic development, energy and agriculture sectors.

Eligibility

Local gov'ts, First Nations, registered non-profits and others within the Northern Island-Sunshine Coast Region and Central South Island Region.

Funding Available

Up to a maximum of \$400,000 per applicant. The remaining application intake deadlines for 2011 are September 23rd for the Central South Island Region and October 14th for the North Island and Sunshine Coast Region.

Contact

Island Coastal Economic Trust (ICET)
250-334-2427 ext. 223 or 227
info@islandcoastaltrust.ca
<http://www.islandcoastaltrust.ca/>

27. Regional Economic Trust - Northern Development Initiative

Category: All

Description

The Northern Development Initiative Trust supports community economic development initiatives with funding for economic diversification infrastructure, feasibility studies, marketing, capacity building, grant writing, community halls, recreational facilities and community foundations.

Eligibility

Local gov'ts, First Nations, registered non-profits and others within central and northern BC, excluding Vancouver Island. A list of communities within the region can be found at:

<http://northerndevlopment.bc.ca/our-team/communities>

Funding Available

Up to a maximum of 28% of a total project budget for the Economic Diversification Infrastructure program and up to a maximum of 28% or \$20,000 for the Feasibility Studies program. Applications are accepted on an ongoing basis and evaluated on a quarterly cycle.

\$7,500 in rebate funding is provided to approved applicants for the Grant Writing Support Program. Applications are accepted on an annual intake cycle. Completed applications must be received prior to March 31st of each year.

Contact

Northern Development Initiative Trust (NDIT)
250-561-2525
info@northerndevlopment.bc.ca
<http://www.nditrust.ca/>

28. Regional Economic Trust - Southern Interior Development Initiative

Category: All

Description

The Southern Interior Development Initiative supports regionally strategic investments in economic development projects that will have long-lasting and measurable regional benefits. Agriculture, economic development, energy, forestry, mining, Olympic opportunity, pine beetle recovery, small business, tourism and transportation have been determined as the primary target areas for grant funding support.

Eligibility

Local gov'ts, First Nations, registered non-profits and others within the Thompson-Okanagan Region and Columbia-Kootenay Region.

Funding Available

Grants up to \$750,000 total distribution per annum and maximum \$50,000 per applicant. Loan and equity programs provide funding up to a maximum of \$1,000,000 or a maximum of 50% of a total project budget. Applications accepted on an on-going basis each year until all funds committed.

Contact

Southern Interior Development Initiative Trust (SIDIT)
250- 545-6829
admin@sidit-bc.ca
<http://www.sidit-bc.ca/>

29. Remote Community Electrification Program

Category: All

Description

BC Hydro's Remote Community Electrification Program offers electricity service to remote communities that are currently not served by BC Hydro. This program assists in the preparation and implementation of community electricity plans. Customers are served in accordance with BC Hydro Electric Tariff.

Eligibility

Remote (off grid) communities only.

Funding Available

Varies.

Contact

BC Hydro
Nick Hawley, Program Manager
604-528-3191
nick.hawley@bchydro.com
www.bchydro.com

30. Remote Community Implementation (RCI Program)

Category: Buildings, Infrastructure, Renewables

Description

The Remote Community Implementation (RCI) Program is an independent initiative under the Community Action on Energy and Emissions (CAEE) program. It provides funding assistance to remote communities to implement clean energy and energy efficiency projects and projects that reduce greenhouse gas emissions. Eligible communities include those served by local generating stations and distribution networks in BC Hydro's Non-Integrated Areas.

Eligibility

Civic and First Nation communities not connected to a major natural gas or electric grid.

Funding Available

Applications will be accepted on an ongoing basis throughout the year, and will be reviewed twice annually, in December and June.

