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GMF Funding Application Guide

Accelerating Circularity in Construction Materials

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Un programme de la

FCM

FEDERATION
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HOW TO USE THIS GUIDE

This guide outlines everything you should know about applying for GMF funding under the *Accelerating Circularity in Construction Materials* (ACCM) offer. Our [webpage](#) provides application instructions, information about how your project will be evaluated and tips for completing a great application.

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

The appendices at the end of this document contain useful information:

- [Appendix A: Glossary of key terms](#)
- [Appendix B: Funding offer](#)
- [Appendix C: Evaluation of application](#)
- [Appendix D: Required supporting documents](#)
- [Appendix E: Reporting requirements](#)

Please review our [webpage](#) prior to reading the application guide. The [webpage](#) provides essential information about the funding offer, project eligibility and required project outcomes. This application guide will navigate you towards submitting a complete application.

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

If you're having trouble completing the application or uploading files, or if you simply have questions, give us a call at 1-877-417-0550 or email us at gmfinfo@fcm.ca.

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

APPLICATION PROCESS

To apply for GMF funding, you must submit:

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

Below is a high-level overview of the sequence and steps to reaching a funding decision. In Phases 1 and 2 a GMF outreach officer or advisor will support you to prepare a strong pre-application. They will then review your pre-application and provide you with extra feedback if needed to complete a high-quality full application form. Once you submit a full application form in Phase 3, a project officer will be assigned to your file and will be your point of contact throughout the remainder of the application and funding decision process. They will review your file and provide feedback. They may ask you to revisit some steps to help you improve your application and make it stronger before it is sent to our peer reviewers and final review by our Green Municipal Fund Council.

Phase 1: Pre-application³

You must [submit a pre-application form](#).

Phase 2: Eligibility determination

A GMF outreach officer or advisor will review your pre-application form. They will determine whether your organization and initiative are eligible to proceed to the next stage of the application process. In the event that GMF receives a high volume of pre-applications, only those projects that best align with the requirements of the offer may be selected to advance to full application. GMF staff strive to respond within 15 business days of the date we receive your pre-application form.

Phase 3: Full application

If your organization and initiative are determined to be eligible to proceed to the next stage, GMF staff will inform you when the full application form is available. It is important to note that even if a project is deemed eligible to move forward with a full

2 Submit required documents as attachments to your pre-application and full application forms.

3 A reminder: If you are a municipality or municipal corporation from Quebec, all pre-applications must be submitted and approved by Ministère des Affaires municipales et de l'Habitation (MAMH).

application, it does not guarantee full application eligibility or that the project will be approved for funding.

As you complete the application form, don't hesitate to reach out to your assigned GMF project officer or advisor with any questions you might have.

Note: Review this guide for a preview of the questions and required documentation on the pre-application and full application forms. Use the guidance provided to ensure you answer every question fully and to the best of your ability. Consult [Appendix D: Required supporting documents](#).

Phase 4: GMF project officer review

Once the full application form is submitted, a GMF project officer will review your application for accuracy and completeness. They will work with you to resolve any remaining questions.

Phase 5: Peer review and internal review

An external expert peer review panel evaluates all funding applications. An internal analysis is also completed to provide a funding recommendation to GMF Council and FCM's Board of Directors.

Phase 6: FCM funding decision

For all GMF projects, FCM's Board of Directors oversees funding recommendations made by the GMF Council. The average time for a funding decision on an application from time of submission is three to five months.

STEP 1: VERIFY PROJECT ELIGIBILITY

Before you apply, please review the eligibility requirements on our [webpage](#) and confirm that your project will meet all funding eligibility requirements, outcomes and targets.

If you are unsure whether your project aligns with the funding offer, or if you have questions about how to apply, please contact a GMF representative at gmfinfo@fcm.ca or 1-877-417-0550.

STEP 2: SUBMIT A PRE-APPLICATION

All applicants must complete a pre-application form. The instructions in this step will guide you in answering the questions on the pre-application form.

The information you provide in your pre-application will help GMF staff members assess whether your initiative aligns with the requirements of the funding offer and determine its eligibility to proceed to the next phase of the application.

Answer each question with enough detail so that someone who has never heard of your project would fully understand your application.

Applicant information

In this section, we will ask you to tell us who you are, where you are from and who your main partners are, if any.

Participating organization(s)

In this section, please provide the name and role of each participating organization. Applicants are strongly encouraged to include different types of partners in their project. For example, partners could include other municipalities, a regional government, municipally-owned corporations, builders' associations, building developers, construction companies, architects, waste management companies, and nonprofit organizations. Use the guidance in Table 1 to help you complete this section.

