

RM of Edenwold No. 158

Green Fund Policy



Updated December 22nd, 2020

1. Purpose

1.1. The RM of Edenwold's Green Fund Policy was created to facilitate the management and distribution of grants under the Green Fund initiative, a program implemented as part of the RM's Economic Development & Recovery Plan (EDRP). This policy also ensures money is given out predictably and in a fair manner. This fund provides grants to RM businesses looking to improve the physical appearance of their property or building. It is meant to enhance the overall business atmosphere in the municipality and increase regional economic desirability.

2. Summary

2.1. The Council of the RM of Edenwold has committed \$31,675 to the Green Fund grant program. The municipality will distribute grants on a first-come-first-served basis based on complete applications. Applications must meet the criteria as described in this policy. Once the monies held for the Green Fund are allocated, no further applications will be accepted, and no further grants will be given.

2.2. Applicants are encouraged to work with local contractors and suppliers to carry out their projects. This will maximise the benefits and local economic impacts of the Green Fund program.

3. Scope and Responsibility

3.1. The Green Fund shall be managed and distributed by the Planning & Development Department, with the assistance of the Administration Department, Department of Public Works – Rural, and the Department of Public Works – Emerald Park & Utilities.

3.2. Planning & Development, together with the Administration, shall administer the funds and provide pre-approval and approval for reimbursement.

3.3. Public Works – Rural and Public Works – Emerald Park & Utilities shall monitor Green Fund projects and ensure they meet the required quality standards in accordance with this policy and applicable documentation.

4. Application Criteria

4.1. Interested businesses shall apply for a Green Fund grant by submitting a complete application to the municipality; a copy of the application form is attached to this policy as Appendix A. This application shall include:

4.1.1. the applicant's name, phone number, and email;

4.1.2. the name of the business, business licence number provided pursuant to Bylaw 2020-02, and business address;

4.1.3. a description of the project;

4.1.4. the estimated start and end date of the project;

- 4.1.5. the name and address of the landscaping company hired to complete the project, or the name and address of the retailer that will be supplying the landscaping materials;
 - 4.1.6. the estimated cost of the project;
 - 4.1.7. the amount of money requested; and
 - 4.1.8. a sketch or drawing of the project site showing where enhancements will be made on the property, and a visual indication of what type of work will be done.
- 4.2. The application completed pursuant to 4.1 shall be completed honestly, truthfully, and to the best knowledge of the applicant.

5. Business Eligibility Criteria

- 5.1. For a business to be eligible to receive a grant under the Green Fund program, it must:
- 5.1.1. be located on a property within the boundaries of the RM of Edenwold zoned to an agricultural, commercial, industrial, or community-service district;
 - 5.1.2. carry a business licence as outlined in Bylaw No. 2020-02 Business Licensing Bylaw;
 - 5.1.3. have no outstanding debts to be paid to the RM; and,
 - 5.1.4. have not been deemed ineligible for all future Economic Development & Recovery Plan initiatives.
- 5.2. Home-based businesses and transient businesses/vendors are not eligible for Green Fund grants.

6. Project Eligibility Criteria

- 6.1. For a project to be eligible to receive a Green Fund grant, the applicant must demonstrate clearly that the project will meet at least one of the following five goals:
- 6.1.1. improve the physical appearance of the business property;
 - 6.1.2. improve on-site drainage or stormwater management;
 - 6.1.3. improve native ecological diversity;
 - 6.1.4. facilitate future on-site landscaping projects; or
 - 6.1.5. improve the pedestrian environment or walkability on the site or in the area.
- 6.2. Pursuant to 6.1, for a project to be eligible to receive a Green Fund grant, the finished project, or intended finished project in the case of landscape design, must be easily visible from a public right-of-way, which may include a public roadway, park, pedestrian path, or other similar municipal or public space or facility.

6.3. Pursuant to 6.1, Green Fund grants cannot apply to projects primarily characterised by paving, repaving, or the re-claiming of asphalt.

6.3.1. Subject to 6.3, Green Fund grants can be applied to projects primarily designed for pedestrians, cyclists, or other active transportation users.

7. Project Types

7.1. Green Fund grants can apply to many types of projects, including:

7.1.1. Purchasing/Installing drought-tolerant trees, shrubs, and native flowers;

7.1.2. Purchasing/Installing grass seed, artificial turf, aggregate, and mulch;

7.1.3. Purchasing/Installing hardscaping and exterior tile, including water features;

7.1.4. Purchasing/Installing decorative planters;

7.1.5. Purchasing/Installing fencing and decking;

7.1.6. Purchasing/Installing materials for drainage improvement projects;

7.1.7. Purchasing/Installing benches, picnic tables, or bike racks to be placed prominently at the front of the property for customer use; or

7.1.8. Hiring a landscape architect.

8. Approval Process

8.1. To receive a Green Fund grant, interested businesses shall follow the listed steps:

8.1.1. Step 1: The applicant shall submit a completed application form and sketch as outlined in 4.1 to planning.rm158@sasktel.net

8.1.2. Step 2: The applicant shall answer all questions and concerns posed by the municipality in its review of the application.

