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Growing Canada's Community Canopies Application Guide

Tree Planting

Updated: March 2024

A program of



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WELCOME AND INTRODUCTION

The Green Municipal Fund's (GMF) Growing Canada's Community Canopies (GCCC) is a \$291M initiative that supports planting trees across the country, contributing to climate action. GCCC aims to plant at least 1.2 million new trees by March 31, 2031. The initiative is a part of GMF's broader approach to nature-based climate solutions, which will achieve significant carbon sequestration and increase forest and community resilience to climate change.

GCCC offers funding to support the accessible, ambitious, resilient and equitable expansion of tree canopies in communities. GCCC will support projects that contribute to incremental tree planting in and around population centres, such as community-wide urban planting, forest restoration in naturalized areas, and more localized planting projects. GCCC seeks to fund projects that maximize the social, environmental, and economic benefits of tree planting and increase biodiversity and ecosystem health.

For more information on GCCC, please visit our [initiative webpage](#). GCCC is funded by the Government of Canada and delivered by the Federation of Canadian Municipalities. FCM has partnered with Tree Canada to enable capacity development.

HOW TO USE THIS GUIDE

This guide outlines everything you need to know about applying for funding under GCCC – Tree Planting. It contains application instructions, information about how your project will be evaluated and tips for completing a great application.

Follow the directions in this guide as you complete your pre-application and full application forms. Answer each question with enough detail so that someone who has never heard of your project would fully understand your application.

The appendices at the end of the guide contain more useful information:

- [Appendix A: Glossary of key terms](#)
- [Appendix B: Funding details](#)
- [Appendix C: Required supporting documents](#)
- [Appendix D: Evaluation of application](#)
- [Appendix E: Reporting requirements](#)
- [Appendix F: Municipal council resolution template](#)

IMPORTANT: Please visit our [funding webpage](#) prior to reading this application guide. It has essential information about funding amounts, project eligibility (including a quick “readiness check” you can complete to see if your project looks

like a good fit) and required project outcomes. This application guide will navigate you towards submitting a complete application.

GMF respects the principles of OCAP®. Any product, data or information that may include Indigenous knowledge may be submitted at the discretion of the applicant.¹

If you would like support to complete this application, please contact us at gmfinfo@fcm.ca, call 1-877-417-0550 or [book a meeting with a GMF representative](#).

¹ The principles of ownership, control, access and possession—more commonly known as OCAP®—assert that Indigenous communities have control over data-collection processes, and that they own and control how this information can be used.

APPLICATION PROCESS

To apply for GCCC – Tree Planting funding, you must submit:

- A pre-application form
- A full application form
- A project workbook
- All [required supporting documents](#)²

Here is a high-level overview of the sequence of phases in the application process:

Phase 1: Readiness check

Before applying, please answer the questions in the “readiness check” on our [funding webpage](#) to find out if your tree planting project could be eligible for funding and to learn about next steps.

Phase 2: Contact a GMF representative

After you have completed the readiness check and determined if you could be eligible, please contact a GMF representative to discuss your project and obtain the necessary pre-application form through [FCM’s funding portal](#).

Contact a GMF representative to schedule an appointment:

1-877-417-0550

gmfinfo@fcm.ca

[Book a meeting with a GMF representative](#)

Phase 3: Pre-application submission³

You must submit a pre-application form through [FCM’s funding portal](#). To do this, create a client profile in the portal and follow the steps listed there to submit your pre-application form. Supporting documents are not required at this stage—they will need to be submitted as attachments with your full application form only.

If you are having trouble completing this phase, contact a GMF representative at gmfinfo@fcm.ca, call 1-877-417-0550 or [book a meeting with a GMF representative](#).

² Required documents are to be submitted as attachments to your full application form only.

³ A reminder: If you are a municipality or municipal corporation from Quebec, all pre-applications must be submitted and approved by Ministère des Affaires municipales et de l’Habitation (MAMH). Please review the steps on how to apply on [our webpage](#).

Phase 4: Eligibility determination

A GMF representative will review your pre-application form. They will confirm whether your organization and initiative are eligible to proceed to the next stage of the application process. You should receive a response within five business days of the date we receive your pre-application form.

Phase 5: Full application submission

If your organization and initiative are confirmed to be eligible to proceed to the next stage, your GMF representative will inform you that the full application form is available through [FCM's funding portal](#). They will also provide you with a project workbook template to complete and submit with the full application form.

It is important to note that even if a project is deemed eligible to move forward with a full application, it does not guarantee that the project will be approved for funding.

As you complete the application form, contact your GMF representative if you have any questions. Once you've filled out the application form and project workbook and attached the required supporting documents, submit them to GMF through [FCM's funding portal](#).

Phase 6: GMF project officer review

Once the full application form is submitted, a GMF project officer will be assigned to your file and will review your application for accuracy and completeness. They will work with you to resolve any remaining questions and be your point of contact throughout the remainder of the application and funding-decision process.

Phase 7: Peer review and internal review

External peer reviewers evaluate GCCC – Tree Planting funding applications. There will also be an internal analysis to provide a funding recommendation to FCM's Board of Directors.

Phase 8: Funding decision

FCM's Board of Directors approves projects funded under GCCC – Tree Planting. Please refer to our [funding webpage](#) for information on when you can expect a funding decision.

STEP 1: VERIFY READINESS

Before you request a pre-application form, please complete the “readiness check” on our [funding webpage](#). This will give you a good indication of whether your project is suitable to apply for GCCC – Tree Planting funding.

If you’re not sure whether your project aligns with the funding, or if you have questions about how to apply, please contact a GMF representative at gmfinfo@fcm.ca or 1-877-417-0550.

STEP 2: SUBMIT A PRE-APPLICATION

All applicants must complete a pre-application form and submit it to GMF **by uploading the form in the “supporting documents”** section of [FCM’s funding portal](#).

The instructions in this step will guide you in answering the questions on the pre-application form.

The information you provide in your pre-application will help GMF assess whether your initiative aligns with the funding requirements and is eligible to proceed to the next phase (full application).

The project description should provide GMF staff with a reasonable understanding of what you plan on accomplishing with funding. A series of screening questions will help us determine whether your project should advance to full application, whether you would likely benefit from coaching during the application process, or whether your project is ineligible for GCCC – Tree Planting funding.

Applicant information

In this part, we’re asking you to tell us who you are, where you are from and who your main partners are, if any.

IMPORTANT: Please complete this section of the form directly in [FCM’s funding portal](#) to ensure we have accurate applicant information. If you have challenges completing this part in the portal, please contact us at gmfinfo@fcm.ca, call 1-877-417-0550 or [book a meeting with a GMF representative](#).

Participating organizations

In this section, please provide the name and role of each participating organization. Use the guidance in the following table to help you complete this section.

IMPORTANT: If your organization is *not* a municipal government, your initiative must be delivered in partnership with one. You will be required to provide the name of the main project contact for your lead municipality on the project team. You will also be required to submit a municipal council resolution stating municipal partnership. Please see [Appendix C: Required supporting documents](#) for requirements of non-municipal applicants and see [Appendix F: Municipal council resolution template](#) for an example of a council resolution.

| Application question | Required supporting information |
|--|---|
| Organization name [type to select from list in the portal] | You must use the full legal name of the organization. |
| Organization role [select one] | You will select from the following options in a drop-down menu: ⁴ Lead Applicant: a entity (e.g., not-for-profit, municipal services corporation, etc.) in partnership with the lead municipality) Lead Municipality: the primary municipal partner to a non-municipal lead applicant; usually the municipality where the initiative is taking place or that will benefit from the initiative Lead Applicant and Municipality: if the lead applicant is a municipality, this is the appropriate selection Partner: if the organization is not the lead applicant or the lead municipality, this is the appropriate selection (e.g., projects with multiple municipal partners, any non-municipal funders, consultants, etc.) |

Project contacts

In this section, please provide details for the lead project contact(s). Be sure to include their primary role(s) in the project and their affiliated organization(s). Use the guidance in the table below to help you complete this section.