Table 1: Details required for each participating organization	
Application category	Required supporting information
Organization name [type to select from list]	You must use the full legal name of the organization.

<p>Organization role [select value]</p>	<p>There are four options to choose from:</p> <p>Lead applicant: a non-municipal entity (e.g., municipally-owned corporation or Indigenous community) that signs the agreement with FCM, oversees the initiative (even if a third party completes the work), incurs the costs of the initiative and submits the required reporting to FCM (please provide the contact information for the individual authorized to act on behalf of the lead applicant).</p> <p>Lead municipality: the primary municipal partner to a non-municipal lead applicant (see lead applicant category above). Usually, the municipality where the initiative is taking place or that will benefit from the initiative.</p> <p>Lead applicant and municipality: if the lead applicant is a municipality, this is the appropriate selection</p> <p>Partner: if the organization is not the lead applicant or the lead municipality, this is the appropriate selection (e.g., projects with multiple municipal partners, any non-municipal funders, consultants, etc.)</p>
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Project contacts

In this section, please provide contact details for the lead project contact(s). Be sure to include their primary role in the project and their affiliated organization. Use the guidance in Table 2 to help you complete this section.

Table 2: Contact details for lead project contact(s)	
Application category	Required supporting information
<p>Contact name [open text]</p>	<p>Please enter first and last name.</p>
<p>Organization name [select from list]</p>	<p>You will only be permitted to select the name of the organizations you listed under the participating organization in the earlier question.</p>

Contact role
[select value]

One of the contacts you provide **must be the application contact**. This is the primary contact for the application and the person that will be permitted to submit the application.

If you wish to provide additional contacts, we recommend you select one from the following list:

- **Secondary contact:** the secondary point of contact supporting the submission of the application
- **Municipal contact:** contacts representing the municipality if not already identified as an application contact or secondary contact
- **Consultant:** the primary contact representing the consulting team, if applicable
- **Read-only:** a contact that is permitted to view the application; they will not be permitted to make any changes to the application directly

IMPORTANT: Contacts listed in this section will have access to edit and/or view the application, but the form can only be submitted by the application contact. We strongly recommend that you designate only **one application contact** who will be responsible for completing the full application process and receiving all related FCM correspondence. **Consultants may not sign the declaration or submit applications on behalf of eligible applicants.**

Supporting document(s)

There is a supporting documents box for each section of the pre-application form where you can attach the documents related to the questions in that section.

Required attachments for applicant information: For all **lead applicants that are not the lead municipality**, a council resolution stating the municipality's involvement in the project must be attached.

Project information

In this section, please provide:

- an overview and description of the project
- information pertaining to the objectives and rationale of the project
- a high-level budget for the project

Your study should assess the current landscape for construction, renovation and demolition (CRD) waste and evaluate the viability of solutions to divert CRD waste (e.g., circular drop-off centres, CRD sorting facilities, logistics hubs, transportation systems, transfer or storage centres, and reuse or repair facilities). The following elements should be addressed:

- quantities of CRD waste by source and category, as well as data collection and management processes
- infrastructure, equipment and logistics requirements, including transportation, regulatory and permitting considerations
- site considerations, such as location options and social acceptability
- governance models
- potential partners, such as other municipalities, private-sector organizations and relevant municipal departments
- policies and other tools, including bylaws, requests for proposals (RFPs), procurement practices, incentives, roadmaps, waste management plans and deconstruction audits
- potential markets and end uses for recovered or processed CRD materials
- environmental impacts, including expected GHG reductions and diversion rates
- communications and capacity-building needs, such as awareness activities, outreach materials and training

The study should result in a clearer understanding of local or regional infrastructure and policy needs for circular construction material initiatives, along with greater awareness of data and material flow requirements to support circularity at the community or regional level.

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

Project overview

In this section, please provide the title of your project as well as the funding offer and project type for which you are applying. Use the guidance in Table 3 to help you complete this section.

Table 3: Guidance to complete the project overview section

Application category	Required supporting information
Project working title [open text]	The title should include, at a minimum: <ul style="list-style-type: none">• Name of the municipality or, in the case of multiple municipalities, the region• Description of what the project is with at least one keyword based on the project Example: Study aiming to increase the circularity of construction waste in Bonneville, Quebec
Offer type [select value]	Select “ <i>Accelerate</i> ” from the list of options.
Project type [select value]	Select “ <i>Feasibility study</i> ” from the list of options.

