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# Growing Canada's Community Canopies – Tree Planting

## Application Guide

For applications received from March 2026 to June 2026

*A program of*

**FCM**

# TABLE OF CONTENTS

WELCOME AND INTRODUCTION.....	2
HOW TO USE THIS GUIDE.....	2
APPLICATION PROCESS OVERVIEW .....	4
HOW TO COMPLETE A PRE-APPLICATION .....	6
Part A: Applicant information.....	6
Part B: Project information.....	9
Part C: Project eligibility.....	15
Part D: Declaration and signature.....	18
Ready to submit your pre-application? .....	19
HOW TO COMPLETE A FULL APPLICATION.....	19
Part A: Applicant information.....	20
Part B: Project information.....	21
Part C: Project approach .....	23
Part D: Project benefits .....	32
Part E: Budget and workplan.....	37
Part F: Declaration and signature.....	38
Ready to submit your full application? .....	38
APPENDIX A: FUNDING DETAILS .....	40
APPENDIX B: REQUIRED SUPPORTING DOCUMENTS .....	41
APPENDIX C: EVALUATION OF APPLICATIONS .....	43
APPENDIX D: REPORTING REQUIREMENTS.....	46
APPENDIX E: MUNICIPAL COUNCIL RESOLUTION TEMPLATE.....	47
APPENDIX F: GLOSSARY OF KEY TERMS .....	48

# WELCOME AND INTRODUCTION

The Green Municipal Fund's (GMF) Growing Canada's Community Canopies (GCCC) is a \$291M initiative that drives climate action by funding projects that plant and manage trees in communities across the country. GCCC will support the planting of at least 1.2 million new trees by March 31, 2031. The GCCC initiative is a part of GMF's broader approach to nature-based climate solutions focused on achieving significant carbon sequestration and increasing forest and community resilience to climate change.

GCCC offers funding to support the accessible, ambitious, resilient and equitable expansion of tree canopies in communities. This includes 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 supports projects that maximize the social, environmental and economic benefits of tree planting and that 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. This will help to ensure your responses are comprehensive and provide enough detail so that someone who is unfamiliar with your project would fully understand it.

The appendices at the end of the guide contain additional information:

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

**IMPORTANT:** Please visit the GCCC – Tree Planting [funding webpage](#) before reading this application guide. The webpage has essential information about funding amounts, project eligibility (including a quick “readiness check” that we recommend you complete to determine whether your project is a good fit) and required project outcomes.

**GMF respects the principles of ownership, control, access and possession, more commonly known as OCAP®. These principles assert that Indigenous communities have control over data-collection processes, and that they own and control how this information can be used. Any product, data or information that may include Indigenous knowledge may be submitted at the discretion of the applicant.**

If you have questions or would like help as you complete your application, please email us at [gmfinfo@fcm.ca](mailto:gmfinfo@fcm.ca), call 1-877-417-0550 or [book a meeting with a GMF representative](#).

# APPLICATION PROCESS OVERVIEW

To apply for GCCC – Tree Planting funding, you will need to submit:

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

Below is an overview of the steps in the application process.

## Step 1: Readiness check

Before applying, please complete the “readiness check” on our [funding webpage](#) to help you determine if your project is eligible for GCCC – Tree Planting funding and to learn about the application process.

## Step 2: Pre-application completion and submission

After you have completed the readiness check and determined that your project may be eligible, you will need to obtain a pre-application form through [FCM's funding portal](#). Once you have completed this form, you will submit it through the portal as well. To do this, create a client profile in the portal and follow the instructions listed there.

**IMPORTANT:** If you are a municipality or municipal corporation in Quebec, 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 [funding webpage](#).

## Step 3: Eligibility determination

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

**IMPORTANT:** Even if your organization and project are deemed eligible to move forward with a full application, it does not guarantee that your project will be approved for funding.

## Step 4: Full application completion and submission

If your organization and project are deemed eligible to proceed, 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 to complete.

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

### **Step 5: GMF project officer review**

Once your full application 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 questions and be your point of contact throughout the rest of the application and funding decision process.

### **Step 6: Peer and internal review**

Following an external peer review and an internal analysis of your full application, a funding recommendation will be made by GMF to FCM's Board of Directors.

### **Step 7: Funding decision**

FCM's Board of Directors will decide whether to approve projects funded under GCCC – Tree Planting.

#### **Note: Accessing urban forestry coaching**

You can access free coaching support from urban forestry professionals to improve the quality of your application and receive answers to technical questions about your project. If you are interested in speaking with a coach to support your application, please ask your GMF representative to refer you.

Coaches can help you with:

- Scoping your project and reviewing methodology
- Maximizing project benefits
- Ensuring your project is informed by best practices in urban forestry

Your GMF representative may recommend coaching at different phases of the application process, including after eligibility determination (step 3) and peer and internal review (step 6). If your application is successful, coaching is also available to support you throughout the implementation of your project.

Please refer to our [coaching webpage](#) for more information on this service.

# HOW TO COMPLETE A PRE-APPLICATION

Before you complete a pre-application form, please fill out the “**readiness check**” on our [funding webpage](#). This will give you a good indication of whether your project may be eligible for GCCC – Tree Planting funding.

**If you’re not sure whether your project aligns with the funding requirements, or if you have questions about how to apply, please email us at [gmfinfo@fcm.ca](mailto:gmfinfo@fcm.ca), call us at 1-877-417-0550 or [book a meeting with a GMF representative](#).**

After you have completed the readiness check and determined that your project may be eligible, please obtain the pre-application form through [FCM’s funding portal](#) and follow the instructions in this guide to complete it.

GMF uses the information in your pre-application to evaluate whether your project aligns with GCCC – Tree Planting funding requirements and is eligible to proceed to the full application step. It also helps us determine if you might benefit from coaching during the application process.

## Quebec municipal applicants

Quebec municipalities that are interested in applying should refer to our [funding webpage](#) for more details or contact us as outlined above.

## Part A: Applicant information

In part A, please describe who you are, where you are from and who your main partners are, if any.

### Participating organizations

In the participating organizations section, please provide the name and role of each participating organization. If more than one municipal government is involved in the project, please list all of them. Use the guidance in the following table to help you complete this section.

**IMPORTANT:** If your organization is *not* a municipal government, your project 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. At this stage, you will also need to provide articles of incorporation, or equivalent, that confirm the legal name and legal status of your organization. You will be required to submit a municipal council resolution showing the municipal partnership at the full application stage.

Please see [Appendix B: Required supporting documents](#) for requirements of non-municipal applicants and [Appendix E: Municipal council resolution template](#) for an example of a council resolution.