⁴ The lead on the application (whether it be a “lead applicant” or a “lead applicant and municipality”) is responsible for signing the agreement with FCM, overseeing the initiative (even if a third party completes the work), incurring the costs of the initiative and submitting the required reporting to FCM.

(You may include additional contacts here, but it is not required at this stage. You will have to provide contact details for all project contact(s) at the full application stage.)

IMPORTANT: Contacts listed in this section will have access to view the application, but the form can only be submitted by the **application contact**. We strongly recommend that you designate only one application contact who will be responsible for completing the full application process and receiving all related FCM correspondence.

| Application question | Required supporting information |
|--|--|
| Organization name [select from list in the portal] | You will only be permitted to select the names of the organizations you listed as participating organizations in the previous question. |
| Contact name [open text] | Please enter first and last name. |
| Contact role [select one] | You will select from several options in a drop-down menu. One of the contacts you provide must be the Application Contact . This is the primary contact for the application and the person who will be permitted to submit the application. If you wish to provide additional contacts, we recommend you select them from the following list: Secondary Contact: the secondary point of contact supporting the submission of the application Municipal Contact: contacts representing the municipality if not already identified as an application contact or secondary contact Consultant: the primary contact representing the consulting team, if applicable Read-Only: a contact that is permitted to view the application; they will not be permitted to make any changes to the application directly |

Project information

In this part, we are asking you to:

- Provide an overview and description of the project
- Confirm that your planting plan includes detailed specifications
- Confirm that you have a maintenance plan

Project overview

In this section, please indicate your project’s working title. This title will be used to publicly identify the project. Use the guidance in the following table to help you complete this section.

| Application question | Required supporting information |
|---|--|
| Project working title [open text] | The title should include, at a minimum: <ul style="list-style-type: none"> the name of the municipality or, in the case of multiple municipalities, the region a description of what the project is with at least one keyword based on the project |

We are asking you to answer the next question because you cannot apply for the Government of Canada’s 2 Billion Trees Program (or for a provincial or territorial program funded through the 2 Billion Trees program) and GCCC – Tree Planting funding for the same project.

Question: Has the municipality where trees are being planted previously received funding through the Government of Canada’s 2 Billion Trees program or from a provincial or territorial program funded through the 2 Billion Trees program? [select one]

- Yes
- No
 - If yes, was it for this project? [select one]
 - Yes
 - No

In the next question, we’re asking you to tell us whether the municipality where trees are being planted has previously received funding through GCCC for tree planting—either directly as the lead applicant or indirectly through a partner that planted trees within the municipal boundary.

If the answer is yes, please indicate the total value of previously accessed funding for the municipality, including funds received directly by the municipality and funds received by a partner for planting activities occurring within the municipal boundary.

Question: Has the municipality where trees are being planted previously accessed funding through GCCC for tree planting? [select one]

- Yes
- No
 - If yes, please indicate the total value of previously accessed funding under this initiative. [open text]

Note: You can submit more than one application for GCCC – Tree Planting funding. GMF will contribute up to a maximum of \$10 million in cumulative funding, including a maximum lifetime contribution of \$1 million in infrastructure activity costs within the boundaries of a municipality over the lifetime of a program, regardless of whether the municipality is the lead applicant or a partner. Please refer to [Appendix B: Funding details](#) for an overview of eligible infrastructure costs.

Project description

In this section, we're asking you to provide a short description of the project, including tree planting objectives, covering the information requested in the table below. The information you provide in this section will help us to better understand your initiative and the project site.

Details to include in your project description

- A brief description of the project site(s), including the type of growing environment planned; carried out and/or planned site-preparation activities; the tree species to be used and their appropriateness for the local area; and how the species chosen will support forest diversity and resilience
- A brief description of the scope of your project, including the tree planting objectives and key activities that it will include (i.e., what do you want the project to achieve?)

Planting plan

Submitting a detailed planting plan (or equivalent) prepared or reviewed by a professional with urban tree or forest health training, will be a requirement at the full application stage. Please indicate in your answer the question below if you have this document.

Question: Do you have a planting plan (or equivalent) prepared or reviewed by a professional with urban tree or forest health training (arborist, forester, biologist, ecologist, landscape architect or horticulturalist)? [select one]

- Yes
- No

At the full application stage, peer reviewers will assess your planting plan to determine if you are planting the right trees in the right places to maximize long-term survival.

The following elements should be considered in your planting plan:

Site selection:

- Location of the planting sites
- Ownership of the planting sites

Site analysis:

- Soil conditions: Depth, volume, texture, nutrient capacities, compaction, moisture and drainage
- Growing conditions: Sunlight exposure, water availability
- Height/space restrictions: Rooting and growing space for planted trees, including overhead and belowground wires, utilities, and other infrastructure or physical limitations
- Other factors to consider: Salt spray, wind exposure, water accumulation in all seasons, snow removal, etc.

Stock selection:

- Identifying procurement options for tree stock
- Identifying the size of stock to be planted
- Explaining any considerations in selecting the quality of stock

Species selection:

- Species to be planted
- Species suitability: Explaining how the species selected match(es) site conditions (soil type, sunlight, space availability)
- Species composition: Indicating total number of species, native vs. non-native, etc.
- Alignment with project objectives: Explaining how species selection aligns with project objectives
- Regulations: Explaining how species selection complies with local regulations
- Additional rationale: Explaining if any official guidance or overarching plans (e.g., provincial guidance on tree planting) have informed decisions on species selection; elaborating on anything else that has informed species selection

Planting design:

- Tree spacing and layout for forest restoration/afforestation
- Detailed designs for urban plantings
- Timing of planting operations

Planting techniques:

- Hole size, depth of planting
- Root ball preparation
- Backfilling procedures
- Mulching
- Tree protection measures

Soil-preparation techniques:

- Details on any soil-preparation activities, such as improving soil structure and soil amendments

Please indicate in your answer to the question below what elements your planting plan includes. If your planting plan lacks any of these elements, you may benefit from our dedicated coaching. For more information on coaching, please visit our [Tree Canada coaching webpage](#).

Question: Please check the box if the planting plan includes detailed specifications regarding the planning of: [select all that apply]

- Site selection
- Site analysis
- Stock selection
- Species selection
- Planting design
- Planting techniques
- Soil-preparation techniques

Maintenance plan

At the full application stage, you will be asked to describe how you plan to care for and maintain the trees that will be planted in the first years of planting as well as over the long term. Please indicate your response to the question below.

Question: Do you have a plan to maintain trees in the long term, which includes schedules and tasks for tree maintenance such as watering, mulching, weeding, [pruning practices](#), fertilization, tree support removal, monitoring and evaluation protocols, and pest and disease management? [select one]

- Yes
- No

Project eligibility

In this part, we will ask you to provide some key details about your project. Your answers to the questions below will enable us to confirm your project's eligibility.

Budget

In this section, please indicate your project's estimated start and end date, the amount of your funding request and the anticipated total project cost.

IMPORTANT: To be eligible for this funding, your project must have a minimum value of \$50,000. Planting activities, including site preparation, must be completed within two years of receiving funding approval, with one additional year allocated for monitoring and maintenance activities.

| Budget | Required supporting information |
|--|---|
| Project start and end dates (yyyy-mm-dd) [date fields] | Indicate the estimated start and end dates for your proposed initiative. |
| Funding request (\$) [currency field] | Indicate the amount of funding you are requesting for your proposed initiative. |
| Anticipated total project cost (\$) [currency field] | Provide the anticipated total cost of your proposed initiative. |

Incremental planting

In this section, we want to know if your project’s tree planting will be incremental, meaning above and beyond current municipal tree planting efforts. Proposed tree planting activities must be new activities, and your project will be determined ineligible if funding would replace/displace previously committed budgets or sources of funding for tree planting. Please indicate whether this is the case in your response to the question below.