IMPORTANT: Be sure to select the Offer type and Project type specified in the previous table as there are unique application forms for each funding offer and project type. If you are unsure, please get in touch with a GMF representative at gmfinfo@fcm.ca or 1-877-417-0550.

Project description

In this section, please provide a description of your project that covers the information requested in the table below. The information you provide in this section will help GMF assess eligibility and compliance with the required outcomes of the funding offer.

Required information to complete your project description:

- Briefly describe the community or region in which your initiative will take place.
- Describe the waste management context in your community or region. Please indicate:
 - whether your municipality has a dedicated waste management team or department

- whether your municipality has a waste management plan, circular economy strategy or roadmap
 - whether material flow analyses, waste audits or waste characterization studies have been completed
 - the types of collection systems in place (e.g., curbside collection for recyclables, organics or other streams)
 - whether your municipality has policies or regulations specific to CRD waste
 - what infrastructure exists to manage CRD materials (e.g., sorting facilities, reuse depots, or recycling or processing facilities)
 - whether your municipality has public or private partners that support CRD waste management
- Describe the scope of your initiative, including the key activities and deliverables. Your initiative should focus primarily on developing the policies, partnerships, infrastructure and logistics needed to increase CRD waste diversion. A portion of the work can also help inform updates to your community's or region's waste management plan, circular economy roadmap, material flow analysis, or any existing policies and procedures related to CRD waste diversion (e.g., expanding the waste streams accepted at drop-off centres or increasing volumes managed).
 - Explain:
 - What solutions are being explored as part of this study? Examples include circular drop-off centres, CRD sorting facilities, logistics hubs, transportation systems, transfer or storage centres, and reuse or repair facilities.
 - What key questions will the study aim to answer?
 - What methodology will be used to assess the practicality and viability of the solution(s) explored?
 - What qualitative or quantitative potential impacts and benefits of the solution(s) will this study assess?
 - How will the GHG impact of the solution(s) be assessed?
 - How will you assess potential impacts on equity-deserving groups in your project?

Note: GMF understands that for some applicants (especially smaller municipalities), the scope of work for feasibility studies may be contingent on third-party support that is secured after funding approval from GMF. If you have not selected a consultant at the pre-application stage, please answer the questions to the best of your knowledge, indicating where further detail will be contingent on this support.

Objectives and rationale

For this section, please tell us why you want to complete this project and what you hope to achieve.

Required information:

- Describe the purpose of your initiative and the problem(s) or need(s) it addresses.
- Explain how your study will help increase CRD waste diversion by strengthening source separation practices and advancing circularity through increased recovery, sorting, storing, reusing and recycling. If applicable, explain how your study will also address CRD waste prevention, reduction, repair, refurbishment, repurposing and remanufacturing.
- Explain why the project is important and timely.
- At a high level, what are the anticipated environmental, socio-economic and financial benefits of your initiative? How will this project improve your community? Use quantitative information where possible.
- What would “business as usual” (most likely scenario) be in the absence of the solution(s) you are exploring or implementing?
- Explain how you hope to benefit from participating in the peer-learning program that will be offered to successful applicants.

Budget

In this section, please provide the following budgetary information about your project. Use the guidance in Table 4 to help you complete this section.

Table 4: Guidance to complete your pre-application project budget	
Application category	Required supporting information
Project start and end date (YYYY-MM-DD) [date field]	Indicate the start and end dates for your proposed initiative.
Funding request (\$) [open text]	Indicate the amount of funding you are requesting for your proposed initiative.
Anticipated total project cost (\$) [open text]	Provide the total costs of your proposed initiative. Note: Successful applicants will participate in a peer-learning program that includes up to two in-person meetings. Applicants should budget \$5,000 for these activities, 50 percent of which will be reimbursed through the GMF grant.

Supporting document(s)

Optional attachments for project information:

- Attach documentation demonstrating your partnership arrangement(s) with your project partners.
- Attach any relevant municipal or regional documents related to waste management—especially CRD waste—including:
 - policies, plans and roadmaps
 - studies (e.g., material flow analyses or infrastructure assessments)
 - other supporting analyses or reports

Project eligibility

In this section, we will ask you to provide key details about your project that will enable us to confirm its eligibility.

Greenhouse gas (GHG) reduction benefits

In this section, please answer the following question to explain the environmental benefit of your initiative with respect to reducing GHG emissions.

Question: Please describe how this project will contribute to a reduction in GHG emissions.