Participating organizations	Required supporting information
<b>Organization name</b> [type to select from list in the portal]	Use the full legal name of the organization.
<b>Organization role</b> [select one]	<p>Select from the following four options (in a drop-down menu):</p> <p><b>Lead applicant:</b> the entity (e.g., not-for-profit, municipal services corporation, Indigenous community) championing the project in partnership with the lead municipality; the lead applicant signs the funding agreement with FCM, oversees the project (even if a third party completes the work), incurs the costs for the project and submits the required reporting to FCM</p> <p><b>Lead municipality:</b> the primary municipal partner to a non-municipal lead applicant; usually the municipality where the project is taking place or that will benefit from the project</p> <p><b>Lead applicant and municipality:</b> select this option if the lead applicant is a municipality</p> <p><b>Partner:</b> select this option if the organization is not the lead applicant or the lead municipality (e.g., projects with multiple municipal partners, non-municipal funders, etc.)</p>

### Project contacts

In the project contacts 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). Include at least two contacts from the lead applicant organization. Use the guidance in the table below to help you complete this section.

**IMPORTANT:** Contacts listed in this section will have access to view the application, but the form can only be submitted by the **application contact**, who is the primary contact for the application and the person who is permitted to submit the application. We recommend that you designate only one application contact who will be responsible for completing the application process and receiving all related correspondence. Other contacts from the lead applicant organization should be listed as **secondary contacts**.

You may include additional contacts here, but it is not required at this stage. You will have to provide contact details for all project contacts at the full application stage. If your organization is not a municipal government, you will also need to include a contact from the municipality with which you are collaborating.

Project contacts	Required supporting information
<b>Organization name</b> [select from list in the portal]	You will only be permitted to select the names of the organizations you listed in the participating organizations section.
<b>Contact name</b> [open text]	Enter first and last name.
<b>Contact role</b> [select one]	One of the contacts you provide must be the <b>application contact</b> .  Select additional contacts from the following list: <b>Secondary contact:</b> the secondary point of contact with the lead applicant organization supporting the submission of the application <b>Municipal contact:</b> contacts representing the municipality if not already identified as an application contact or secondary contact <b>Consultant:</b> the primary contact representing the consulting team, if applicable <b>Read-only:</b> a contact who is permitted to view the application but is not permitted to make changes to the application

# Part B: Project information

In part B, please provide:

- an overview and description of the project
- confirmation that you have a planting plan that includes detailed specifications
- confirmation that you have a maintenance and monitoring plan

## Project overview

In the project overview section, please indicate your project’s working title. The title will be used to publicly identify the project.

Use the guidance in the following tables to help you complete this section.

Project overview	Required supporting information
Project working title [open text]	The title should include, at a minimum: <ul style="list-style-type: none"> <li>• the name of the municipality or, in the case of multiple municipalities, the region</li> <li>• a description of the project, with at least one keyword based on the project’s goals</li> </ul>

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 (see [Appendix C: Evaluation of applications](#)).

Please indicate the proposed number of trees to be planted in the project. If you are applying for funding to expand an existing tree planting initiative, include the total numbers of trees you will plant, not only the additional amount that GCCC funding will support. If your project includes shrubs, please do not include these in your count. GCCC provides a limited amount of funding for the purchase of shrubs and herbaceous plants to support tree planting objectives. For more information, review the eligible costs on our [funding webpage](#).

Project overview	Required supporting information
Number of trees [whole number]	Enter the number of trees you will plant in the project.

Please tell us more about the areas where you will be planting. Using the categories listed below, please select all physical sites and all land use types that best describe where trees will be planted.

Project overview	Required supporting information
<b>Planting site(s)</b> <b>[select one or multiple]</b>	Select all physical sites where trees will be planted from the following list: <b>Street planting:</b> trees planted along streets, sidewalks or roadways <b>Park planting:</b> trees planted in parks or other open spaces <b>Natural areas planting:</b> trees planted in undeveloped natural landscapes, such as forests or riparian zones <b>Other planting areas:</b> sites not captured in the other categories, including other growing environments for trees
<b>Land use type(s)</b> <b>[select one or multiple]</b>	Select all land use categories for the planting areas from the following list: <b>Transportation corridors:</b> areas along roads, highways, railways and multi-use pathways <b>Recreational areas:</b> areas set for recreation, such as parks, trails, sports fields and playgrounds <b>Conservation areas:</b> areas designated for protecting natural habitats, wildlife and ecological features <b>Institutional areas:</b> schools, hospitals, government buildings or other public institutions <b>Residential areas:</b> neighbourhoods with residential homes and yards, and associated community spaces <b>Other:</b> land use types not captured in the other categories

Your tree planting project can only receive GCCC – Tree Planting funding if it has not received funding through the Government of Canada’s 2 Billion Trees (2BT) program or from a provincial or territorial program funded through the 2BT program for the same project. The lead municipality is still eligible for funding if it has previously received 2BT funding for a different project.

If you respond yes to both questions below, your project is not eligible for funding.

**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

### **Note: GCCC Tree Planting – Funding limits**

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 the GCCC initiative, regardless of whether the municipality is the lead applicant or a partner.

If your project spans multiple municipalities, each municipality must be aware that funding for tree planting within their boundaries counts toward their \$10 million cumulative and \$1 million infrastructure cost caps. Simple evidence of communication (e.g., an email) with each municipality involved should be provided with your application. Please refer to [Appendix A: Funding details](#) for an overview of eligible infrastructure costs.

Indigenous communities are exempt from this municipal cap and are each eligible for a separate cumulative maximum of \$10 million in funding over the lifetime of the GCCC initiative.

Please confirm 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, 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]

## Project description

In the project description section, please provide a short description of the project, including its objectives. Your project description should provide GMF staff with a reasonable understanding of what you plan to accomplish with the funding.

### Details to include in your project description

- **Who:** Provide an overview of who will lead, partner on and help deliver (e.g., consultants) your project.
- **What/when:** Describe the scope of your project, including key activities and an overall timeline.
- **Where:** Describe the project site(s), including the type of growing environment planned. Highlight any unique characteristics or needs that your project will address.
- **Why:** Describe the objectives of your project and the specific outcomes you hope to achieve.
- **How:** Describe the methodology that will be used to ensure planting success. Explain what site preparation activities are planned or have been carried out; the tree species to be used and their appropriateness for the local area; and how the species chosen will support forest diversity and resilience.

## Planting plan

To be eligible for GCCC – Tree Planting funding, you are required to provide a detailed planting plan (or equivalent) that describes what you will plant, where and how. Your plan should be prepared or reviewed by a professional with urban tree or forest health training (e.g., arborist, forester, biologist, ecologist, landscape architect or horticulturalist). Please provide the name and credentials of this professional in the plan. If your project involves planting in a forested area, provincial legislation may require a Registered Professional Forester (RPF) to review or sign off on your plan, so be sure to check the regulations that may apply. 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.

We strongly recommend that you use GCCC's [planting plan guide and template](#) to help organize your plan if you haven't developed a planting plan already, but using these resources is optional. If you do not have a planting plan, you may benefit from our urban forestry coaching (see the section on [Coaching support](#)).

Please confirm that you have a detailed planting plan and upload it as a supporting document with your pre-application. If you respond no the question below, you will need to develop a planting plan before you submit your full application.