Question: Will this project result in incremental tree planting (over and above normal planting activities)? [select one]

- Yes
- No

Legally required activities

In this section, we’d like to know if your project is a voluntary contribution to tree planting—not a mere fulfilment of legal obligations. Projects where the planting, management and monitoring of trees is legally required following commercial activity (e.g., logging, construction, or any other business operations that might involve the removal or damage of trees) or as a condition for impact assessment approval are not eligible. Please indicate your response to the question below.

Question: Are the planting activities in this project legally required (e.g., following commercial activity or as a condition for impact assessment approval)? [select one]

- Yes
- No

Project site(s)

In this section, we want to find out if your selected project site is suitable for permanent planting. Answering “yes” to the question below affirms your intention for the trees to remain there permanently.

Question: Will the tree planting be a long-term initiative where the site allows for permanent planting of trees? [select one]

- Yes
- No

In the next question, we want to confirm that your project will contribute to planting that is ecologically suitable or otherwise appropriate for its location, given the site conditions. This includes not planting on sites that naturally would be non-forest ecosystems, such as natural grasslands or wetlands. Please indicate your response to the question below. (If you answer “yes” in the question below, your project will be considered ineligible.)

Question: Will your project transition intact non-forested ecosystems (such as native grasslands and wetlands) to forests? [select one]

- Yes
- No

Species selection

Projects that plant invasive species, defined by provincial/territorial governments or other authorities, are not eligible for funding. The planting of invasive species may contravene provincial, territorial and/or federal laws related to forested lands and species at risk. Please indicate in your response to the question below whether any species in your project proposal are considered invasive species.

Question: Does the species selection include any species considered invasive by regional, provincial or federal authorities? [select one]

- Yes
- No

Declaration and signature

In the declaration and signature section, simply type the information of the person with signing authority from the lead applicant organization.

Note: Only the lead applicant with the “application contact” role can submit the pre-application form. They must ensure they have permission to submit the application on behalf of their organization. Consultants working with a lead applicant to prepare this application cannot sign this declaration or submit this form.

STEP 3: SUBMIT A FULL APPLICATION

If your project is deemed eligible (based on the information you provided in the pre-application form), your GMF representative will inform you that the full application form is available through [FCM's funding portal](#). They will also provide you with an Excel project workbook template to complete and submit.

As you complete the application form and workbook, please contact your GMF representative if you have any questions. Once you've verified the information in your application form, project workbook and required supporting documents, please submit them to GMF through [FCM's funding portal](#).

Note: Answers you provided during the pre-application stage will not be pre-populated in the full application form. You will need to provide these responses again.

Applicant information

Instructions on how to answer these questions were provided in the pre-application guidance ([Applicant information](#) section).

Note: Please submit contact details for any additional project contact(s) at this stage.

Supporting document(s)

IMPORTANT: At this stage, you may be required to attach the supporting documentation specified through [FCM's funding portal](#).

Possible required attachments for the “Applicant information” section:

All projects led by municipal partners must include a council resolution demonstrating the municipality's support for tree planting within its jurisdictional

boundaries. See [Appendix E](#) for a template municipal council resolution and see [Appendix C: Required supporting documents](#) for requirements for non-municipal applicants.

Project information

In this part, we're asking you for some more information so we can better understand the details of your project.

Note: When possible, please refer to specific page numbers or sections in your supporting documents when you answer application questions. This will ensure staff and peer reviewers evaluate your application accurately.

Project overview

Instructions on how to answer this were provided in the pre-application guidance ([Project information](#) section).

Project description

Instructions on how to answer this were provided in the pre-application guidance ([Project information](#) section).

Project site(s)

Instructions on how to answer this were provided in the pre-application guidance ([Project eligibility](#) section).

Incremental planting

Instructions on how to answer this were provided in the pre-application guidance ([Project eligibility](#) section).

Legally required activities

Instructions on how to answer this were provided in the pre-application guidance ([Project eligibility](#) section).

Permits

If your project requires them, all permits, approvals and authorizations must be obtained before tree planting commences to ensure your project complies with local and national regulations. Please respond to the question below to indicate if any required permits and regulatory approvals have been secured. If permits or approvals are required that have not yet been secured, please provide an update on the status of these permits or approvals. If permits are or approvals are not required, please select “not applicable”.

Question: Appropriate permits, approvals and authorizations are required for funding to be administered. Have all required permits and regulatory approvals for this project been secured? [select one]

- Yes
- No
- N/A

○ If no, please tell us the status of any required permits. [open text]

Planting on non-municipal land

When planting projects occur on non-municipal land, consent must be obtained from the landowner. You will need to attach letters of support from landowners for any plantings on non-municipal land. The landowner should also demonstrate that the planting site will be permanent and commit to maintaining the trees over the long term. See the [Supporting document\(s\)](#) section.

NOTE: For distributed planting on private land such as residences, the lead applicant is accountable for the planting and first year’s maintenance of funded trees. Lead applicants may delegate this responsibility to a third party, provided they provide proof of this delegation. For projects with distributed residential planting where the exact sites are unknown at the time of application, a contract template that would be signed by each property owner demonstrating their long-term commitment to maintaining the trees could be provided instead of letters of support.

Please indicate whether this consent, demonstrated through letters of support, is in place, if applicable, in your response to the question below.

Question: If tree planting is to occur on non-municipal lands, has support been obtained? [select one]

- Yes
- No
- N/A

Supporting document(s)

Important: At this stage, you may be required to attach the supporting documentation specified through [FCM's funding portal](#).

Required attachments for the “Project information” section:

You will need to provide letters of support from landowners or landowner contract templates for residential plantings, if applicable.

Project approach

In this part, we want to better understand your project's approach and methodology. We'd like more information on your project team, project preparation, engagement strategy, connection to long-term forest management and planning objectives, planting plan, tree selection strategy, risk management, and your maintenance and monitoring approach.

Project team

In this section, please answer the following questions describing your project team. In the table, please identify members of your project team (including your project partners, if applicable) and their roles in the project.

The table should include at least one member of the lead applicant's project management team, as well as anyone responsible for training and capacity-building to ensure the successful completion of your initiative. If your project is sponsored or championed by a municipal elected official, include them as well.

If you have not yet hired a key team member, please identify them in the table anyway (e.g., “consultant TBD”) and detail their *anticipated* roles and responsibilities along with their *required* level of experience and expertise (e.g., as defined in your request for proposal).

Applications will be assessed based on the project team and its ability to lead the project to completion and deliver the expected benefits.

Question: Please describe in the table below the roles and responsibilities of the project team and partners.

[fillable table]

| Name | Title | Organization | Scope of responsibilities | Years of experience |
|-------------|-------------|--------------|---------------------------|---------------------|
| [open text] | [open text] | [open text] | [open text] | [numerical] |

Project preparation

Your application will be evaluated on the extent and quality of preparatory work prior to planting, including conducted or planned site-preparation activities, the participation of qualified professionals, and the status of inputs for the project (i.e., tree stock availability; connection with nurseries, land and labour) to assess your ability to successfully deliver the project. Not having project inputs secured at the time of application will not jeopardize the chance of receiving funding if there is a reasonable plan to secure those inputs without significantly compromising project timelines.

In your response to the question below, please describe any preparatory work that has been or will be carried out, including site-preparation activities such as soil preparation including decontamination or replacement if needed site clearing, fertilization, residue management and any other preparation activities that are required. If site preparation involves the removal or installation of infrastructure, please describe if the work requires/required the participation of qualified professionals, such as engineers.

IMPORTANT: You may also attach an additional document providing the details of the site-preparation plan in the Supporting document(s) section, or you could include it as part of your planting plan and reference the page numbers.