[open text]

Applications will be assessed on their potential to lead to initiatives resulting in reductions in GHG emissions in alignment with [net zero](#).

Please describe how your project will reduce GHG emissions by strengthening source separation practices for CRD materials and advancing circularity. Identify the main sources of avoided emissions (e.g., landfill methane, transportation, embodied carbon) and any assumptions used. If available, provide quantitative estimates of potential GHG reductions, diversion increases, material recovery rates or other relevant metrics, and cite data sources where possible.

Note: Some projects, such as systems, processes or policies, will result in GHG reductions that may be difficult to quantify. These projects will still be considered and should be supported by a strong rationale of their connection to short-, medium- and/or long-term GHG reductions while leveraging GHG reduction quantification best practices with transparent and defensible assumptions.

Note: GMF considers reductions in electricity use in clean grids to be an important contribution to net-zero, as this will free up clean electricity for the decarbonization of other sectors.

Supporting document(s)

Required attachments for project eligibility:

- any document you referenced in the previous question

Optional attachments for project eligibility:

- municipal or regional climate action plan

Declaration and signature

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

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

STEP 3: SUBMIT A FULL APPLICATION

If your project is deemed to be eligible based on the information you provided in the pre-application form, your GMF outreach officer or advisor will inform you that the full application form is available. In the event that GMF receives a high volume of pre-applications, only those projects that best align with the requirements of the offer may be selected to advance to full application. As you complete the application form, contact your outreach officer or advisor if you have any questions.

Note: Answers you provided during the pre-application stage will be pre-populated in the full application form. You will be able to edit and update some of the information pre-populated from your pre-application form.

Note: As with the pre-application questions, the full application questions have a 5,000 character limit (including spaces) for responses to each of the open response fields in the form.

Applicant information

Please review the pre-populated information and add any additional details that would help us to better understand your initiative. Guidance on how to answer these questions is provided in the pre-application guidance [Applicant information](#) section on page 5.

Project information

Please review the pre-populated information and add any additional details that would help us to better understand your initiative. Guidance on how to answer these questions is provided in the pre-application guidance under the [Project information](#) section on page 7.

Supporting document(s)

Refer to section [STEP 2: SUBMIT A PRE-APPLICATION](#) for details on the required documents.

Project management and delivery

In this section, we want to better understand your project management approach, including appropriate planning, risk management, stakeholder engagement and resourcing.

Project team

In this section, please answer the following question describing your project team. In the table, please identify members of your project team (including your project partners, if applicable) and their roles in the project. Definitions for each organization type can be found in [Appendix A: Glossary of key terms](#).

Question: In the table below, please describe the roles and responsibilities of your project team, including confirmed members, positions not yet filled, and any project partners.
[fillable table]

Name	Job title	Organization	Organization type	Scope of responsibilities
[open text]	[open text]	[open text]	[select value] <ul style="list-style-type: none"> • Municipal government • Academic or research institution • Consultant • Federal department or agency • Financial institution • Indigenous community or organization • Local board • Municipal government association • Municipal corporation • Not-for-profit organization • Private-sector organization • Provincial or territorial department or agency • Other 	[open text]

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

To maximize your project's success, assemble a multidisciplinary team that includes representatives from all key departments involved in implementation. These departments could include waste management, environment, land use planning, public works, technical or engineering services, economic development, legal, fire services, finance, construction inspection or management, communications and community engagement. You can also strengthen your team by partnering with private-sector organizations, other municipalities or regional governments, consultants, external agencies, chambers of commerce and academic institutions.

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

Applications will be assessed based on the project team and its ability to lead the project to completion and deliver the expected benefits. The assessment will also consider whether there is strong municipal staff participation throughout the project that will enable municipal staff and, where applicable, [rights holders](#) and [stakeholders](#), to build and retain the skills and knowledge needed to undertake and replicate the project. See [Appendix A: Glossary of key terms](#) for applicable definitions and descriptions.

Supporting document(s)

Required attachments for project management and delivery:

You will need to provide the following additional information in the full application:

- Organizational chart (i.e., an organigram) that shows the reporting structure of the project team, including the reporting relationship between municipal staff and any consultants
- Project team members' resumés or documents listing their professional qualifications and experience as they relate to this project. Provide detailed resumés or descriptions of experience for lead members of the project team; short descriptions of experience are sufficient for other team members.

Budget and workplan

The information you provided at the pre-application stage has been carried over to this part of the full application form. Please review and update it if necessary.

