



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

GREEN MUNICIPAL FUND
PREREQUISITES

GMF Prerequisites and Supporting Documents for a Capital Project in the Energy Sector

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 an application. **Please note that additional documentation may be requested.**

To be eligible for funding, all capital projects must meet our [eligibility criteria](#), which vary depending on the sector of the environmental initiative.

Type of organization	Prerequisites/Documents
All	<p>Energy-efficient facilities – existing building projects</p> <p>A feasibility study that supports the initiative and includes:</p> <ol style="list-style-type: none"> 1. The current energy consumption of the facility (in energy units) based on the average annual energy consumption over the previous year normalized for weather variations. <p>AND</p> <ol style="list-style-type: none"> 2. Energy models confirming that the project can reduce energy consumption by at least 30% compared to current performance, of which a minimum of 20% must come from energy efficiency measures and the remainder may come from renewable energy production
	<p>Energy-efficient facilities – new building projects</p> <p>A feasibility study that supports the initiative and includes energy models establishing a baseline for the facility (e.g. RETScreen, EE4), including confirmation that the project can achieve an anticipated reduction in design energy consumption of at least 45% compared to the National Energy Code for Buildings (NECB) 2011, of which a minimum of 30% must come from energy efficiency measures and the remainder may come from renewable energy production.</p>

Type of organization	Prerequisites/Documents
	<p>Energy recovery/district energy projects</p> <p>1. A feasibility study that supports the initiative and includes:</p> <ul style="list-style-type: none"> a) A determination (study) of the current energy consumption based on the average annual energy consumption (in energy units) over the previous year normalized for weather variations. <p>AND</p> <ul style="list-style-type: none"> b) Energy models establishing a baseline for the system (e.g. RETScreen, EE4), including confirmation that the project can capture and use residual energy and/or create new capacity for transmission and usage of thermal energy such that there is a minimum reduction in energy consumption of 20% for one or more existing facilities within one year of implementation compared to the baseline. <p>AND</p> <p>2. Economic growth strategy for the project neighbourhood</p>
	<p>Net zero systems projects</p> <p>1. A feasibility study that supports the initiative and includes:</p> <ul style="list-style-type: none"> a) A determination (study) of the current energy consumption based on the average annual energy consumption (in energy units) over the previous year normalized for weather variations (if applicable). <p>AND</p> <ul style="list-style-type: none"> b) Energy models establishing a baseline for the system (e.g. RETScreen, EE4) <p>AND</p> <p>Confirmation that the project can result in a system with net zero GHG emissions during operation.</p>
	<p>Executive summary of the environmental assessment of your initiative, if required under federal and/or provincial laws.</p>

Type of organization	Prerequisites/Documents
	<p>Municipal plan, such as a sustainable community plan, strategic plan, or sector plan, which supports the need for this capital project and has been approved by the municipal government’s council.</p>
	<p>Evidence of consultation with your provincial or territorial government. A letter is sufficient evidence of consultation. Note: This requirement does not apply to municipal governments in Quebec.</p>
	<p>Risk management plan for the project.</p>
	<p>A letter from each confirmed funding source identified in the Sources of Funding table. The letter must indicate the amount of cash and/or in-kind contributions to the initiative.</p>
Municipal government entity	<p>Signed municipal council resolution describing your organizational commitment to, and financial support for, the project and funding application to GMF.</p>
	<p>Most recent audited financial statements.</p>
	<p>If available, a business plan and any associated contracts that demonstrate revenue generated from the environmental initiative.</p>
Partner of a municipal government entity – municipally owned organization	<p>Documents 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.</p>
	<p>Signed letter from the chief executive officer or chief financial officer of your organization confirming your level of financial commitment, and giving evidence of your board of directors’ support for the proposed environmental initiative and funding application to GMF.</p>
	<p>Audited financial statements for the last three years.</p>
	<p>Business plan and any associated contracts that demonstrate revenue generated from the environmental initiative.</p>

Type of organization	Prerequisites/Documents
	Cash flow projections of the project demonstrating the revenue generation and the repayment capacity of the loan.
	If available, an external guarantee or other credit enhancements that might improve your ability to repay the loan.
Partner of a municipal government entity – non-municipally owned organization	Documents 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.
	Signed letter from the chief executive officer or chief financial officer of your organization confirming your level of financial commitment, and giving evidence of your board of directors’ support for the proposed environmental initiative and funding application to GMF.
	Audited financial statements for the last three years.
	Business plan and any associated contracts that demonstrate revenue generated from the environmental initiative.
	Cash flow projections of the project demonstrating the revenue generation and the repayment capacity of the loan.
	If available, an external guarantee or other credit enhancements that might improve your ability to repay the loan.

NOTES:

Feasibility study – energy

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 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/project performance.

Your feasibility study should include:

1. a determination (study) of the current energy consumption based on the average annual energy consumption (in energy units) over the previous year normalized for weather variations
2. energy models establishing a baseline for the system (e.g. RETScreen, EE4)
3. confirmation that the project can achieve (or exceed) the prescribed target for a given project type (energy-efficient facilities, energy recovery/district energy, net zero systems).

Sustainable community plan

A plan developed through public consultation that identifies a vision and includes environmental, social, and economic goals and targets for the community. The plan also describes the short-, medium-, and long-term strategies for reaching its goals and targets, and integrates all areas of a municipal government concern, such as energy use, neighbourhood and transportation planning, and waste and water management (e.g. integrated community sustainability plan).

Other plans, such as a master plan or official plan, can also 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).

Risk management plan for the project

A plan that describes how your organization plans to minimize the environmental, business and financial risk of the project activities and outcomes. Typically, it includes:

- identifying the various types of risks
- the probability that each will occur
- their potential impacts
- measures to decrease the probability of risk
- measures to mitigate the potential impacts

The risk management plan may be part of a feasibility study or business plan.

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?