Question: Please describe any preparatory work that has been or will be carried out, including site-preparation activities.

[open text]

Engagement strategy

In this section, we'd like to know about your project's plan for engagement.

When you fill out the table below, please describe the extent to which you have identified and engaged and/or plan to engage relevant rights holders and stakeholders for successful project planning, design, execution and operations. For example, these might include operations staff, staff from other relevant departments, council, regulators, agencies, Indigenous groups from the traditional territories the municipality is situated upon, citizens' groups, and not-for-profit organizations.

IMPORTANT: If an engagement strategy has already been created for the project, please include it as an attachment in the Supporting document(s) section.

Where appropriate, GMF strongly emphasizes actively building broad public support with the community, as well as inclusive, accessible, and authentic engagement and representation of equity-deserving groups.

For each group identified, select the level of engagement among these five categories from [IAP2's Spectrum of Public Participation](#):

- **Inform:** The group will be/has been provided with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.
- **Consult:** The group will provide/has provided feedback on analysis, alternatives and/or decisions.
- **Involve:** You will work/have worked directly with the group throughout the process to ensure that their concerns and aspirations are consistently understood and considered.
- **Collaborate:** You will partner/have partnered with the group in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.
- **Empower:** This group will have/has had final decision-making power.

Question: Please describe in the table below the engagement plan for your project.

[fillable table]

| Stakeholder or rights holder, including equity-deserving groups | Level of engagement | Description |
|---|---|-------------|
| Group A | [select one]* <ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower | [open text] |
| Group B | [select one]* <ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower | [open text] |

* In cases where one activity serves several purposes, select the *highest* degree of engagement the activity serves (e.g., “consult” rather than “inform”).

In this next question, we're asking you to describe any inclusive engagement practices that were/will be implemented for your project, or how you plan on developing these practices with stakeholders/rights holders.

Inclusive community engagement entails identifying and engaging with equity-deserving groups or vulnerable populations that have an interest in the project, reducing barriers to participation, empowering diverse groups with decision-making, and building relationships and connections through meaningful engagement.

Examples of inclusive community engagement practices include, but are not limited to, the following:

- Identifying and addressing potential barriers to participation by equity-deserving groups (personal resources, motivation and attitude, cultural factors, etc.)
- Making changes to the project based on feedback received from community engagement activities
- Using multiple methods of communication to help reach diverse groups in the community
- Reviewing communication materials for improved accessibility (e.g., written clearly in a style like plain language; translated into the languages spoken in the community; formatted with high-contrast colours, accessible fonts, alt text for visuals, etc.)

Please describe your project's inclusive engagement practices in your response to the question below.

Question: Please describe any inclusive engagement practices that were or will be implemented for your project.

[open text]

Connection to long-term forest management and planning objectives

In this section, we want to better understand how your project's planting activities are linked to or supported by the municipality's long-term forest management and planning objectives.

Your application will be evaluated on the presence of a municipal framework to support tree management and its connection to the project. A framework may include existing municipal or regional policies, plans, programs or guidelines (e.g., urban forest management plan, urban forest strategy, best management practices, tree protection bylaws, urban master plans, or other laws or policies that impact the

protection or set goals for tree cover).

When you fill out the table below, please include a brief description or a web link for policies, bylaws, plans, best-management practices or other dimensions of your municipality’s approach to supporting long-term tree management. Please also show how the project’s planting activities are linked to these objectives.

Question: Please describe in the table how this initiative is connected to long-term management and planning objectives.

[fillable table]

| Long-term forest management or planning objective | Description of how planting activities are linked |
|---|---|
| [open text] | [open text] |

Tree planting

GCCC aims to plant at least 1.2 million new trees by March 31, 2031. Applications that maximize tree planting through multiple planting types or that demonstrate ambition relative to a municipality’s size will be more likely to receive funding (please see [Appendix D: Evaluation of applications](#)).

In your answer to the question below, please indicate the proposed number of trees to be planted for your project.

Question: Please indicate the proposed number of trees to be planted. [numerical]

Planting plan

Instructions on how to answer these questions were provided in the pre-application guidance ([Project information](#) section).

You are required to provide a planting plan (or equivalent). It should be prepared or reviewed by a professional with urban tree or forest health training (arborist, forester, biologist, ecologist, landscape architect, horticulturalist). A detailed list outlining what should be considered in your planting plan was provided in the pre-application guidance ([Project information](#) section). Please upload your planting plan in the Supporting document(s) section.

Species selection

Canada's rapidly changing climate is adversely affecting forest health across the country. In your response to the question below, please indicate the ways that your project's tree selection will contribute to forest resilience to climate change. Please refer to [Appendix A: Glossary of key terms](#) for definitions.

Question: Please select if/how the tree selection will contribute to forest resilience to climate change:

- Planting a variety of tree species to promote biodiversity
- Planting resilient tree species that can withstand warming climates
- Planting fire-resistant species in fire-prone areas
- Avoiding planting species threatened by current endemic pests and diseases
- Planting higher quality stock and tree species
- Other

In the text box below, please explain how your species selection addresses each applicable area that you selected in the question above. Be sure to provide specific examples in your response. For example, you could describe the mix of tree species you are planting to promote biodiversity, and if they are native species or not. You could also describe how selected species are appropriate for current and future climate scenarios. Higher application evaluation scores will be given to projects that have considered how species selection will contribute to forest resilience to climate change.

Question: Please elaborate on your selection above to describe how tree selection will contribute to forest resilience. [open text]

Instructions on how to answer this question were provided in the pre-application guidance [Species selection](#) section.

Question: Does the species selection include any species considered invasive by regional, provincial or federal authorities? [select one]

- Yes
- No

Maintenance plan

In this section, we want to better understand your approach to the maintenance of planted trees. The first three years of planting are most critical for watering and care, and this is why we are asking you to describe the frequency of applicable activities (such as watering, weeding, mulching and pruning); detail any additional tree protection activities (for example from mowers, weed whacking, snow removal, deer

and rodents, etc.); and indicate who will be responsible for each maintenance activity.

IMPORTANT: You may also attach an additional document providing the details of your maintenance plan in the Supporting document(s) section. If the maintenance plan is already attached as a separate document or included in your planting plan, you may instead identify the relevant page numbers.

Question: Please explain how trees will be maintained in the long term, including schedules and tasks for tree maintenance such as watering, mulching, weeding, pruning practices, fertilization, tree support removal, and pest and disease management.

[open text]

GMF encourages applicants to have a replanting plan in case of tree mortality and to include a contingency for maintenance and replanting in project budgets.

In your response to the question below, please tell us how you will address tree mortality. Please indicate the tree survival rate that you are targeting one year after planting, and if there is any plan for replanting/replacing trees in the case of mortality. If replanting will not be carried out (e.g. in some forest restoration projects), please provide the rationale.

Please also describe in your response who will be responsible for replanting and if this activity has been budgeted for. Finally, please describe any mechanisms in place to ensure tree replacement in the case of mortality (e.g., supplier warranty).

Question: Please provide information on how tree mortality will be addressed and include strategies for replanting.

[open text]

Monitoring

In this section, we want to better understand your strategies for post-planting monitoring and management to promote long-term tree survival.

Your application will be evaluated on the quality of the post-planting monitoring and management plan. Please describe your monitoring and management plan in your response to this question. Please include details on how you will measure, track and report on tree health and other relevant considerations after planting. Please explain how you will address tree mortality over time. Please also outline steps for internal and external knowledge-sharing.

Question: Please provide details on how the trees will be monitored for health and survival after they have been planted, including once the support from the GCCC initiative has ended.

[open text]

Note: To ensure project success, you will be required to submit a monitoring and maintenance report approximately one year after project completion. Ten percent of the project's value (up to a total of \$100,000) will be retained until the report is submitted. Please refer to [Appendix E: Reporting requirements](#) for details on the data collected through this report. GCCC will carry out site audits for 25 percent of funded planting projects.