Budget

Before completing this section, please complete the project workbook provided to you by your outreach officer or advisor.

Please see the [Supporting document\(s\)](#) section on page 12 for guidance on completing your project workbook. We also encourage you to consult [Appendix E: Reporting requirements](#) to ensure that your project’s budget includes sufficient resources to meet these reporting requirements.

Please review the information in the application form that was carried over from the pre-application form. Ensure that the values for the funding request and the anticipated total project costs are the same as those in your project workbook. Then use the guidance in Table 5 to complete this section.

Table 5: Guidance to complete your project application budget	
Application category	Required supporting information
Project start and end date (YYYY-MM-DD) [date field]	Please review and update your project dates if necessary. These dates can be approximate. Please note that, for most projects, dates are flexible and can be adjusted.
Funding request (\$) [open text]	Please review this amount and update it if necessary. You will obtain this information from your completed project workbook. Once you have completed the budget and sources of funding tabs in the project workbook, you will be provided with the maximum grant amount you can request based on your total eligible project costs. Once you have reviewed and confirmed the amounts in Tab 4 - Sources of funding , please enter it here.
Anticipated total project costs (\$) [open text]	Please review and update these if necessary. This value should align with the total project costs identified in your project workbook. Reminder: Successful applicants will participate in a peer-learning program that includes up to two in-person meetings. Applicants should budget \$5,000 for these activities, 50 percent of which will be reimbursed through the GMF grant.

Applications will be assessed on the merits of the project budget and workplan. Budgets should be realistic, reflect the proposed workplan and include appropriate contingency funding. Individual line items should generally be no more than 10% of the total project costs. Workplans should have concrete deliverables in accordance with established project milestones. They should have realistic timelines and consider elements such as data collection, project monitoring and performance verification approaches. Budgets and workplans will be evaluated relative to industry standards for size, scope and location of projects.

Note: Project costs incurred prior to the date GMF receives your full application form are ineligible unless they are relating to writing your GMF application up to 90 days before submitting it (up to \$5,000).

Supporting document(s)

Required attachments for budget and workplan:

As part of your GMF application, your GMF outreach officer or advisor will provide you with a customized project workbook to fill out. **Your project workbook is a critical supporting document for all GMF funding applications.** 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.

The project workbook contains the following tabs:

Tab 1 - Instructions

This tab explains how to complete the project workbook. Read the tab carefully and make note of the important tips to consider when filling out the remaining tabs.

Tab 2 - Eligible and ineligible costs:

This tab provides a breakdown of cost categories, describing elements that are considered ineligible and eligible costs. Review it carefully as it will inform the tasks you enter into Tab 3.

You can also [review the full list of eligible costs](#).

Tab 3 - Project budget and milestones:

This tab is where you will enter your project costs based on milestones and tasks. Please, follow the detailed instructions provided in the project workbook.

Note that milestones are set at the full application stage, confirmed at the agreement stage for approved projects, and monitored throughout the implementation stage to inform the timing of reporting and disbursement.

Here are suggested project milestones:

- **Project initiation and setup:** Establish the project scope, governance, workplan and engagement approach. Confirm objectives, roles, timelines and communication protocols.
- **Procurement:** If required, prepare an RFP for consultant services. Define the scope, objectives, deliverables, budget, evaluation criteria and procurement requirements. Issue the RFP, evaluate submissions and select the winning bid.
- **Research and baseline assessment:** Conduct a jurisdictional scan, review best practices and analyze current municipal policies. Identify key players and potential partners. Assess existing CRD waste flows, diversion performance, infrastructure capacity, market conditions, transportation logistics, regulations and permitting requirements.
- **Stakeholder engagement:** Engage stakeholders to identify barriers, needs and opportunities to improve source separation and circularity of construction materials.
- **Opportunities and scenario analysis:** Identify priority material streams and evaluate opportunities to improve separation, recovery, reuse and recycling, including potential markets and end uses. Develop policy and operational scenarios. Model potential impacts (e.g., diversion rates, GHG reductions, financial benefits), feasibility and system requirements.
- **Recommendations and roadmap development:** Recommend policies, programs, infrastructure options, supporting tools and implementation pathways (e.g., governance, partnerships, capacity development). Create a phased roadmap that identifies resource needs, timelines, risks and performance indicators.
- **Reporting and approvals:** Prepare draft and final study deliverables, integrate feedback and present to municipal leadership and partners. Prepare and submit the GMF project report. For guidance on GMF reporting requirements to better inform your budget, please review [Appendix E: Reporting requirements](#).