**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

The following elements should be considered in your planting plan, with the level of detail appropriate to the size and complexity of your project:

**Site selection:**

- Location of the planting sites (including maps if possible)
- Ownership of the planting sites

**Site analysis:**

- Soil conditions: depth, volume, texture, nutrient capacities, compaction, moisture, and drainage. Provide soil information appropriate to your project's scale. For most urban or small-scale projects, lab testing is not required, and simple observations are sufficient.
- 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.

**Soil preparation techniques:**

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

**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: list all species proposed for planting; non-native species are acceptable, invasive species are not
- Species suitability: explain how the species selected match site conditions (soil type, sunlight, space availability)

- Species composition: indicate the total number of species, native versus non-native, etc. (planting in natural areas or for ecological restoration should prioritize native species)
- Alignment with project objectives: explain how species selection aligns with project objectives
- Regulations: explain how species selection complies with local regulations
- Additional rationale: explain whether any official guidance or overarching plans (e.g., provincial guidance on tree planting) have informed decisions on species selection; elaborate 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
- Staking
- Tree protection measures

For projects where the exact planting sites cannot be confirmed at the time of application (e.g., distributed residential planting), include example planting designs in your planting plan. The designs should describe how trees would typically be planted on these types of sites (e.g., residential properties).

If you have additional documents to include with your planting plan, please reference the document titles and relevant page numbers within your planting plan, and include the documents as supporting materials with your submission.

Please confirm that your planting plan includes these mandatory elements. If your planting plan lacks any of these elements, you may benefit from our urban forestry coaching (see the section on [Coaching support](#)).

**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 and monitoring plan

In your full application, you will need to describe how you plan to monitor and maintain the trees that will be planted in the first years after planting, which are funded by GCCC, as well as over the long term.

Please confirm that you have a plan for short- and long-term maintenance and monitoring of the trees you will plant. You can use GCCC's [maintenance and monitoring plan template](#) to help organize your plan, but using the template is optional.

If you respond no the question below, you will need to develop a plan for maintenance and monitoring before you submit your full application.

**Question:** Do you have a plan to monitor and maintain trees in the short- and long-term? [select one]

- Yes
- No

## Coaching support

GCCC offers free coaching support to all applicants to strengthen your application and review elements of your project, including your planting plan and your maintenance and monitoring plan. We strongly encourage all applicants to take advantage of this service, especially early in the process to support the development of these plans, or even if your project plans are nearly complete.

Please note that while GCCC coaches can provide guidance or feedback on your planting plan, they cannot serve as the professional reviewer that signs off on the plan.

Coaches are independent urban forestry professionals located across Canada who specialize in urban forest management within communities. For more information on coaching, please visit our [Urban forestry coaching webpage](#).

**Question:** Please indicate your interest in free coaching support to strengthen your application and review your planting and maintenance and monitoring plans: [select one]

- Yes, I'd like to speak with a coach
- I'd like more information before deciding
- Not at this time

### Note: Capacity development tools and resources

GCCC has developed several resources related to tree planting, monitoring and maintenance that can be used to support your application, including:

- [Planting plan guide and template](#)
- [Maintenance and monitoring plan template](#)
- [Tree maintenance factsheet](#)
- [Tree monitoring factsheet](#)

To review all available resources related to urban forestry, please visit our [resource library](#).

## Part C: Project eligibility

In part C, please provide more information to help us evaluate your project's eligibility, including information about the type of planting, project activities and species being considered.

### Project site(s)

Selected project sites must be suitable for permanent planting. Answering yes to the question below affirms your intention for the trees to remain there permanently.

If you respond no to the question below, your project is not eligible for funding.

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

- Yes
- No

Your project needs to 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.

If you respond yes to the question below, your project is not eligible for funding.

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

- Yes
- No

## Incremental planting

Your project should be incremental, meaning you will plant trees above and beyond current municipal tree planting efforts. Proposed tree planting activities must be new initiatives or must expand or add to an existing initiative to increase the number of trees being planted. Requested GCCC funding cannot replace/displace other secured funding.

If you respond no to both questions below, your project is not eligible for funding.

**Question:** Is your project a new initiative? [select one]

- Yes
- No
  - If no, will your project expand or add to an existing initiative to increase the number of trees being planted (i.e., go beyond business as usual)? [select one]
    - Yes
    - No

## Legally required activities

Your project should be 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. Tree replacement is an eligible activity, if it is not legally required.

If you respond yes to the question below, your project is not eligible for funding.

**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

## Invasive species

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 verify that none of the species included in your project proposal are considered invasive species. Non-native species may be planted, provided they are not classified as invasive.

If you respond yes to the question below, your project is not eligible for funding.

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

- Yes
- No

## Planting on non-municipal land

Planting on non-municipal land is eligible; however, at the full application stage, projects involving planting on non-municipal land will require written landowner consent and confirmation of the long-term permanence and maintenance of the planting sites.

GCCC does not provide funding for tree planting projects on federally owned land. If you respond yes to the question below, your project is not eligible for funding.

**Question:** Will any of the tree planting occur on federal lands? [select one]

- Yes
- No

## Budget

In the budget section, please indicate your project's anticipated start and end dates, the amount of funding being requested and the anticipated total project cost.

**IMPORTANT:** To be eligible for 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
<b>Project start and end dates (yyyy-mm-dd)</b> [date fields]	Indicate the anticipated start and end dates for your project, including one year for monitoring and maintenance.
<b>Funding request (\$)</b> [currency field]	Indicate the amount of funding you are requesting for your project.
<b>Anticipated total project cost (\$)</b> [currency field]	Provide the anticipated total cost of your project.

**Note:** Your project cannot use the Government of Canada's 2 Billion Tree program funding nor can it use funding from provincial or territorial programs funded by the 2 Billion Tree program as eligible matching sources of funding. Tree Canada's Community Tree Grants and National Greening program funds are also not eligible as matching sources of funding.

Supporting document(s)

**Required supporting documents for the pre-application:**

- A planting plan (or equivalent)
- Articles of incorporation or equivalent for non-municipal applicants

## Part D: Declaration and signature

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

**IMPORTANT:** Only the application contact from the lead applicant organization can submit the pre-application form. This person must ensure they have permission to submit on behalf of their organization. Consultants working with a lead applicant to prepare the pre-application cannot sign the declaration or submit the pre-application.

## Ready to submit your pre-application?

Submit your pre-application to GMF in [FCM's funding portal](#). To do this, create a client profile in the portal and follow the steps listed there to fill out and submit your pre-application form.

If you have challenges submitting your pre-application, please email us at [gminfo@fcm.ca](mailto:gminfo@fcm.ca), call 1-877-417-0550 or [book a meeting with a GMF representative](#).

# HOW TO COMPLETE 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 a project workbook to complete and submit.

**IMPORTANT:** As part of your full application, you will be required to submit applicable supporting documents through [FCM's funding portal](#). Supporting documents relevant to each part of the application are listed below and summarized in [Appendix B: Required supporting documents](#).

As you complete the application form and workbook, please contact your GMF representative if you have any questions.

## Part A: Applicant information

The responses from this section on your pre-application will automatically populate this section of your full application.

Please make any necessary revisions and include contact details for additional project contact(s), if there are any, who were not identified at the pre-application stage. (Instructions on how to provide information about the project applicants can be found in the pre-application [Applicant information](#) section.)