8.1.3. Step 3: Subject to availability of funds under the Green Fund program, if the business fits all criteria listed in 5. Business Eligibility Criteria, and the project meets all requirements listed in 6. Project Eligibility Criteria, the municipality may provide pre-approval for funding up to 50% of the estimated total project cost, to a maximum of \$2000. If the business or project does not meet all requirements listed in 5. and 6., the municipality may deny the application based on ineligibility.

8.1.4. Step 4: Following pre-approval, the applicant may commence work as outlined in the application. Any changes to the scope or scale of the project must be approved by the municipality in writing. **The project must be completed within six months of issuance of pre-approval. A single extension of not more than three months may be granted**

by the municipality subject to fund availability. To be considered for an extension, all eligibility criteria must be met, and the municipality must receive a written request for an extension prior to pre-approval expiration.

- 8.1.5.** Step 5: Following the completion of the project, the applicant shall submit to the municipality copies of all receipts of eligible costs incurred during the project, and any other relevant photos or drawings.
- 8.1.6.** Step 6: The municipality will review the submitted receipts for adherence to the project description as provided in the application form and included as part of pre-approval. The municipality may also meet with the applicant to clarify any concerns or ask for justification for purchases. The municipality will only provide funding for costs adhering to the project description provided to the municipality at the time of application or as a result of a project description change pursuant to 8.1.4.
- 8.1.7.** Step 7: If all receipts, or portions thereof, show adherence to the project description provided for during pre-approval, and the project is completed to the required standard as defined by Planning & Development or Public Works, as applicable, the municipality will pay to the applicant the amount determined during pre-approval. If there are additional costs or fees incurred that do not adhere to the accepted project description, the municipality may reduce the amount of the grant to be paid to the applicant.

9. Restrictions and Limitations

- 9.1.** By accepting a Green Fund grant, the applicant agrees to maintain, water, and care for all plants and landscape features installed as part of a Green Fund project. In the event of failure to maintain the plants or landscape features to an acceptable standard, the applicant may be deemed ineligible or ranked less favourably for future RM of Edenwold Economic Development & Recovery programs or initiatives.
- 9.2.** Funding is provided on a first-come-first-served basis. In a situation where multiple projects are applying for limited Green Fund money, the municipality shall more favourably consider businesses working with, or purchasing from, RM-registered companies.
- 9.3.** The municipality will cease to award grants and to accept new applications once the monies held for the Green Fund program have been allocated.

10. Appeal

- 10.1.** If an applicant is denied pre-approval, or an applicant or business is denied funding as outlined in 8.1.6 and 8.1.7, they may appeal the application denial or funding restriction to the Council of the RM of Edenwold No. 158, and Council shall be the final authority in all cases.



Appendix A: Green Fund Application Form

100 HUTCHENCE ROAD, EMERALD PARK, SASKATCHEWAN, S4L 1C6 • PH: 306-771-2522 • FAX: 306-347-2970

Economic Development & Recovery Plan
Green Fund Application Form

Applicant: _____ Phone Number: _____

Applicant Email: _____

Business Name: _____ Business Licence #: _____

Business Address: _____

Description of Project: _____

Estimated Start Date: _____ Estimated End Date: _____

Landscaping Company/Supplier Name: _____

Landscaping Company/Supplier Address: _____

Estimated Total Cost of Project: _____

Funds Requested (\$): _____

*Note: To be considered for the Green Fund, please submit this form, as well as a drawing or sketch of the property and project site to planning.rm158@sasktel.net This drawing should outline where you will be working and what work will be done. This sketch will be used by the RM to evaluate project eligibility.

Application Steps, and Terms and Conditions:

1. Following a review of your application, the RM of Edenwold No. 158 may request further information, provide pre-approval, or deny your application. A pre-approval is valid for a period of six months.

*** “Green Fund grants cannot apply to projects primarily characterised by paving, repaving, or the re-claiming of asphalt.” However, “Green Fund grants can be applied to projects primarily designed for pedestrians, cyclists, or other active transportation users.”***

2. The Green Fund may subsidise up to 50% of landscape purchases and fees, up to \$2000 per project.

2. If given pre-approval, the applicant may commence work as outlined in the application. Following work completion, the applicant shall submit copies of all receipts to the RM, in addition to a printed copy of the applicant’s Green Fund application and any relevant photos or drawings.

3. Following the submission of all receipts, the RM of Edenwold No. 158 will review the receipts for adherence to the project description provided for pre-approval. The RM will only cover costs adhering to the project description provided to the municipality for pre-approval.

4. In receiving the Green Fund, the applicant accepts responsibility for maintaining, watering and caring for all plants and landscape features installed as part of the Green Fund project. **(initial)** _____

5. If all receipts, or portion thereof, show adherence to the project description provided for pre-approval, the municipality shall pay to the applicant the amount determined during pre-approval. If there are additional costs or fees not adhering to the project description, the RM of Edenwold No. 158 shall have the right to reduce the amount paid to the applicant.

Applicant Signature Date

Pre-Approved by:

Planner/Development Officer Date

Conditions: _____

<p>Office Use: Green Fund Application #: _____</p>