Contact

Tanya Hebron
1st Floor, 470 Granville Street
Vancouver, BC V6C 1V5
Email: thebron@fraserbasin.bc.ca
604-488-5354

http://www.fraserbasin.bc.ca/programs/caee_rci.html

31. TD Green Streets

Category: Infrastructure

Description

TD Green Streets encourages the adoption of leading-edge practices in municipal forests. These may include, but are not limited to, innovative urban forest planning, policy and best management practices workshops, innovative management tools to protect and maintain the urban forest and innovative urban design showcasing green infrastructure. Collaborative project applications involving two or more communities are encouraged. Local governments may apply in partnership with community organizations.

Eligibility

All local gov'ts.

Funding Available

\$15,000 per project. Application deadline is October 3 2011.

Contact

Tree Canada
Toll-free: 1-877-666-1444
613-567-5545
Email: tcf@treecanada.ca

<http://www.treecanada.ca/site/?page=home&lang=en>

RESOURCE GUIDE

1. BC Hydro Standing Offer Program

Category: Renewables

Description

BC Hydro has implemented several programs intended to encourage the development of clean energy projects throughout British Columbia by agreeing in advance to purchase energy produced. The Standing Power Program encourages the development of small and clean renewable energy projects.

Eligibility

Standing Offer projects must have a capacity between 0.5-15 MW.

Type of Support

Workshops
Information
Agreement to purchase power

Contact

BC Hydro
604-224-9376 Greater Vancouver
1-800-224-9376 elsewhere in BC
http://www.bchydro.com/planning_regulatory/acquiring_power.html

2. BC Sustainable Energy Association (BCSEA)

Category: All

Description

BCSEA is a non-profit association of citizens, professionals and practitioners, who are committed to promoting the understanding, development and adoption of sustainable energy and energy conservation and efficiency in British Columbia.

Eligibility

All

Type of Support

Information
Advocacy

Contact

BC Sustainable Energy Association
250-744-2720
info@bcsea.org
www.bcsea.org

3. Better Environmentally Sound Transportation (BEST)

Category: Transportation

Description

BEST promotes sustainable transportation and pedestrian, bicycle and transit-oriented neighbourhoods. It provides programs to reduce greenhouse gas emissions and climate change.

Eligibility

All

Type of Support

Information
Advocacy
Events

Contact

Better Environmentally Sound Transportation
604-669-2860
www.best.bc.ca

4. BioFleet

Category: Renewables,
Transportation

Description

The purpose of the BioFleet program is to transform the biodiesel market in Western Canada by building awareness and consumer confidence through education and biodiesel demonstrations.

Eligibility

Public and private sector vehicle fleets.

Type of Support

Workshops
Information

Contact

Terry Robert at Fraser Basin Council
604-488-5350
trobert@fraserbasin.bc.ca
www.biofleet.ca

5. Canadian Industry Program for Energy Conservation (CIPEC)

Category: Buildings, Renewables

Description

CIPEC is a partnership between industry and the federal government. It provides information, workshops and incentives to help small and medium sized industrial facilities implement energy-saving projects. CIPEC also provides incentives for Process Integration and Computational Fluid Dynamics studies.

Eligibility Industrial companies registered with Industrial Energy Innovators.	Type of Support Information Workshops For study incentives, funding up to 50% or \$50,000 for process integration studies and up to 50% or \$30,000 for fluid dynamics studies.	Contact Natural Resources Canada 613-996-6891 www.oeec.nrcan.gc.ca/industrial/cipec.cfm?attr=0
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6. CanmetENERGY Technology Centre

Category: Buildings, Renewables

Description

CANMET is a research and development arm of Natural Resources Canada. While primarily a research and technical information source, CANMET sometimes provides funding for pilot and demonstration projects through various programs such as the Emerging Technologies Program, Refrigeration Action Program and the Sustainable Buildings and Communities Group.