Agricultural planting

In this section, we'd like you to tell us whether your project involves integrating trees into farmland that will continue to be used for farming even after the trees have been planted.

Projects that incorporate trees into farmland, such as [shelterbelt](#) or [riparian planting](#), can increase [biodiversity](#) and resilience by creating diverse habitats, improving soil health and making the farmland more resilient to climate change. Your response to the question below will not affect your project's evaluation but will help us understand how often these types of agricultural planting projects occur.

Question: Does this project involve planting trees on farmland where the land use after the trees have been planted will remain as farmland? [select one]

- Yes
- No

Afforestation/reforestation

In your response to this question, please indicate if your project contributes to [afforestation](#) and/or [reforestation](#). Please refer to [Appendix A: Glossary of key terms](#) for definitions.

Question: Does this project involve planting trees on land where there are no or very few trees (afforestation), planting on land that was forested but was disturbed, for example by wildfire or insect infestation (reforestation), or both? [select one]

- [Afforestation](#)
- [Reforestation](#)
- Both
- N/A

Risk management

In this section, we'd like to understand the biggest risks and challenges you face in implementing your project, including environmental, technical, operational, planning, time- and cost-related risks, and how you will manage and mitigate them.

Applications will be evaluated on their risk management plans and mitigation strategies. Reviewers will assess the project's understanding and adoption of risk management strategies with appropriate mitigation of potential risks to the project's execution.

When you fill out the table below, please identify relevant implementation risks and challenges along with risk-mitigation measures or strategies to address them.

Question: Please list in the table below the biggest risks and challenges faced in implementing this project, and how you will manage/mitigate them.
[fillable table]

| Risk description | Mitigation measures |
|------------------|---------------------|
| [open text] | [open text] |

Supporting document(s)

Important: At this stage, you will be required to attach supporting documentation specified through [FCM's funding portal](#).

Required attachments for the "Project approach" section:

- Project team members' resumés or documents listing their professional qualifications and experience as they relate to this project (Note: Please provide detailed resumés or descriptions of experience for lead members of the project team; short descriptions of experience are sufficient for other team members.)
- A planting plan (or equivalent) prepared or reviewed by a professional with urban tree or forest health training (arborist, forester, biologist, ecologist, landscape architect, horticulturalist). Please provide the name/credentials of this professional in the plan.

Optional attachments for this section:

- Site preparation plan or design
- Engagement strategy
- Maintenance plan
- Monitoring or management plan
- Risk register document (in addition to the table in the [Risk management](#) section above)

Project benefits

In this part, we want to better understand your project's anticipated benefits.

GMF seeks to fund the very best examples of municipal innovation in tree planting that achieves a multitude of benefits for the environment, communities and local economies. We will award higher application evaluation scores to projects that demonstrate excellence in the areas described below.

Community climate change resilience

Tree planting is an effective nature-based climate solution that works to mitigate multiple climate risks facing communities. GCCC will assess whether projects deploy tree planting with the multifaceted lens of building climate resilience. In your response to the question below, please indicate the ways that your project will build community resilience to climate change.

Question: Please select how your project will build community resilience to climate change by planting trees in areas of greatest need. [select all that apply]

- Planting in population areas with disproportionately low canopy cover
- Planting in areas where evidence demonstrates high susceptibility to the urban heat island effect
- Planting with the intention of mitigating flood risk
- Planting to improve equitable access to the benefits of tree canopy

In the text box below, please elaborate on your selection above to describe how your project will build community resilience to climate change by planting in areas of greatest need. Please ensure that you provide sufficient detail in the text box and attach any additional documentation (e.g., maps) to demonstrate this if not already provided. Higher application scores will be awarded to projects that seek to mitigate climate risks for communities, plant in areas of greatest need, and improve equitable access to the benefits of tree canopy.

Question: Please elaborate on your selection above to describe how your project will build community resilience to climate change by planting in areas of greatest need.

[open text]

Socio-economic benefits

The questions in this section will help us to assess your project's targeted socio-economic outcomes.

We'd like to know if your municipality has a diversity and inclusion plan: a strategic framework designed to cultivate diversity and inclusivity within an organization. It should outline intentional actions, policies and initiatives aimed at creating an environment that values and respects individuals from various backgrounds, experiences and identities. Please indicate whether you have one in your response to the question below.

Question: Does your municipality have a diversity and inclusion plan, target or practice to increase workforce participation of under-represented groups? [select one]

- Yes
- No

We'd also like to know about your organization's approach to social procurement, which is a framework or set of guidelines established by an organization to direct its procurement practices in a way that goes beyond traditional cost and quality considerations. Please let us know in your response to the question below.

Question: Does your organization have a social procurement policy? [select one]

- Yes
- We have a social procurement framework or guidelines
- We are currently developing a social procurement policy
- We are interested in developing a social procurement policy
- Unsure what social procurement is
- No

We'd like to know if your project includes considerations for social value and/or sustainability. For example, procuring trees locally reduces the greenhouse gas emissions associated with transportation. Trees grown in local nurseries are acclimated to the specific climate, soil conditions and ecosystem of the region, enhancing their ability to adapt and thrive after planting.

Please indicate how your project will include such considerations in your response to the question below.

Question: Please describe how your project will include social value and/or sustainability considerations in its procurement practices, including steps that are being taken to procure trees from the most local source possible for this project.

[open text]

We'd also like to know about your project's potential to generate and fairly distribute the following:

- **social benefits** (e.g., increasing access to new and improved shared spaces for members of the community, including equity-deserving groups; designing with accessibility in mind; designing to improve air quality, public health outcomes, safety and/or security; designing to reduce noise)
- **economic benefits** (e.g., creating quality jobs; applying social and local procurement of goods and services criteria; fair community wealth-building where economic opportunities are prioritized for members of equity-deserving communities)

You can find more detailed definitions and examples of socio-economic benefits in [Appendix A: Glossary of key terms](#).

In your response to the question below, please tell us about your project's potential to result in improved socio-economic outcomes and a more equitable distribution of benefits and burdens in the community for present and future generations. Please select (and add) as many benefits that are relevant to your project.

Question: In the table below, please describe any other socio-economic benefits your project will generate. Please only select outcomes that you will implement or measure. Suggested benefits include:

- Improved accessibility
- Improved shared spaces
- Inclusive employment and apprenticeship opportunities
- Other community benefits

[fillable table]

| Suggested socio-economic benefit | Description |
|--|--------------------|
| <p>[select one]</p> <ul style="list-style-type: none"> • Improved <u>accessibility</u> • <u>Improved shared spaces</u> • <u>Inclusive employment and apprenticeship opportunities</u> • Other community benefits | <p>[open text]</p> |

Biodiversity and ecosystem health

The questions in this section will help us to assess your project on its targeted biodiversity and ecosystem health outcomes.

Habitat restoration for species at risk can contribute to biodiversity conservation. In the question below, please indicate whether your project involves work on habitat restoration for species at risk and other species of interest. Note that planting trees alone does not necessarily constitute habitat restoration for species at risk and other species of interest.

Answer "yes" if your planting activities are expected to do any of the following:

- Improve existing habitat for species at risk or species of interest by reforesting areas following disturbance(s) in critical habitat areas
- Create new habitat for species at risk or species of interest by increasing connectivity between natural areas containing critical habitat
- Support activities outlined in species-at-risk recovery strategies, action/management plans or other conservation documents

If you answer "yes," please also note in your response any species at risk or other species of interest supported by this project, including:

| | | |
|---------------------|---------------------|-----------------|
| Caribou | Western Screech-Owl | Wood Turtle |
| Grizzly Bear | Spotted Owl | Salmon |
| American Marten | Northern Goshawk | Limber Pine |
| Little Brown Myotis | Chimney Swift | Whitebark Pine |
| | Bicknell's Thrush | Other (specify) |

Question: Does this project involve work on habitat restoration, specifically habitats for species at risk and other species of interest? [select one]

- Yes
- No
 - If yes, for which species? [open text]

We'd also like to know about the biodiversity and ecosystem health benefits your project will generate. Examples of benefits may include habitat restoration; support for species at risk and other species of interest; planting to increase ecosystem connectivity; and restoring or enhancing the ecological value of sites. Please tell us about these benefits in your response to the question below.

