



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

GREEN MUNICIPAL FUND  
PREREQUISITES

**GMF Prerequisites and Supporting Documents for a Feasibility Study or Field Test**

The prerequisites and supporting documents required are determined based on whether your organization is a municipal government or a partner of a municipal government (municipally owned organization or non-municipally owned organization) and on the sector of the environmental initiative. The list also outlines the requirements and conditions that your organization must fulfill before you submit your application. **Please note that additional documentation may be requested.**

To be eligible for funding, all feasibility studies and field tests must align with our criteria for eligible [capital projects](#).

Type of organization	Prerequisites/Documents				
	Brownfields	Energy	Transportation	Waste	Water
All	<a href="#">Phase I Environmental Site Assessment</a>	N/A	N/A	N/A	N/A
	A municipal plan such as a <a href="#">sustainable community plan</a> or a <a href="#">sector plan</a> , approved by your municipal government council, demonstrating the need for the study or field test. If your organization is not a municipal government, please submit the municipal plan from the municipal government with which you are partnering on this environmental initiative.				
	For field test applications, a <a href="#">feasibility study</a> or equivalent that supports the initiative and provides a quantifiable environmental benefit from the eventual full-scale implementation of the project.				
	<a href="#">Evidence of consultation with your provincial or territorial government</a> . A letter is sufficient evidence of consultation. <b>Note:</b>				

Type of organization	Prerequisites/Documents				
	Brownfields	Energy	Transportation	Waste	Water
	This requirement does <b>not</b> apply to municipal governments in Quebec.				
	A letter from the lead municipal government confirming the amount of its cash contributions to the initiative. The <b>municipal government's cash contribution must be at least 10 per cent of the eligible costs for a <a href="#">feasibility study</a> or a <a href="#">field test</a>.</b>				
	A <a href="#">letter from each confirmed funding source</a> identified in the Sources of Funding table. The letter must indicate the amount of cash and/or in-kind contributions to the initiative.				
Partner of a municipal government entity – municipally owned organization	<a href="#">Documents</a> that demonstrate that 1) there is a partnership between your organization and a municipal government, and 2) that the municipal government has a genuine interest and active involvement in the environmental initiative.				
Partner of a municipal government entity – non-municipally owned organization	<a href="#">Documents</a> that demonstrate that 1) there is a partnership between your organization and a municipal government, and 2) that the municipal government has a genuine interest and active involvement in the environmental initiative.				

**NOTES:**

**Phase I Environmental Site Assessment**

A report prepared to identify any existing or potential environmental contamination of a property. No physical analysis or testing of any type is performed during the Phase I assessment. This assessment is based on previous land use, surrounding land use, interviews, historical records and other data.

**Sustainable community plan**

Plans and/or strategies such as sustainable community plans, long-term infrastructure, land use, and master plans. A plan integrates all areas of a municipal government's concern, such as energy use, neighbourhood and transportation planning, and waste and water management. For example, an integrated community sustainability plan (ICSP). For the purposes of this prerequisite, other plans such as a master plan or official plan can fulfill this requirement.

**Sector plan**

A plan that identifies sustainability goals or targets for a sector of a municipal government activity (e.g. sustainable transportation plan, solid waste management plan, solid waste diversion plan, water conservation strategy).

**Feasibility study**

An assessment of the technical and financial feasibility, as well as the environmental, social, and economic impacts of a potential municipal environmental project. A municipal environmental project is a project that responds to a municipal need and contributes to cleaner air, water, and/or soil, and/or reduces greenhouse gas emissions. A feasibility study typically includes an assessment of the requirements and outcomes of a specific project using verifiable evaluation processes, leading to a recommended course of action.

Your feasibility study must explain the anticipated environmental benefits to be achieved by the project (e.g. reduction in GHG emissions) and the methodology that will be used to measure the actual results.

**Sources of funding**

All sources of funding will have to be confirmed in writing and submitted to FCM prior to the first disbursement.

**Document requirements for a partner of a municipal government entity – municipally owned organization**

You must provide:

1. A copy of:
  - the shareholder agreement with the municipal government
  - if available, any other official document that explains the relationship between your organization and the municipal government, regarding the environmental initiative

**AND**

2. Documents that answer some or all of the following questions:
  - Does the environmental initiative respond to a municipal need?

- Was this municipal need an important element to the environmental initiative?
- Does the municipal government have more than a passing or cursory interest and involvement in the environmental initiative?
- Is the municipal government actively involved in some element of the design, planning or execution of the initiative?

**Document requirements for a partner of a municipal government entity –non-municipally owned organization**

You must provide:

1. Document(s) to establish the partnership. A partnership in the legal sense is not required but there must be a collaborative relationship between your organization and the municipal government regarding the environmental initiative.

For example, you may establish the partnership by attaching copies of written agreement(s) between your organization and the municipal government pertaining to the environmental initiative, which describe(s):

- the intent of the partnership for the environmental initiative
- roles and responsibilities of each
- contributions of each
- anticipated benefits for each from the partnership

**AND**

2. Documents that answer some or all of the following questions:
  - Does the environmental initiative respond to a municipal need?
  - Was this municipal need an important element to the environmental initiative?
  - Does the municipal government have more than a passing or cursory interest and involvement in the environmental initiative?
  - Is the municipal government actively involved in some element of the design, planning or execution of the initiative?