Eligibility All	Type of Support Information Assistance Workshops	Contact Natural Resources Canada: CanmetENERGY Technology Centre 613-995-0947 http://ctec-varenes.nrcan.gc.ca/en/eb_o.html
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7. CMHC EQUilibrium

Category: Buildings, Renewables

Description

The EQUilibrium™ Communities Initiative is a demonstration project led jointly and equally funded by Canada Mortgage and Housing Corporation (CMHC) and Natural Resources Canada, which provided financial, technical and promotional assistance to six sustainable neighbourhood projects across Canada. EQ communities must minimize greenhouse gas emissions and be energy efficient. The EQUilibrium™ Sustainable Housing Demonstration Initiative supported the development of 15 EQUilibrium™ demonstration homes, which are planned, under construction, or on display across Canada. EQUilibrium™ demonstration homes are highly energy-efficient, low-environmental impact homes that produce as much energy as they consume on an annual basis.

Eligibility All	Type of Support Information Workshops	Contact CMHC 604-731-5733 http://www.cmhc-schl.gc.ca/en/inpr/su/ http://www.nrcan.gc.ca/com/index-eng.php
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8. Community Energy Association (CEA)		Category: All
Description CEA is a first-stop information resource for BC local governments and First Nations, assisting communities with energy planning and the development and implementation of energy efficiency and renewable energy initiatives.		
Eligibility All local governments.	Type of Support Information and assistance Tools, workshops, and studies Advisory services (fee-for-service) Energy & Climate Action Awards for local governments (presented annually at UBCM conference)	Contact Community Energy Association 604-628-7076 info@communityenergy.bc.ca www.communityenergy.bc.ca
9. E3 Fleets		Category: Renewables, Transportation
Description E3 is an independent, non-profit managed system for greening Canada's fleets. E3 stands for Energy, Environment, and Excellence – the core focus of the system. E3 Fleets provides a rating system for fleet efficiency and information including an emissions calculator, ratings handbook, newsletter and alternative fuelling station map.		
Eligibility Public and private sector vehicle fleets.	Type of Support Information Rating system	Contact Charlotte Argue c/o Fraser Basin Council 1-888-703-5338 info@e3fleet.com www.e3fleet.com
10. EcoAction Community Funding Program		Category: All
Description The EcoAction Community Funding Program provides financial support to community groups for environmental projects that have measurable, positive impacts on the environment, including projects with a greenhouse gas reduction theme.		
Eligibility Non-profit organizations only.	Type of Support Grants up to 50%, with a maximum of \$100,000. Applications must be received by November 1 of each year. Comments will be provided on draft applications received one month in advance of the November 1 deadline.	Contact Environment Canada: Pacific and Yukon Region 1-800-667-7779 http://www.ec.gc.ca/ecoaction/default.asp?lang=En&n=FA475FEB-1
11. ecoAgriculture Biofuels Capital Initiative (ecoABC)		Category: Renewables
Description The ecoAgriculture program provides support and financial incentives to help farmers overcome the challenges of raising the capital necessary for the construction or expansion of biofuel production facilities.		
Eligibility Agricultural producers	Type of Support Repayable contributions of up to \$25 million. The deadline has been extended to September 30, 2012.	Contact Agriculture and Agri-Food Canada 877-246-4682 bioagriculture@agr.gc.ca www.ecoaction.gc.ca/ecoagriculture/biofuels-biocarburants-eng.cfm

12. ecoENERGY Energy Assessment Funding

Category: Buildings, Infrastructure, Renewables

Description

The ecoENERGY Energy Assessment Funding Incentives help industrial companies perform analytical and computer-model assessments of their operations to optimize their processes, reduce operating costs and use energy more efficiently.

Eligibility

Industry.

Type of Support

Financial incentives of up to 50% of study costs to a maximum of \$50,000 for Process Integration studies and \$30,000 for Computational Fluid Dynamics studies.

Contact

Natural Resources Canada Office of Energy Efficiency
1-877-360-5500
<http://oee.nrcan.gc.ca/industrial/financial-assistance/assessment/index.cfm?attr=24>

13. ecoENERGY for Fleets and Personal Vehicles

Category: Transportation

Description

EcoENERGY for Fleets is a program offered by Natural Resources Canada introducing fleets to energy-efficient practices that can reduce fuel consumption and emissions. FleetSmart is a component of this program offering free practical advice on how energy-efficient vehicles and business practices can reduce fleet operating costs, improve productivity and increase your competitiveness. EcoENERGY for Personal Vehicles offers tools to help consumers purchase the most fuel-efficient vehicle to meet their needs.