Question: In the table below, please describe the biodiversity and ecosystem health benefits the project will generate.

[fillable table]

| Biodiversity and ecosystem health benefits | Description |
|--|-------------|
| [open text] | [open text] |

Environmental benefits

In this section, we'd like to know how your project will generate any additional environmental benefits beyond those described in the previous sections. Examples could include the following:

- Improving air, soil and water quality
- Slope stabilization/erosion controls

Projects will be assessed based on the significance of the other environmental benefits they will generate. Please tell us about these benefits in your response to the question below.

Question: In the table below, please describe any other environmental benefits the project will generate. [fillable table]

| Other environmental benefits | Description |
|------------------------------|-------------|
| [open text] | [open text] |

Supporting document(s)

Optional attachments for the “Project benefits” section:

You may provide additional documentation outlining further details about your project’s benefits, such as:

- Your organization’s social procurement policy, framework or guidelines (if available)
- Any documentation demonstrating your project’s benefits

Budget and workplan

Budget

Before answering the questions in this this section, please complete the project workbook provided to you by your GMF representative.

Please see the [Supporting document\(s\)](#) section for guidance on completing your project workbook. We also encourage you to consult [Appendix E: Reporting requirements](#) to ensure that your project’s budget includes sufficient resources to meet reporting requirements.

We will assess applications on the merits of their project budgets and workplans. Budgets should be realistic and reflect the proposed workplan. Workplans should have concrete deliverables tied to established project milestones. They should have realistic timelines and consider elements such as permitting processes, regulatory approvals, data collection, project monitoring and performance verification.

We will evaluate budgets and workplans based on industry standards for projects of similar size, scope and location.

When you fill out the table below, please include the budget information about your project that you provided at the pre-application stage, updating it if necessary. Use the guidance provided in the table to help you complete it. Please ensure that the values for the funding request and the anticipated total project costs are the same as those in your project workbook.

| Budget | Required supporting information |
|---|--|
| Project start and end date (yyyy-mm-dd) [date-time field] | Indicate the start and end dates for your proposed initiative |
| Funding request (\$) [currency field] | Indicate the amount of funding you are requesting for your proposed initiative |
| Anticipated total project cost (\$) [currency field] | Provide the total costs of your proposed initiative |

Supporting document(s)

IMPORTANT: At this stage, you will be required to attach the supporting documentation specified through [FCM's funding portal](#).

Required attachments for this section: GCCC project workbook.

Your project workbook is a critical supporting document for your funding application. It will be used for approved projects to create the funding agreement and for project monitoring. *Please be sure to carefully read and follow the instructions provided in the project workbook.*

Optional attachments for the “Budget and workplan” section: You may attach additional documentation that provides further details about your project.

Declaration and signature

In the declaration and signature section of the application form, simply type out the information for the person with signing authority from the lead applicant organization (i.e., the person who will sign the application if it is successful).

Reminder: Only a lead applicant with the “application contact” role can submit the full application form. This person must ensure they have permission to submit the application on behalf of their organization. Consultants working with a lead applicant to prepare this application cannot sign this declaration or submit this form.

Once the application is complete, please verify that you have gathered and attached all supporting documents to your submission, which are listed in [Appendix C: Required supporting documents](#). Follow the instructions in the next part of this guide to submit your application and required documents.

HOW TO SUBMIT YOUR APPLICATION

Organize your supporting documents

Before submitting your application, please check the list of required supporting documents in [Appendix C: Required supporting documents](#).

Ready to submit?

Once you have verified the information in your full application form, in your project workbook and in the required supporting documents, you can submit everything to GMF through [FCM's funding portal](#).

Ensuring that your submission is complete and includes all necessary supporting documents will shorten processing time.

Here are some tips for completing the submission process:

- Make sure you have answered **all** the questions in the application form, and check that the project workbook is complete.
- When everything is ready, submit your required supporting documents, your project workbook (as an Excel file) and completed application form (as a PDF file) **by uploading them in the “supporting documents”** section in [FCM's funding portal](#).
- Please refer to our [attachment guidelines](#) to find out which file formats are accepted, what the limits are on file size, and what to do if your files are too large.

Remember, don't hesitate to contact your GMF representative if you have any questions before submitting.

After submission, a GMF project officer will review your application for accuracy and completeness. They will work with you to resolve any remaining questions.

Quebec municipal applicants

Quebec municipalities interested in applying should refer to the GCCC – Tree Planting [funding webpage](#) for more details or please contact us at gmfinfo@fcm.ca, call 1-877-417-0550 or [book a meeting with a GMF representative](#).

Need help, or have suggestions to improve this guide?

If you are having trouble completing the application or uploading files, or if you have any questions or suggestions for us, we want to hear from you. Please give us a call at 1-877-417-0550 or email us at gmfinfo@fcm.ca.

APPENDIX A: GLOSSARY OF KEY TERMS

2SLGBTQI+: Two-spirit, lesbian, gay, bisexual, transgender, queer, intersex and others. The symbol "+" represents people who identify as being part of various sexual and gender communities and use additional terminologies.

Accessibility: In the context of GMF-funded projects accessibility is centred on both tangible and intangible improvements. Tangible improvements to accessibility could look like creating physical spaces to aid [people living with disabilities](#) or mobility issues. Intangible improvements could look like implementing measures for greater access to services for people living with disabilities, such as sensory-friendly quiet hours or flexible scheduling and service delivery.

Afforestation: Afforestation refers to the process of establishing a forest or stand of trees in an area where there was no or minimal forest cover.

Biodiversity: Short for biological diversity, biodiversity refers to the variability among living organisms, including diversity within species, between species and of ecosystems. Biodiversity is crucial for maintaining ecological balance, sustaining ecosystems and providing numerous benefits through ecosystem services (e.g., pollination, purification of water and air).

Canopy cover: Tree canopy cover is the layer of leaves, branches and stems of trees that cover the ground when viewed from above. "Planting in urban areas with disproportionately low canopy cover" refers to areas within cities or towns where the amount of tree cover is significantly lower compared to other parts of the urban environment.

Carbon sequestration: Sequestration is the process of capturing and storing atmospheric carbon dioxide. It is one method of reducing the amount of carbon dioxide in the atmosphere with the goal of reducing global climate change. This process can occur naturally, such as through plant growth, or can be facilitated by certain technologies.

Ecosystem health: Ecosystem health refers to the condition or state of an ecosystem. It is a measure of the stability and sustainability of an ecosystem, its ability to maintain its structure and functions, and its capacity to withstand stress and disturbances.

Endemic pests and diseases: In the context of forest resilience, endemic pests and diseases refer to harmful organisms and conditions that are native or regularly found within a certain area or among a certain species of trees. These pests and diseases are part of the natural ecosystem and have co-evolved with the local flora, often leading to a balance where the damage caused is usually not catastrophic. However, changes in environmental conditions, such as those brought about by climate change, can disrupt this balance and lead to outbreaks that can significantly harm or even wipe out certain tree species. Avoiding the selection of species that are

threatened by endemic pests and diseases is a key strategy for enhancing forest resilience. Examples of endemic pests and diseases include the emerald ash borer, Dutch elm disease, oak wilt and hemlock woolly adelgid, among others.