### Supporting document(s)

#### **Required supporting documents for Part A, Applicant information:**

The required supporting documents for this section will differ depending on the type of lead applicant. See [Appendix B: Required supporting documents](#) for details, including templates where relevant.

All applicants:

- Evidence of municipal support

Non-municipal applicants:

- A municipal council resolution showing the municipal partnership
- Confirmation of organizational support from CEO or CFO
- Articles of incorporation, or equivalent
- Last three consecutive audited financial statements, or equivalent

Indigenous communities:

- If eligible through a partnership with a municipality:
  - A municipal council resolution showing the municipal partnership
- If eligible through a shared service agreement:
  - A shared service agreement with a Canadian municipality related to municipal infrastructure, climate change or adaptation

## Part B: Project information

In part B, please provide additional information so we can better understand the details of your project.

Several questions in the project information section will be automatically populated in the full application using the information you provided in your pre-application. This includes the [project overview](#), [project description](#), [project site\(s\)](#), [incremental planting](#), [legally required activities](#) and [invasive species](#) questions. Please review this information carefully and make any necessary updates if details of your project have changed.

**IMPORTANT:** When possible, please refer to specific page numbers or sections in your supporting documents when you are completing your full application. This will make it easier for staff and peer reviewers to evaluate your application accurately.

### Permits

All required 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 but have not yet been secured, please provide an update on the status of these permits or approvals. Select “not applicable” if permits or approvals are not required for your project.

**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 provide letters of support from landowners for any plantings on non-municipal land where specific planting sites are identified at the time of application. The landowner should also demonstrate that the planting site will be permanent and commit to maintaining the trees over the long term. See [Appendix B: Required supporting documents](#) for more details.

**IMPORTANT:** For distributed planting on private land (e.g., 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 involving distributed residential planting where the exact planting sites cannot be confirmed at the time of your application, you can provide a landowner contract template (to be signed by each participating property owner prior to planting) instead of site-specific letters of support. The landowner contract template must also include a commitment that the planting site will be permanent and that the property owner will maintain the trees over the long term.

Please indicate if any of the tree planting will occur on non-municipal lands and, if so, whether consent to do so, demonstrated through letters of support, is in place.

**Question:** Will any of the tree planting occur on non-municipal lands?

- Yes
- No
  - If yes, has support been obtained from landowners? [select one]
    - Yes
    - No

The question on planting on federal lands will be automatically populated in the full application using the information you provided in your pre-application.

## Supporting document(s)

### Required supporting documents for Part B, Project information:

- Letter(s) of support from landowners, or landowner contract template(s) for residential plantings, if applicable

# Part C: Project approach

In part C, please provide more information about your project's approach and methodology, including the project team, project preparation activities, the engagement strategy, the connection to long-term forest management and planning objectives, the planting plan, the tree selection strategy, risk management, and the maintenance and monitoring approach.

## Project team

In the project team section, please identify the members of the team (including project partners, if any) and their roles in the project.

Your application should include at least one member of the lead applicant’s project management team as well as anyone responsible for training and capacity-building who will contribute to successful completion of your project. If your project is sponsored or championed by a municipal elected official, include them as well.

If you have not yet hired one or more key team members, please indicate this in your application (e.g., “consultant TBD”) and detail their *anticipated* roles and responsibilities along with their *required* level of experience and expertise (i.e., as defined in your request for proposals to hire the consultant).

Project teams will be evaluated based on the composition of the team and its ability to lead the project to completion and deliver the expected benefits, and whether there is strong municipal staff participation throughout the project.

**IMPORTANT:** Please provide detailed resumes or descriptions of the experience of the lead members of the project team as supporting documents. Short descriptions of experience are sufficient for other team members.

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

Name	Title	Organization	Organization type	Scope of responsibilities	Years of experience
[open text]	[open text]	[open text]	[select one]	[open text]	[numerical]

## Project preparation

In the project preparation section, describe the preparatory work that has been or will be carried out to support successful tree planting. Include organizational or logistical preparations such as securing tree stock, planning labour, confirming land access and connecting with nurseries. Include site preparation activities where

relevant. If site preparation is minimal or unnecessary (e.g., planting is to take place in a park or a natural setting where conditions are already suitable), explain why, and indicate other preparatory steps that will ensure the project can be successfully delivered.

If site preparation involves the removal, modification or installation of infrastructure, such as sidewalks, curbs, roads, hardscape, engineered soils or irrigation systems, describe the work in detail and indicate whether qualified professionals, including engineers or certified specialists, are or will be involved.

Refer to supporting documents, such as your planting plan or any other documents detailing site preparation activities. Please include document titles and relevant page numbers.

Not having project inputs fully secured at the time of application will not jeopardize your chance of receiving funding if you provide a reasonable plan to secure them without significantly compromising project timelines. Be specific about the scale, timing and resources for all preparatory work.

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

[open text]

### **Note: Infrastructure-related site preparation**

Some site preparation activities may be considered infrastructure costs and are subject to the program's \$1M lifetime cap per municipality (see [Appendix A: Funding details](#)).

Infrastructure-related site preparation refers to physical interventions to the built or site environment that are required to enable tree planting, beyond the act of planting the tree itself. Examples include:

- removal or modification of sidewalks, curbs, roads or other hardscape to accommodate trees
- tree replacement or site clearance activities
- tree protection or support measures
- engineered planting systems and irrigation systems to support tree growth

Small-scale preparation directly linked to planting individual trees (e.g., planting pits or localized vegetation management) is not considered an infrastructure cost. Only site preparation directly necessary for tree planting is eligible. Where site preparation serves multiple purposes or occurs at a broader site scale, applicants must identify the portion directly related to tree planting in their workplan.

## Engagement strategy

In this section, please provide information about your project's engagement strategy and the inclusive engagement practices you will use. When describing your engagement strategy, please indicate the extent to which you have identified and engaged and/or plan to engage relevant groups in project planning, design, execution and operations. These might include [Rightsholders](#), such as Indigenous groups from the traditional territories the municipality is situated upon, and other groups, such as operations staff, staff from other relevant departments, council members, regulators, agencies, citizens' groups and not-for-profit organizations.

Where appropriate, GMF strongly encourages project applicants to build broad public support with the community, as well as inclusive, accessible and authentic engagement with and representation of [equity-deserving groups](#).

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

- **Inform:** You will provide or have provided the group with balanced and objective information to assist the group to understand the problem, alternatives and/or solutions.
- **Consult:** You will provide or have provided opportunities for the group to share feedback on analysis, alternatives and/or decisions.
- **Involve:** You will work or have worked directly with the group throughout the process to ensure their concerns and aspirations are consistently understood and considered.
- **Collaborate:** You will partner or 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 or has had final decision-making power.

To help you develop your response, you can consult our tip sheet on [integrating community engagement into urban forestry](#).

You may also reference relevant prior engagement, such as engagement to develop an urban forest management plan, where it has informed or influenced the planning, design or implementation of your proposed project. Please clearly describe how this prior engagement has informed your approach.