Eligibility

All

Type of Support

Workshop
Training
Information
Support

Contact

Natural Resources Canada
Office of Energy Efficiency
613-995-0947
<http://oee.nrcan.gc.ca/corporate/about-us.cfm?attr=0>

14. ecoENERGY Retrofit - Homes

Category: Buildings, Renewables

Description

The ecoENERGY retrofit program for homes provides incentives of up to \$5,000 to homeowners to upgrade the efficiency of their homes. Actual grant amounts depend on both pre- and post-retrofit EnerGuide ratings, as determined through a residential energy efficiency assessment. Includes incentives for solar water heaters, air and ground source heat pumps and other renewable energy based technology. Available until March 31, 2012.

Eligibility

Home owners

Type of Support

Incentives

Contact

Natural Resources Canada Office of Energy Efficiency
1-800-622-6232
<http://ecoaction.gc.ca/ecoenergy-ecoenergie/retrofithomes-renovationmaisons-eng.cfm>

15. ecoTRANSPORT

Category: Transportation

Description

The ecoTRANSPORT program encompasses three initiatives – ecoFREIGHT, ecoMOBILITY and ecoTECHNOLOGY – to help increase energy efficiency in the transportation sector.

Eligibility

All

Type of Support

Training
Information
Support

Contact

Environmental Initiatives
Transport Canada 613-991-1196
<http://www.tc.gc.ca/eng/programs/environment-ecotransport-menu-604.htm>

16. EnerGuide	Category: Buildings, Renewables, Transportation
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Description
 EnerGuide is a Canadian rating system that provides information on the energy consumption of major appliances, heating and cooling equipment, houses and vehicles.

Eligibility All	Type of Support Information	Contact Natural Resources Canada: Office of Energy Efficiency www.oeenrcan.gc.ca/energuide
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17. Green City Solutions	Category: Buildings
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Description
 Green City Solutions is a non-profit organization providing tools, resources, services and inspiration to improve the energy efficiency of homes and buildings. They also help municipalities and communities design, implement and track the success of their energy efficiency outreach programs.

Eligibility All	Type of Support Information Incentives Retrofit Training/Technical Assistance	Contact 1-866-381-9995 http://www.citygreen.ca
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18. Energy Star	Category: Buildings
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Description
 Energy Star is an international rating system that identifies the most efficient equipment available. It applies ratings to appliances, consumer electronics, heating and cooling equipment, windows and doors, and other equipment.

Eligibility All	Type of Support Information	Contact Natural Resources Canada: Office of Energy Efficiency 613-995-0947 www.oeenrcan.gc.ca/energystar
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19. Green Municipal Fund – Capacity Building Program	Category: All
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Description
 The GMF Capacity Building Program engages municipal officials in sharing knowledge, experience and best practices in sustainable development. This program supports municipal governments working towards sustainable community development through six sectors: brownfields, energy, planning, transportation, waste and water. Resources include a comprehensive summary of sustainable municipal bylaws as well as capacity building webinars and podcasts. Programs include the FCM-CH2M Hill Sustainable Community Awards and the FCM Sustainable Communities Conference and Trade Show.