Equity-deserving group: A group of people who, because of systemic discrimination, face barriers that prevent them from having the same access to the resources and opportunities available to other members of society, and that are necessary for them to attain just outcomes. This phrase can refer to [Indigenous peoples](#), [newcomers to Canada](#), [non-binary persons](#), people who are part of [2SLGBTQI+ communities](#), [religious minority groups](#), [people living with disabilities](#), [racialized persons](#), and [women](#).

Equitable access to the benefits of tree canopy: Planting in neighborhoods where social and economic factors can amplify climate hazards — such as in communities with lower income levels, with varied employment statuses, racial or ethnic backgrounds, health statuses, and across all ages.

Fire-resistant species: Fire-resistant species refer to types of trees that have adapted to survive or even thrive in conditions where wildfires are common. These species have certain characteristics that make them less susceptible to fire damage, such as thick bark, high moisture content in leaves, and the ability to quickly re-sprout after a fire. Planting fire-resistant species can help to reduce the spread and intensity of wildfires, protecting both the forest and surrounding communities. It can also help to maintain the health and biodiversity of the forest in fire-prone areas, as they are able to survive and recover from fires more effectively than non-resistant species. By contributing to the overall resilience of the forest, fire-resistant species can help to mitigate the impacts of climate change, which is expected to increase the frequency and intensity of wildfires.

High-quality stock and tree species: Higher-quality stock in the context of tree planting typically refers to seedlings or trees that exhibit robust and desirable characteristics for successful growth and longevity. These characteristics may include good root development, disease resistance and appropriate genetic traits for the local climate. Higher-quality tree species are those well-suited to the local environment, resilient to potential threats like pests or diseases, and capable of providing long-term ecological benefits. Native species are often preferred for their adaptability to local conditions and their ability to support local ecosystems. When designing a tree planting project, it's crucial to select species that align with the specific goals and ecological context of the planting site.

Improved shared spaces: Improvements to shared spaces can include physical elements (such as new or renovated parks), intangible elements (such as cultural, educational and recreational opportunities), and improved safety and security (such as road and pedestrian safety and food security). The additional shade that trees provide can be incorporated as part of outdoor shared spaces, allowing for more cooling to reduce the urban heat island effect. Trees and natural spaces can also

reduce stress and increase feelings of well-being. They can also act as a sound barrier, reducing noise pollution in shared spaces.

Inclusive employment and apprenticeship: Employment as a community benefit helps to ensure that infrastructure projects improve the lives of people in the community through inclusive hiring and training. This typically consists of decent-paying jobs and apprenticeship opportunities for residents and equity-deserving groups. Inclusive employment and training develop the local workforce while improving economic security and inclusion for diverse community groups. Note that this indicator requires monitoring the number of employees hired who belong to one or more equity-deserving group(s) or monitoring the number of hours worked by employees who belong to one or more equity-deserving group(s) throughout the project.

Example: “Comox Valley Regional District (population: 66,500) obtained funding from a federal grant that included Infrastructure Canada’s Community Employment Benefits Program. The project was completed on time and on budget. The final community employment benefit hours far exceeded the original committed totals. Employment hours for Indigenous Peoples and apprenticeships more than doubled, and employment hours for under-represented populations ended up being more than four times the original commitment. There were no additional cost implications associated with the social procurement concepts that were included in the RFP.” (Source: Buy Social Canada)

Indigenous community: Indigenous communities are those for which a province or territory has passed an act or a regulation that affords them the status of a municipality or an Indigenous community (which includes First Nations, Métis and Inuit) that is undertaking in partnership with a municipal government an eligible project, or has a shared service agreement for any purpose with a municipal government related to municipal infrastructure, climate change or adaptation.

Indigenous peoples: First Nations, Métis and Inuit people and communities, including urban Indigenous communities.

Invasive species: Invasive species, in the context of tree planting, refer to non-native trees, shrubs or herbaceous plants that have been introduced to an area and that can thrive and spread aggressively outside their natural range. These species can cause harm to the environment, economy or health in the new area. They often outcompete native species for resources such as light, water and nutrients, leading to a reduction in biodiversity. Invasive species lists are held by provincial/territorial and regional authorities.

Meaningful engagement: This is an intentional process with the purpose of working in inclusive and respectful ways with all stakeholders and rights holders to shape decisions, actions, impacts or change.

Newcomers to Canada: A self-identified group that may include people who have obtained landed immigrant status, refugee status or permanent resident status up to five years prior to a given census year.

Non-binary persons: Persons whose gender identity does not align with a binary understanding of gender such as “man” or “woman.”

People living with disabilities: People who have a long-term or recurring physical, mental, psychiatric, intellectual or sensory impairment that, in interaction with various attitudinal and environmental barriers, hinders their full and effective participation in society on an equal basis with others. This is a self-identified status and does not require an external or formal recognition of disability.

Pruning practices: Pruning practices refer to the selective removal of certain parts of a tree, such as branches, buds or roots. This is done for a variety of reasons, including improving tree health, directing growth, increasing the quality of flowers, fruit, foliage or stems, and reducing the risk of falling branches. Pruning can also be used to increase light penetration into the crown of the tree or to reduce wind resistance in the tree. It is an important part of tree maintenance and can contribute to the overall health and longevity of trees.

Racialized persons: A person or group of people categorized according to ethnic or racial characteristics and subjected to discrimination on that basis.

Reforestation: Reforestation involves replanting trees in an area that was once forested but has been deforested or degraded, such as an area that has been damaged by wind storms, severe insect infestations or fire.

Religious minority groups: A group of people who share religious characteristics differing from those of the majority or dominant population, and who often experience discrimination or exclusion.

Rights holders: In Canada, Indigenous peoples have constitutionally protected rights. This means there is a duty to consult Indigenous peoples, as rights holders, in Canada (e.g., in resource development projects).

Riparian planting: Riparian tree planting within an agricultural context involves the strategic planting of trees and vegetation along the banks of rivers, streams or other water bodies within or adjacent to agricultural areas. This practice is aimed at establishing riparian buffers, which are vegetated zones that serve as a protective barrier between agricultural activities and water bodies, preventing soil erosion by stabilizing stream banks, filtering and reducing agricultural runoff entering water bodies, providing habitat for wildlife and improving overall water quality.

Shelterbelt planting: Shelterbelt tree planting involves creating a barrier or row of trees and shrubs strategically planted to provide protection against wind, control soil erosion and offer other environmental benefits. Shelterbelts are typically positioned to shield crops, livestock or structures from the impact of strong winds.

Social procurement: Social and sustainable procurement is a strategic approach that organizations use to purchase goods and services while considering their broader social and community impact. The primary goal of social procurement is to leverage procurement practices to generate more positive social, economic and environmental outcomes in a community or a region. Social procurement can be an important element of fair and equitable local economic development.

Social procurement policy: A social procurement policy is a framework or set of guidelines established by an organization to direct its procurement practices in a way that goes beyond traditional cost and quality considerations. A policy would, for example, define the organization's commitment to specific socio-economic objectives, such as promoting purchasing from small or local businesses, social-purpose businesses and diverse businesses (i.e., businesses that are majority-owned by members of an equity-deserving group).

Species at risk: Refers to an extirpated, endangered or threatened species or a species of special concern. These are any species of animals, birds, fish, plants or other organisms that are at risk of extinction due to habitat loss, climate change, overexploitation and other factors.

Stakeholders: A stakeholder can be an individual or group concerned about a particular issue and/or who holds legal or de facto rights to manage or make decisions.

Tree species resistant to warming climate: Species of trees that are resistant to a warming climate can survive, adapt and even thrive in conditions of increased temperatures and altered precipitation patterns, which are characteristic of climate change. These species have certain traits that make them more resilient to these changes, such as the ability to tolerate drought, heat and other stressors associated with a warming climate. For example, planting Douglas-fir because it is the dominant species located in an adjacent warmer and drier bio-geoclimatic zone.