**IMPORTANT:** If an engagement strategy has already been created for the project, please include it as a supporting document with your submission.

**Question:** Please describe in the table below the project’s engagement plan.

[fillable table]

Group or Rightsholder to be engaged	Level of engagement	Description
<b>Group A</b>	[select one]* <ul style="list-style-type: none"> <li>• Inform</li> <li>• Consult</li> <li>• Involve</li> <li>• Collaborate</li> <li>• Empower</li> </ul>	[open text]
<b>Group B</b>	[select one]* <ul style="list-style-type: none"> <li>• Inform</li> <li>• Consult</li> <li>• Involve</li> <li>• Collaborate</li> <li>• Empower</li> </ul> <p>* In cases where one activity serves several purposes, select the <i>highest</i> degree of engagement the activity serves (e.g., “consult” rather than “inform”).</p>	[open text]

In the engagement strategy section, please also describe any inclusive engagement practices that were or will be implemented for your project, or how you plan to develop these practices with Rightsholders and other relevant groups.

Inclusive community engagement entails identifying and engaging with equity-deserving groups 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 engagement practices include, but are not limited to:

- Identifying and addressing potential barriers to participation by equity-deserving groups (e.g., personal resources, motivation and attitude, cultural factors)
- 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.)

**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, please explain how your tree planting project is linked to or supported by the municipality's long-term forest management and planning objectives.

In the first column of the table below, identify the key municipal or regional plans, policies, guidelines or strategies that guide long-term forest or tree management (e.g., urban forest management plans, urban forest strategies, best management practices, tree protection bylaws, urban master plans, or other laws or policies that protect trees or set canopy goals). Please also briefly summarize their objectives as they relate to your tree planting project.

In the second column, clearly explain how your project's planting activities support or advance these objectives, such as increasing canopy cover, supporting climate resilience, improving biodiversity or restoring forest health.

In the final column, include the title of each relevant document along with a web link or page reference to demonstrate that the project is supported by an established municipal framework.

**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	Document reference (title, pages, web link if applicable)
[open text]	[open text]	[open text]

## Planting plan

Instructions on how to answer these questions can be found in the pre-application [Project information](#) section, including a detailed list outlining what should be considered in your planting plan. Please ensure your planting plan has been uploaded as a supporting document with your full application, including any revisions made since your pre-application.

## Species selection

Canada’s rapidly changing climate is adversely affecting forest health across the country. In this section, please explain how your project’s tree species selection will strengthen forest resilience to climate change using the categories listed below.

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, indicating whether they are native species or not. You could also describe how the selected species are appropriate for current and future climate scenarios.

**Question:** In the table below, please describe if/how the tree selection will contribute to forest resilience to climate change.  
[fillable table]

Measure to increase forest resilience to climate change	Description
Suggested measures could be: [select one] <ul style="list-style-type: none"><li>Planting a variety of tree species to promote <u>biodiversity</u></li><li>Planting <u>resilient tree species that can withstand warming climates</u></li><li>Planting <u>fire-resistant species</u> in fire-prone areas</li><li>Avoiding planting species threatened by current <u>endemic pests and diseases</u></li><li>Other measure</li></ul>	[open text]

## Maintenance and monitoring plan

In urban settings, the first three years after planting are the most critical for tree establishment, requiring intensive care to support tree growth. In the maintenance and monitoring plan section, please describe your approach to caring for the trees you plant.

GCCC funding provides support for the first year of post-planting maintenance. Plans should outline how maintenance will continue beyond this period to promote tree establishment and long-term survival.

Your plan should include:

- **Maintenance activities:** watering, mulching, weeding, pruning, fertilization, staking, pest and disease management; for natural areas or ecological restoration projects, maintenance may focus on site-specific actions, such as controlling invasive species or protecting trees from wildlife
- **Tree protection measures:** steps to prevent damage from mowers, weed whackers, snow removal, wildlife or other potential hazards
- **Frequency:** how often each activity will be carried out (e.g., weekly, monthly, seasonally)
- **Responsibilities:** who will carry out and oversee each activity (e.g., municipal staff, contractors, volunteers)
- **Contingency/reactive maintenance:** how unexpected issues such as storms, drought, pests or disease will be addressed
- **Long-term planning:** how care will continue beyond the funded year to ensure trees are successfully established and survive over their first three years and beyond

If you have additional documents detailing your maintenance and monitoring plan(s), please reference document titles and relevant page numbers in your response, and include them as supporting documents with your submission.

You can use GCCC's [maintenance and monitoring plan template](#) to help organize your plan, but using the template is optional.

**Question:** Please explain how trees will be maintained in the short and 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]

### **Note: Chemical interventions**

Projects should prioritize ecological and preventative measures to minimize the need for chemical interventions. Chemical treatments, such as pesticides or herbicides, should only be used when necessary to protect high-value trees or trees threatened by pests and disease. All treatments must be justified in the project plan, follow integrated pest management principles, and comply with federal, provincial/territorial and municipal regulations.

Some trees may not survive after planting, especially during the first year. Indicate the tree survival rate you are targeting one year after planting and describe how you will address mortality if it occurs. Include any plans for replanting or replacing trees, who will be responsible, and whether these activities are included in your project budget. Include any mechanisms in place to ensure tree replacement, such as supplier warranties. If replanting is proposed, explain what steps will be taken to improve conditions before replanting, such as reassessing species selection, site conditions, or establishment and maintenance practices.

GMF encourages you to have a replanting plan for high-value or urban trees. Even though GCCC funding only supports the first year of post-planting maintenance, it is important to plan for long-term tree survival. Describe how ongoing care, monitoring and replacement strategies will support your trees beyond the first year.

For natural area or ecological restoration projects, you may not plan to replant. In this case, explain how you have accounted for expected mortality, and describe any other strategies to support the long-term survival of your trees in these sites.

**Question:** Please describe how tree mortality will be managed, including expected mortality rates and planned replanting activities.

[open text]

Monitoring is different from maintenance. It focuses on tracking tree conditions, identifying early signs of stress, disease or pests, and using this information to support long-term survival. Please describe your strategies for post-planting monitoring to promote long-term tree survival. Your plan should cover both the first year after planting and ongoing strategies beyond GCCC-funded activities. When describing your approach, include:

- **What will be monitored:** tree health, survival, pests or disease, growth, or other indicators of planting success; for ecological restoration projects, explain how site-level success will be tracked and how monitoring data will support long-term survival without necessarily tracking individual trees
- **How monitoring will be conducted:** methods such as sample plots, photo monitoring, tree tagging, GPS mapping or site surveys
- **Frequency and timing:** how often monitoring will occur
- **Responsibilities:** who will carry out the monitoring (e.g., staff, contractors, volunteers)
- **Use of monitoring data:** how results will inform ongoing maintenance, adaptive management or replanting decisions
- **Knowledge-sharing:** how information will be shared internally or externally

This is a planning exercise. You are not expected to have fully developed monitoring protocols at this stage, but your response should clearly outline your strategy for

monitoring tree survival and health beyond the first year of GCCC-supported activities.