Eligibility Local governments across Canada.	Type of Support Information Networking Training Workshops	Contact Devin Causley, Manager, Climate Change Programs 613-907-6370 dcausley@fcm.ca http://gmf.fcm.ca/Capacity_Building/
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20. Office of Energy Efficiency		Category: All
Description OEE is the central web portal for federal government programs related to energy efficiency and conservation. It provides a wide variety of information and publications related to technologies, regulations and statistics, as well as information about NRCan incentive programs.		
Eligibility All	Type of Support Information	Contact Natural Resources Canada: Office of Energy Efficiency 613-995-0947 www.oeenrcan.gc.ca
21. Leadership in Energy and Environmental Design (LEED)		Category: Buildings
Description The LEED® Canada Rating System recognizes leading edge buildings that incorporate sustainable design, construction and operational practices, creating healthy, high-performance buildings with reduced environmental impacts.		
Eligibility New commercial and institutional buildings.	Type of Support Information Accreditation Workshops	Contact Canadian Green Building Council 1-866-941-1184 info@cagbc.org www.cagbc.org
22. LiveSmart BC: Efficiency Incentive Program		Category: Buildings, Renewables, Transportation
Description LiveSmart at Home provides homeowners with incentives to perform energy audits and upgrades to their existing houses. The program provides a subsidy to reduce the cost of an initial EnerGuide audit, plus incentives for appliances, windows, insulation, heating equipment and renewable electricity generation. Other funding and technical support programs are included in the LiveSmart at Work, LiveSmart on the Road and LiveSmart in your Community programs.		
Eligibility Community members, homeowners, and businesses.	Type of Support Incentives	Contact Ministry of Energy, Mines, and Petroleum Resources 1-866-430-8765 efficiencyincentives@gov.bc.ca www.livesmartbc.ca
23. Pacific Carbon Trust		Category: All
Description Pacific Carbon Trust is a Crown corporation established in 2008 to deliver British Columbia-based greenhouse-gas offsets, to help clients meet their carbon-reduction goals and to support the growth of BC's low-carbon economy. Pacific Carbon Trust's role is to deliver offsets to the public sector so that they can offset greenhouse emissions that they are unable to reduce.		
Eligibility All	Type of Support Funds to support projects that prevent greenhouse gas emissions.	Contact Pacific Carbon Trust 250-952-6793 info@pacificcarbontrust.com http://www.pacificcarbontrust.com/

24. Pacific Energy Innovation Association		Category: All
Description		
The Pacific Energy Innovation Association (PEIA) is an independent, non-profit association of energy professionals incorporated under the Societies Act of British Columbia. Its mission is to initiate and promote discussion and action for energy innovation, efficiency and sustainability. PEIA furthers its mission through events, forums, energy breakfasts and projects.		
Eligibility All	Type of Support Information Workshops	Contact Pacific Energy Innovation Association 778-986-2001 info@peia.biz http://www.peia.biz
25. Pacific Institute for Climate Solutions (PICS)		Category: All
Description		
A collaboration between University of Victoria, University of British Columbia, Simon Fraser University and University of Northern British Columbia, PICS enables research that focuses on reducing greenhouse gas emissions and minimizing the impact of climate change and how this relates to society and the economy. PICS works with government and industry to develop policy options and technological solutions.		
Eligibility All	Type of Support Graduate fellowships, internships, research projects, and public information.	Contact Pacific Institute for Climate Solutions University of Victoria 250-853-3595 pics@uvic.ca www.pics.uvic.ca
26. Partners for Climate Protection (PCP)		Category: All
Description		
The Federation of Canadian Municipalities PCP program provides a five-step framework designed to assist local government in reducing GHG emissions: developing a GHG inventory, setting a GHG reduction target, adopting a GHG action plan, implementing the plan, and monitoring and evaluating the results. The program is free to join with a council resolution. A secretariat support service provides technical support, networking, recognition and tools for participating municipalities. PCP is a partnership between FCM and ICLEI Local Governments for Sustainability.		
Eligibility Municipal governments and regional districts.	Type of Support Information Networking Training and technical support Accreditation Recognition	Contact Federation of Canadian Municipalities Muni Ahlawat, PCP Program Officer 613-907-6346 pcp@fcm.ca www.sustainablecommunities.ca/Partners-for-Climate-Protection/
27. Pembina Institute		Category: All
Description		
The Pembina Institute provides policy research and educational programs in the areas of climate change, renewable energy, green economics and community-wide environmental solutions.		
Eligibility All	Type of Support Information Assistance Advocacy	Contact Pembina Institute, Vancouver Office 604-874-8558 www.pembina.org