Urban heat island: Urban heat islands are urbanized areas that experience higher temperatures than outlying areas. Buildings, roads and other infrastructure absorb and re-emit the sun's heat more than natural landscapes, such as forests and water bodies, do. Urban areas where these structures are highly concentrated and greenery is limited become "islands" of higher temperatures relative to outlying areas. Communities in these areas often face heightened risks of heat-related illnesses, reduced air quality and higher energy consumption.

Women: All people who identify as women, whether they are cisgender or transgender.

APPENDIX B: FUNDING DETAILS

The table below presents our funding overview. Funding amounts are based on total eligible costs for each stage. Further details on eligible costs are provided on our [funding webpage](#).

| Funding details |
|--|
| <p>GCCC – Tree Planting will contribute the following:</p> <ul style="list-style-type: none">• A grant for up to 50% of eligible costs• Up to a maximum grant amount of \$10 million <p>Infrastructure activity costs that are directly associated with tree planting* are eligible activities to which GCCC – Tree Planting will contribute the following:</p> <ul style="list-style-type: none">• Grant up to 50% of eligible costs• Up to a maximum of \$1 million per municipality |

Note: GMF will contribute up to 50 percent of eligible infrastructure costs up to a lifetime maximum of \$1 million per municipality throughout the lifetime of the GCCC Initiative, wherein infrastructure costs refer to any costs tied to the acquisition, installation, modification or removal of permanent physical infrastructure (e.g., sidewalks, soil cells, irrigation systems, utilities). This maximum is inclusive of all GCCC funding within the jurisdictional boundary of a municipality, regardless of a project's lead applicant. Infrastructure costs directly associated with tree planting activities can fall under Capital Expenditures, Equipment Rental or Services cost categories.

Contact us to learn more about conditions.

APPENDIX C: REQUIRED SUPPORTING DOCUMENTS

Along with your submission of the full application form, we'll be asking you to include supporting documents with important information about your organization and the details of the proposed project. Required documents will differ depending on the type of project and whether your organization is a municipal government or a partner of a municipal government.

The table below lists the mandatory documents along with the requirements and conditions your organization must fulfil before you can apply to GMF.

Additional supporting documentation may be requested. You are also welcome to provide further evidence as it becomes available.

Note: When possible, in your full application please refer to specific page numbers or sections in your supporting documents. This will ensure staff and peer reviewers evaluate your application accurately.

| Application category | Required supporting documents |
|--------------------------|---|
| All applications | <ul style="list-style-type: none"> • Completed application form • Planting plan (or equivalent), prepared or reviewed by a professional with urban tree or forest health training (arborist, forester, biologist, ecologist, landscape architect, horticulturalist) • Project workbook, including budget and workplan • Letters from confirmed sources of funding (Note: You are not required to have all sources of funding confirmed prior to submitting your application. However, funding that is confirmed must be supported with a letter using the template) • Evidence of municipal support (e.g., council resolution describing your organizational commitment to, and financial support for, the project and funding application to GMF) • Project team resumés • Letters of support from landowners, if applicable • Letters of support from project partners, if applicable |
| Non-municipal applicants | <ul style="list-style-type: none"> • Municipal council resolution stating municipal partnership on the project • Confirmation of organizational support from CEO or CFO |

Eligible Indigenous communities

- Articles of incorporation, including all supporting documentation
- Last 3 consecutive audited financial statements if applicable. If you don't have audited financial statements, please provide any of the following documents: review engagements, annual reports to CRA or published financial reports.
- If eligible through partnership with a municipality:
 - municipal council resolution stating municipal partnership
- If eligible through a shared service agreement:
 - shared service agreement with a Canadian municipality related to municipal infrastructure, climate change or adaptation

APPENDIX D: EVALUATION OF APPLICATIONS

External peer reviewers will evaluate all tree planting project applications. There will also be an internal analysis to provide a funding recommendation to FCM's Board of Directors.

GMF will evaluate your project using the following criteria:

| Readiness and planning | |
|---|-----------|
| Connection to long-term forest management and planning objectives | 5% |
| Project preparation and planning | 10% |
| Engagement strategy | 10% |
| Project design | |
| Right tree for chosen environment to promote tree survival and forest resilience | 20% |
| Maintenance plan | 20% |
| Benefits | |
| Community climate change resilience | 10% |
| Socio-economic benefits | 10% |
| Biodiversity and ecosystem health | 10% |
| Other environmental benefits | 5% |
| Implementation scoring | |
| Team and partners | pass/fail |
| Workplan | pass/fail |
| Budget | pass/fail |
| Risk management | pass/fail |
| Measuring and monitoring | pass/fail |

APPENDIX E: REPORTING REQUIREMENTS

If you are approved for funding, you will be required to submit project reports to GMF. The purpose of these reports is to confirm that your project is progressing as planned or to inform GMF of any unforeseen changes. The reports are also meant to share your community's experience in undertaking the initiative with others seeking to address similar issues in their communities.

Project reports include a series of questions relating to project outcomes, key stakeholders involved in the project, methodology and approach used, your findings and recommendations, next steps in the project, and lessons learned from the project. They are typically in the range of five to ten pages but may be longer depending on the complexity of the project.

Before submitting your application, it is important to consider all required reporting documents for project completion and disbursement. Please ensure that your project workbook includes sufficient budgetary accommodations for all final reporting needs. This includes, but is not limited to, sufficient staff time.

To demonstrate a commitment to survivability, GMF will withhold 10 percent of the project grant (not exceeding \$100,000) for one year following the completion of planting, during which the recipient community will carry out ongoing maintenance and monitoring of planted trees. The submission of a report summarizing activities and survival rates after one year will be the condition of releasing the balance of the grant.

Your project's contributions to greenhouse gas emission reductions and [carbon sequestration](#) will be calculated for you at the end of your project using the information gathered in GCCC's reporting templates.

The following reporting documents will be required:

- Project progress report
- Project completion report
- Updated project workbook that includes:
 - An expense claim
 - All confirmed sources of funding
- Request for disbursement
- Monitoring and maintenance report summarizing activities and tree survival rates to be submitted approximately one year after completion of planting activities
- Financial audit (external) of all eligible costs incurred for the purpose of the project. This will only be required for non-municipal applicants with approved grant amounts equal or greater than \$500,000 or as deemed necessary by GMF.
- Photos of completed project

APPENDIX F: MUNICIPAL COUNCIL RESOLUTION TEMPLATE

Sample: Resolution

Instructions

To be eligible for GMF's funding, non-municipal applicants must provide a resolution drafted and adopted by the municipal council partnering on the project. When submitting your application to FCM, please include proof that the resolution was adopted by submitting *one* of the following:

- a formal copy of the resolution (on letterhead with a seal or signature and date)
- a signed and dated copy of the minutes at which the motion was adopted (including the text of the resolution)
- a signed and dated copy of the text of the resolution, with confirmation from the applicant that the text is identical to that adopted by council

A resolution is not required for municipal lead applicants. However, a resolution may be used to meet evidence of municipal support, which is an application submission requirement.

Council resolution requirements

If you choose to draft your own resolution, it must acknowledge that the partner organization is submitting the application in partnership with the municipality, and that funding allocated to partners for planting within the boundaries of a municipality count towards that municipality's lifetime contribution from the GCCC initiative.

Sample council resolution text

Whereas, <name of municipality> has the following interest: (list the main reasons for the municipal interest in the project)

Whereas, <name of partner organization> is undertaking <project title>

Be it resolved that <council> acknowledges that <name of partner organization> is applying for a funding opportunity from the Federation of Canadian Municipalities' Growing Canada's Community Canopies initiative for <project title>, in partnership with <name of municipality>.

<Council> also recognizes that the lifetime contribution from the Growing Canada's Community Canopies initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.