**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 this report is submitted. Please refer to [Appendix D: Reporting requirements](#) for details on the data to be collected for this report. GCCC will carry out site audits for 25 percent of funded planting projects.

## Risk management

In the risk management section, please describe the key risks and challenges you may face in implementing your project, and how you plan to manage and mitigate them. Consider whether you have described practical measures to manage and mitigate risks, including environmental (e.g., drought, pests), technical (e.g., site access, tree establishment), operational (e.g., contractor availability, scheduling delays), planning (e.g., permitting, agreements), community/social (e.g., vandalism, community opposition), and time- and cost-related risks and challenges (e.g., budget overruns, unexpected expenses).

Your response should show that you understand the potential risks and have practical measures in place to mitigate them. You do not need to submit a detailed risk register, but you can attach one as a supporting document if it is available. A clear explanation of the main risks and mitigation measures in the table below is sufficient.

**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)

### **Required supporting documents for Part C, Project approach:**

- Project team members' resumes or documents listing their professional qualifications and experience as they relate to this project
- 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)

### **Optional supporting documents for Part C, Project approach:**

- Site preparation plan or design
- Engagement strategy
- Maintenance and monitoring plan(s)
- Risk register document

## **Part D: Project benefits**

In Part D, we want to better understand your project's anticipated benefits and outcomes and how you will identify and prioritize them in your community context. You are encouraged to focus on the outcomes your project is intentionally designed to deliver, rather than providing a broad list of general tree planting benefits. While you are expected to respond to each benefit area below, you do not need to select every suggested measure; clear, project-specific outcomes are more important than covering many measures.

Please answer the questions below to explain how your project will identify and prioritize different benefits.

### Community climate change resilience

Tree planting is an effective nature-based climate solution that works to mitigate the multiple climate risks that communities face. In this section, please describe the ways that your project will build community resilience to climate change by planting in areas of greatest need. Focus on outcomes related to climate adaptation, such as reducing heat, mitigating flood risk or increasing canopy cover in areas where it is disproportionately low.

Please ensure that you provide sufficient detail in your response and attach any relevant additional documentation if not already provided. Acceptable evidence includes maps or data where available. For smaller-scale projects or projects without access to detailed mapping or climate data, qualitative evidence is also acceptable. This can include photos of the site or descriptions of local conditions, such as low canopy cover, flooding risk or areas exposed to heat.

If your project includes additional actions that enhance community climate change resilience that are not captured by the measures listed below, please select “other measure” to describe them.

To help you develop your response, you can consult our tip sheet on [maximizing the climate resilience benefits of tree planting projects](#).

**Question:** In the table below, please describe how your project will build community resilience to climate change by planting in areas of greatest need.  
[fillable table]

Measure to increase community resilience to climate change	Description
This could include: [select one] <ul style="list-style-type: none"> <li>• Planting in population areas with disproportionately low <u>canopy cover</u></li> <li>• Planting in areas where evidence demonstrates high susceptibility to the <u>urban heat island</u> effect</li> <li>• Planting with the intention of mitigating flood risk</li> <li>• Other measure</li> </ul>	[open text]

### Socio-economic benefits

In this section, please describe how your project will help generate and fairly distribute socio-economic benefits in your community, including:

- **social benefits**, which could include increased access to new or improved shared spaces, spaces designed with accessibility in mind, improved air quality, improved public health, improved safety or security, and reduced noise.
- **economic benefits**, which could include creating quality local jobs or apprenticeships in tree planting and maintenance, applying social and local procurement of goods and services criteria, and supporting fair community wealth-building.

Please summarize your project’s potential to result in improved socio-economic outcomes and a more equitable distribution of benefits in the community for present and future generations. Where feasible, include measurable or observable outcomes, such as the number of jobs or apprenticeships created, or the number of neighbourhoods or community members accessing improved green spaces.

If socio-economic benefits are expected to benefit equity-deserving groups, you can describe that outcome here. However, the rationale and intentional design choices around these benefits should be detailed in the [Reconciliation, anti-racism, equity and inclusion](#) section.

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

[fillable table]

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

## Reconciliation, anti-racism, equity and inclusion

In this section, please describe how your project intentionally advances Reconciliation, anti-racism, equity and inclusion. Identify which equity-deserving and/or Indigenous communities will benefit and explain how those benefits are specific to those communities (i.e., how they go beyond general benefits for the broader public).

Describe how considerations of equity and Reconciliation have shaped your project’s scope, design, objectives or anticipated outcomes. For example, this could include designing the project to improve access to green space or tree canopy for communities that have historically had limited access to them; creating leadership or employment opportunities for equity-deserving groups; or selecting project locations and tree species that reflect the cultural priorities of Indigenous communities.

You may reference engagement activities where relevant, but they will be assessed in the [Engagement strategy](#) section. Your focus here should be on the specific project outcomes and benefits for identified communities.

**Question:** In the table below, please describe how your project will contribute to advancing Reconciliation and/or anti-racism, equity and inclusion objectives.

[fillable table]

Measures	Description
Measures could include: [select one] <ul style="list-style-type: none"> <li>• Scoping or designing the project to provide benefits for <u>equity-deserving groups</u></li> <li>• Partnering with equity-deserving groups</li> <li>• Assessing benefits or impacts on equity-deserving groups</li> <li>• Involving equity-deserving groups in project decisions</li> <li>• Other measure</li> </ul>	[open text]

## Biodiversity and ecosystem health

In this section, please describe how your project will support biodiversity and improve ecosystem health. Consider how your actions will restore or enhance wildlife habitat, strengthen ecological connectivity through green corridors, create or expand buffer zones, increase structural habitat complexity, or enhance native species composition.

Be specific about the benefits your project will provide, such as the habitats or species supported, improvements to connectivity or patch size, increases in species or age-class diversity, support for species at risk and other species of interest, improvements to riparian areas, or other measurable ecological outcomes. If your project includes other measures, describe what they are and how they address project- or site-specific biodiversity, or how they consider ecosystem health.

The goal is to show that your project not only plants trees but actively supports ecological function and long-term biodiversity. Applicants are not required to provide quantitative metrics, but may include relevant quantitative information related to biodiversity or ecosystem health outcomes (e.g., species counts, habitat area added, connectivity measures) if it is available.

To help you develop your response, you can consult our tip sheet on [communicating the biodiversity benefits of tree planting projects](#).

**Question:** In the table below, please describe how your project will increase biodiversity and ecosystem health.

[fillable table]

Measures to increase biodiversity and ecosystem health	Description
Measures could include: [select one] <ul style="list-style-type: none"> <li>• Restoration or enhancement of wildlife habitat</li> <li>• Strengthening ecological connectivity/green corridors</li> <li>• Creation or expansion of ecological buffer zones</li> <li>• Enhancement of structural habitat complexity</li> <li>• Enhancement of native species composition</li> <li>• Other measure</li> </ul>	[open text]

**Note: Including shrubs in your project**

Shrubs can support biodiversity and ecosystem health by enhancing tree survival, stabilizing soils, providing habitat and food for wildlife, and improving connectivity between green spaces. While shrubs are not counted towards the total tree number, they may be eligible for funding if they meet one (or both) of the following criteria:

- They support the survival and health of the trees planted in your project
- They are native species and an essential component of habitat restoration or biodiversity objectives

Please refer to the eligible costs on our [funding webpage](#) to see which shrub-related costs are eligible, and provide a brief justification in the project workbook for why you are including shrubs in your project, noting that these costs are subject to certain limitations.