28. R-2000 HOME Program

Category: Buildings

Description

The R-2000 HOME Program encourages the building of energy-efficient houses that are environmentally friendly and healthy to live in. Home builders volunteer to meet the R-2000 standard, which typically exceeds the efficiency level required by existing building codes and other regulations. The program includes: a continually upgraded energy efficiency standard for new houses, comprehensive training and education courses for home builders, testing and certification of new houses and promotional activities.

Eligibility

Home builders

Type of Support

Information
Design guidelines
Accreditation

Contact

Natural Resources Canada: Office of Energy Efficiency
613-995-0947
www.oeenrcan.gc.ca/residential/personal/new-homes/r-2000/About-r-2000.cfm?attr=4

29. Regional Economic Development Trusts

Category: Renewables,
Infrastructure

Description

The Northern Development Initiative Trust, Island Coastal Economic Trust and Southern Interior Development Initiative Trust provide BC communities within their designated areas with funding and mechanisms to identify and pursue new opportunities for stimulating sustainable economic growth and job creation in their regions. These organizations provide funding for both economic and community enhancement projects.

Eligibility

Local gov'ts and First Nations within Northern Development Initiative Trust region.

Type of Support

Information
Assistance
Incentives

Contact

Northern Development Initiative Trust (NDIT)
250-561-2525
info@northerndevelopment.bc.ca
<http://www.nditrust.ca/>

Island Coastal Economic Trust (ICET)
250-334-2427 ext. 223 or 227
info@islandcoastaltrust.ca
<http://www.islandcoastaltrust.ca/>

Southern Interior Development Initiative Trust (SIDIT)
250- 545-6829
admin@sidit-bc.ca
<http://www.sidit-bc.ca/>

30. Smart Growth BC

Category: All

Description

Smart Growth programs are now being delivered across Canada by the Canada Green Building Council (CaGBC). Smart Growth promotes fiscally, socially and environmentally responsible land use and development. It provides information, guidance and workshops on urban development strategies for sustainable communities.

Eligibility

All.

Type of Support

Information
Assistance
Workshops
Advocacy

Contact

Smart Growth
604-681-7002
info@smartgrowth.bc.ca
www.smartgrowth.bc.ca

31. Smart Planning for Communities

Category: All

Description

Smart Planning for Communities (SPC) in British Columbia has been developed in response to the call for “Integrated Community Sustainability Planning” (ICSP) in the 2005 Federal/ Provincial/ UBCM Gas Tax Agreement. SPC is a BC-wide collaborative initiative to help local and First Nations governments address their long-term sustainability challenges by providing resources and tools for planning socially, culturally, economically and environmentally sustainable communities. SPC offers practical and current information and advice on integrated community sustainability planning from expert Sustainability Facilitators located across British Columbia. Contact information for facilitators located throughout the province can be found on SPC’s website.

Eligibility All	Type of Support Information Assistance Workshops	Contact Maureen LeBourdais Manager, Smart Planning for Communities 250-392-1400 mlebourdais@fraserbasin.bc.ca http://www.fraserbasin.bc.ca/programs/smart_planning.html
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32. Sustainable Development Technology Canada

Category: All

Description

Sustainable Development Technology Canada is a Government of Canada initiative that provides funding to finance and support the development of clean technologies. Funding programs include the SD Tech Fund™ and the NextGen Biofuels Fund™.

Eligibility Non-profits, corporations and educational institutes.	Type of Support Funding: Applications accepted for NextGen Biofuels Fund on an ongoing basis. Check website for SD Tech Fund Statement of Interest deadline.	Contact Sustainable Development Technology Canada 613-234-6313 applications@sdtc.ca or nextgenapplications@sdtc.ca www.sdtc.ca
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33. Victoria Transport Policy Institute (VTPI)

Category: Transportation

Description

VTPI is an independent research organization dedicated to developing innovative and practical solutions to transportation problems. It provides a variety of free resources on its website to help improve transportation planning and policy analysis.