Supporting document(s)

**Optional supporting documents for Part D, Project benefits:**

- Additional documentation outlining further details about your project’s benefits

# Part E: Budget and workplan

## Budget

Before completing part E, please complete the project workbook provided to you by your GMF representative.

Be sure to consult [Appendix A: Funding details](#) to determine what cost share you are eligible for, and [Appendix D: Reporting requirements](#) to ensure that your project’s budget includes sufficient resources to meet the reporting requirements.

Budgets should be realistic and reflect the proposed workplan, which should have concrete deliverables tied to established project milestones. The workplan should also have realistic timelines and consider elements such as permitting processes, regulatory approvals, data collection, project monitoring and performance verification.

Budgets and workplans will be evaluated based on industry standards for projects of similar size, scope and location.

In the budget table, please review the budget information for your project that was provided at the pre-application stage and update it if necessary. 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
<b>Project start and end date (yyyy-mm-dd)</b> [date-time field]	Indicate the start and end dates for your project, including one year for monitoring and maintenance.
<b>Funding request (\$)</b> [currency field]	Indicate the amount of funding you are requesting for your project.
<b>Anticipated total project cost (\$)</b> [currency field]	Provide the total costs of your project.

## Supporting document(s)

### Required supporting documents for Part E, Budget and workplan:

See [Appendix B: Required supporting documents](#) for details, including templates where relevant.

- GCCC – Tree Planting project workbook
- Letters from each confirmed source of funding

**IMPORTANT:** 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 supporting documents for Part E, Budget and workplan:**

- Additional documentation that provides further details about your project budget and workplan

## Part F: Declaration and signature

In the declaration and signature section, type the information of the person with signing authority from the lead applicant organization (i.e., the person who will sign the application if it is successful). There is no need to physically sign the application.

**IMPORTANT:** Only the application contact from the lead applicant organization 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 the application cannot sign the declaration or submit the application.

## Ready to submit your full application?

Once you have verified that the information in your full application form and project workbook is complete, and that you have gathered all required supporting documents, please submit your completed application in [FCM's funding portal](#).

Your completed application should include:

- Your responses to all application questions
- Your project workbook as an Excel file
- All required supporting documents listed in [Appendix B](#), uploaded in the “supporting documents” section

Ensuring that your submission is complete will shorten processing time, so take a little extra time to check that you have provided all the information requested in the application form and that your project workbook is complete.

Please refer to our [guidelines](#) for attachments to find out which file formats are accepted, the limits on file size and what to do if your files are too large.

After you have submitted your application, a GMF project officer will review it for accuracy and completeness. They will work with you to resolve any questions and be your point of contact throughout the rest of the application and funding decision process.

## **NEED HELP, OR HAVE SUGGESTIONS?**

If you are having trouble completing or submitting your application or uploading files, or if you have suggestions to improve this guide, we want to hear from you.

Please email us at [gmfinfo@fcm.ca](mailto:gmfinfo@fcm.ca) or give us a call at 1-877-417-0550.

# APPENDIX A: FUNDING DETAILS

The table below presents a funding overview of the GCCC – Tree Planting initiative. Funding amounts are based on total eligible costs for each stage.

Further details on eligible costs are provided on our [funding webpage](#).

## Funding details

GCCC – Tree Planting will contribute the following:

- A grant for up to 50 percent of eligible costs
- Up to a maximum grant amount of \$10 million

*Infrastructure costs* that are directly associated with tree planting are eligible activities to which GCCC – Tree Planting will contribute the following:

- A grant for up to 50 percent of eligible costs
- Up to a maximum grant amount of \$1 million per municipality

### Note: Infrastructure costs

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. This maximum is inclusive of all GCCC tree planting funding within the jurisdictional boundary of a municipality, regardless of a project's lead applicant.

In this program, “infrastructure” is used as a budgeting and classification concept and is not limited to the definition of traditional municipal infrastructure, such as roads or utilities. Infrastructure costs refer to any costs tied to physical interventions to the built or site environment that enable tree planting, beyond the act of planting the tree itself.

Please refer to the eligible costs on our [funding webpage](#) and to the project workbook to see which infrastructure costs are eligible.

# APPENDIX B: REQUIRED SUPPORTING DOCUMENTS

Along with your submission of the full application form and the project workbook, you will need to include supporting documents with information about your organization and the details of your project. Required supporting documents 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 required documents along with the conditions your organization must fulfil before you can apply to the GCCC – Tree Planting initiative.

Additional supporting documents 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 make it easier for staff and peer reviewers to evaluate your application accurately.

Application category	Required supporting documents
All applications	<ul style="list-style-type: none"> <li>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)</li> <li>Completed project workbook, including budget and workplan</li> <li>Letters from each confirmed source of funding specifying the amount of cash and/or value of any staff time or in-kind contributions to the project <i>(Note: You are not required to have all sources of funding confirmed prior to submitting your application. However, any confirmed funding must be supported by a letter. A suggested <a href="#">template</a> is available for your use.)</i></li> <li>Evidence of municipal support (e.g., <a href="#">council resolution</a>) describing your organizational commitment to, and financial support for, the project and funding application to GMF <i>(Note: For projects spanning multiple municipalities, provide simple evidence of communication with each municipality)</i></li> </ul>

	<p><i>involved (e.g., an email) to show they understand that funding within their boundaries counts toward their \$10M and \$1M infrastructure caps.)</i></p> <ul style="list-style-type: none"> <li>• Project team resumes or professional bios</li> <li>• Letters of support from landowners or landowner contract template, if applicable</li> <li>• Letters of support from project partners, if applicable</li> </ul>
<p><b>Non-municipal applicants</b></p>	<ul style="list-style-type: none"> <li>• <u>Municipal council resolution</u> confirming municipal partnership on the project</li> <li>• Confirmation of organizational support from CEO or CFO (this is a suggested <u>template</u>)</li> <li>• Articles of incorporation, including all supporting documentation, or other legal documents confirming your legal status and name (e.g., a certificate of incorporation, provincial registry, etc.)</li> <li>• Last three consecutive audited financial statements, or equivalent. <i>(Note: 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.)</i></li> </ul>
<p><b>Eligible Indigenous communities</b></p>	<ul style="list-style-type: none"> <li>• If eligible through partnership with a municipality: <ul style="list-style-type: none"> <li>◦ <u>municipal council resolution</u> stating municipal partnership</li> </ul> </li> <li>• If eligible through a shared service agreement: <ul style="list-style-type: none"> <li>◦ shared service agreement with a Canadian municipality related to municipal infrastructure, climate change or adaptation</li> </ul> </li> </ul>

# APPENDIX C: EVALUATION OF APPLICATIONS

External peer reviewers will evaluate all funding 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:

Evaluation criteria (weight %)	Performance expectation
<b>Readiness and planning</b>	
<b>Project preparation and planning</b> (10%)	The project has a comprehensive and well-planned approach to prepare for tree planting. Site preparation activities are thorough, follow best practices, and involve qualified professionals. Key inputs, including nurseries, tree stock, planting sites and labour, are secured or supported by realistic plans to ensure the project can be delivered successfully. If site preparation is minimal, it is justified based on existing conditions.
<b>Engagement strategy</b> (10%)	The project demonstrates a clear and appropriate engagement strategy that builds early and ongoing internal and external support. Inclusive engagement practices are used to identify and engage relevant Rightsholders and other key groups, such as internal staff, council, community organizations and the public, as appropriate. The project emphasizes building broad public support through clear communication, while ensuring inclusive, accessible and authentic engagement of equity-deserving groups.
<b>Connection to long-term forest management and planning objectives</b> (5%)	The project is aligned with regional or municipal urban forest management planning. It advances the lead municipality’s urban forestry priorities and is well-integrated with long-term strategic planning and urban forest management objectives.
<b>Project design</b>	
<b>Right tree for chosen environment to promote tree survival and forest resilience</b> (20%)	The project has a comprehensive rationale and methodology for tree planting. The planting plan provides all relevant details, including information on site selection, site analysis, stock selection, species selection, planting design, planting techniques and soil preparation techniques. The plan also explains how trees

	are being planted for the chosen environment to align with the project’s objectives and ensure long-term survival.
<b>Maintenance and monitoring plan</b> (20%)	The project has a comprehensive plan for maintaining and monitoring trees after planting, including detailed schedules, tasks, and responsible parties for all activities. It outlines proactive strategies for managing tree mortality and demonstrates a long-term approach to sustaining tree health and survival, with monitoring data informing adaptive management and replanting decisions.
<b>Benefits</b>	
<b>Community climate change resilience</b> (10%)	The project demonstrates how tree planting will improve community resilience to climate change. A rationale for planting in areas of greatest need, such as locations with low canopy cover, high heat exposure or flood risk, is provided and expected benefits are described. Supporting evidence or observations show a thoughtful and targeted approach.
<b>Socio-economic benefits</b> (10%)	The project demonstrates how it will generate social and economic benefits for the local community. Outcomes are clearly described, such as improved access to shared spaces, public health or safety improvements; local job creation; and/or fair procurement practices. It is clearly explained how these benefits will be equitably distributed.
<b>Reconciliation and anti-racism, equity and inclusion</b> (5%)	The project integrates Reconciliation, anti-racism, equity and inclusion into its planning and design. It prioritizes equity-deserving groups and outlines specific, distinguishable benefits, addressing systemic inequities in access to tree planting and related resources.
<b>Biodiversity and ecosystem health</b> (10%)	The project identifies actions to enhance biodiversity and ecosystem health. It is clearly explained how these measures are expected to produce ecological benefits in the local context. Where available, site-specific or quantitative information supports the anticipated outcomes.
<b>Implementation</b>	
<b>Team and partners</b>	The project team demonstrates the appropriate experience, skills and expertise to successfully carry out

<p><b>(pass/fail)</b></p>	<p>the proposed project. Roles and responsibilities are clearly defined, with experienced leadership from the lead applicant's project management team. Municipal staff participate actively, with clear opportunities to gain experience, knowledge and skills through their involvement. Where applicable, partnerships are well integrated and contribute meaningfully to achieving the project's outcomes.</p>
<p><b>Risk management</b> <b>(pass/fail)</b></p>	<p>The project clearly identifies and assesses all relevant risks, including environmental, technical, operational, planning, and time- and cost-related risks. It describes practical and suitable measures to manage and mitigate these risks that are appropriate for the size and scope of the project.</p>
<p><b>Workplan</b> <b>(pass/fail)</b></p>	<p>The project workplan is specific and measurable, and clearly describes the milestones, activities, deliverables and timelines within the funded project period. Activities are explained in appropriate detail, timelines are realistic and the workplan demonstrates that the project is likely to be completed as planned.</p>
<p><b>Budget</b> <b>(pass/fail)</b></p>	<p>The budget is detailed and realistic, and it reflects the proposed workplan. Major costs are reasonable and sufficient to deliver the funded activities. It represents good value, and all costs contribute to achieving the project outcomes.</p>

# APPENDIX D: 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 changes. The reports are also a means of sharing your community's experience in undertaking the initiative with others seeking to address similar issues in their communities.

Project reports ask you to provide information related to project outcomes, key participants 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
- Maintenance and monitoring report summarizing tree care activities, survival rates, and long-term maintenance and monitoring plans, 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 (Note: 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 E: MUNICIPAL COUNCIL RESOLUTION TEMPLATE

## Instructions

To be eligible for GCCC – Tree Planting funding, non-municipal applicants must provide a resolution drafted and adopted by the municipal council partnering on the project.

When submitting your application, 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 <official name of 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>.

< Official name of 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.

# APPENDIX F: 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 mean creating physical spaces to aid [people living with disabilities](#) or mobility issues. Intangible improvements could mean implementing measures for greater access to services for people living with disabilities, such as sensory-friendly quiet hours, or flexible scheduling and service delivery.

**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:** 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:** 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 it can be facilitated by certain technologies.

**Ecosystem health:** 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. These might include communities with lower income levels and/or with varied employment statuses, racial or ethnic backgrounds, health statuses and age groups.

**Fire-resistant species:** 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 these species 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.

**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, or 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.

**Indigenous community:** In the context of GMF funding, an Indigenous community (which includes First Nations, Métis and Inuit) is eligible to apply if a province or

territory has passed an act or a regulation that affords them the status of a municipality; if the Indigenous community is undertaking an eligible project in partnership with a municipal government; or if the Indigenous community 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:** In the context of tree-planting, 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.

**Integrated pest management:** A sustainable approach to managing pests that combines biological, cultural, physical and chemical tools in a coordinated way. The goal is to minimize risk to human health, non-target organisms and the environment while effectively controlling pest populations. Integrated pest management emphasizes prevention, monitoring and targeted interventions. It uses chemical treatments only when necessary and in the least harmful way.

**Meaningful engagement:** An intentional process undertaken with the purpose of working in inclusive and respectful ways with all participating groups and [Rightsholders](#) 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:** 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.

**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.

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

**Riparian planting:** The strategic planting of trees and vegetation along the banks of rivers, streams or other bodies of water 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.

**Shrubs:** Woody plants that produce lignified tissue and have persistent stems. There is no single universally accepted standard for distinguishing shrubs from trees, and classification may vary depending on species, growing conditions and geographic context. For the purposes of GCCC, a shrub is defined as a woody plant that is typically less than 4.5 metres in mature height and normally has multiple stems, which may be upright or spread close to the ground.

**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.

**Species at risk:** 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.

**Tree species resistant to warming climate:** Species of trees that 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:** 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. 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.