Eligibility All	Type of Support Information	Contact Victoria Transport Policy Institute 250-360-1560 info@vtpi.org www.vtpi.org
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FUNDING YOUR COMMUNITY ENERGY INITIATIVES

Produced by the Community Energy Association

About this Guide

This funding and resource guide is intended to assist British Columbia local government staff and elected officials find appropriate funding and information to support local government energy planning, efficiency and renewable energy projects. Due to limited space, it is only possible to include key information about each program. Contact the Community Energy Association, or the individual program managers, for more detailed information. CEA updates this guide on a regular basis.

About the Community Energy Association

The Community Energy Association is a charitable organization assisting BC local governments to promote energy efficiency and alternative energy through community energy planning and project implementation. For contact information and many more local government resources, including a downloadable version of this guide or updated versions, please visit: www.communityenergy.bc.ca.

Feedback

We welcome your feedback. Please send updates, comments and suggestions via the contact information below.

Contact Information

Community Energy Association
Vancouver, BC
Tel: 604-628-7076
info@communityenergy.bc.ca
www.communityenergy.bc.ca

Cover photo (second from left): Design Centre for Sustainability, School of Architecture and Landscape Architecture, University of British Columbia.



Steps to a Winning Grant Application

Preparing an Application

1. Review Community Energy Association's **Funding your Community Energy and Climate Change Initiatives** or other funding guides to determine if programs are available to support your project.
2. Ensure a good fit. Check you project's goals and objectives against those of the funding program. Review evaluation criteria and ensure that your proposal responds directly to each, or as many as possible.
3. Contact funding agency. Describe your project and ask:
 - Does this project meet the funding program's goals and objectives?
 - What are key elements of past successful applications?
 - What are evaluation criteria (if not listed on form)
 - Can supporting material (such as letters of support) be submitted after the closing date?
 - Are previous applications available for review?
 - Is Council or Board endorsement of the application required?
4. Create a timeline for application preparation and an application package checklist, including:
 - Obtaining executive committee, Council or Board endorsement, if required.
 - Identifying and/or obtaining supporting funding
 - Identifying possible partners and reaching agreements
 - Writing the proposal and ensuring senior management review and final edits
 - Securing letters of support
 - Developing a budget
 - Copying and filing
 - Submission deadline, format and method of delivery (postmarked document, email, etc.)
5. Review application package checklist and ensure that all requirements have been met.
6. Submit proposal on time in the required format.

Application Content

1. Follow the recommended format of proposal.
2. Focus on key elements and ensure that you clearly address evaluation criteria. Include everything you think is important, but be succinct – longer is not better.
3. List resources your agency has committed or will commit to ensure success of project.
4. Identify partners and note how will you work with them to ensure success.
5. Describe any planned community engagement processes, if required. Consider using innovative approaches.
6. Facts and figures are helpful. If possible, calculate or estimate magnitude of benefits of the project.
7. A budget can be either calculated or estimated but it should not necessarily reflect the maximum amount of funding available, unless you can justify it. Provide a reasonable level of detail for costs, itemize matching funds, and mention in-kind contributions, if any.

Funding your Community Energy and Climate Change Initiatives can be found at

<http://www.communityenergy.bc.ca/resources/cea-publications-0>

Check out the **BC Climate Action Toolkit** for guidance and case studies at: <http://toolkit.bc.ca/>

For more information on Federation of Canadian Municipalities' **The Partners for Climate Protection (PCP)** program, go to <http://gmf.fcm.ca/partners-for-climate-protection/>

Produced by the Community Energy Association, a charitable organization assisting BC local governments to promote energy efficiency and alternative energy through community energy planning and project implementation. For contact information and many more local government resources please visit: www.communityenergy.bc.ca or call us at 604-628-7076.