Tab 4 – Sources of funding:

This tab is where you will enter all funding sources for this initiative. Follow the detailed instructions provided in the project workbook. If possible, please include [confirmation letters](#) for all confirmed funding sources. It is not a requirement to have all funding sources confirmed prior to submitting your application, but all sources of funding must be confirmed before the first disbursement if your application is approved for funding.

Engagement strategy

In this section, we are asking you to describe the engagement plan for your project. If an engagement strategy has already been created for the project, please include it as an attachment.

Your engagement plan should lay the groundwork for increased collaboration between municipal departments and key sector partners to advance the circularity of construction materials.

Please describe the extent to which you have identified, engaged and/or plan to engage relevant [stakeholders](#) and [rights holders](#) to support successful project planning, design, execution and operations. Examples could include operations staff, staff from other relevant departments, council, construction contractors, developers, waste management companies, CRD sorting facilities, architects, chambers of commerce, local environmental or waste committees, regulators, agencies, academics, Indigenous groups, citizens' groups, and not-for-profit organizations.

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

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

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

Group C	[select a value]* <ul style="list-style-type: none"> • Inform • Consult • Involve • Collaborate • Empower 	[open text]
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*In cases where one activity serves several purposes, select the *highest* degree of engagement the activity serves (e.g., consult rather than inform).

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

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

Next, please describe any inclusive engagement practices that were or will be implemented for your project. Inclusive community engagement entails identifying and engaging with equity-deserving groups or vulnerable populations that have an interest in the project, reducing barriers to participation, empowering diverse groups with decision-making, and building relationships and connections through [meaningful engagement](#).

Question: Please describe inclusive engagement practices that were or will be implemented for your project.
[open text]

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

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

Supporting document(s)

Optional attachments for engagement strategy:

- if available, please provide an engagement strategy/plan that describes your engagement approach in greater detail.

Environmental benefits

GMF seeks to fund the very best examples of municipal innovation through [multi-solving](#). Higher application evaluation scores are given to projects that are designed to achieve a multitude of benefits for the environment, communities and local economies.

Greenhouse gas (GHG) reduction benefits

This section will be pre-populated with the information you provided in your pre-application form. Revising this section or including additional information if required will still be possible. Guidance on how to answer these questions was provided in the [GHG reduction benefits](#) section on page 12.

Environmental benefits

In this section, we are asking you to describe your project’s environmental benefits. Select “Sustainable materials management” from the list of options.

Question: In the table below, please identify and describe the environmental benefits your project aims to generate and how you intend to achieve them.
[fillable table]

Environmental benefits:

[select all that apply]

- Biodiversity and ecological functions
- Sustainable materials management
- Water conservation
- Other environmental benefits

Environmental benefits	Description
[select value]	[open text]

Sustainable materials management

In the table, please:

- Describe your project's potential to:
 - reduce embodied carbon (i.e., the carbon emissions released during materials' life cycles, including extraction, manufacturing, transport, construction and disposal), and
 - improve circularity of materials through planning and design, optimal use, and/or value recovery and regeneration.
- Provide quantitative estimates of potential waste diversion increases, material recovery rates or other relevant metrics, if available, and cite data sources where possible.
- Outline the measures that will be studied or implemented to reduce the embodied emissions of materials and improve the circularity of materials. These measures could include circular drop-off centres, CRD sorting facilities, logistics hubs, transportation systems, transfer or storage centres, recycling and reuse or repair facilities. These measures can also include waste prevention and reduction.

Projects will be assessed on their integration of best practices to improve the circularity of materials and their potential to reduce the embodied emissions of materials.

Supporting document(s)

Optional attachments for environmental benefits:

If available, please provide the following documents as part of your full application form:

- any documentation demonstrating the environmental benefits of your project.

Socio-economic benefits

In this section, we are asking you to describe how your project will generate and fairly distribute:

- Social benefits (e.g., improved accessibility, public health, safety, and security; more equitable access to services, opportunities and public spaces; reduced noise or smell)
- Economic benefits (e.g., creation of quality jobs, application of social procurement criteria, and fair community wealth building where economic opportunities are prioritized for members of equity-deserving communities).

Projects will be assessed on their potential to result in improved socio-economic outcomes and a more equitable distribution of benefits and burdens among the community, for present and future generations.

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

Social procurement

In this section, please answer the following question about [social procurement](#), which is a framework or set of guidelines established by an organization to direct its procurement practices in a way that goes beyond traditional cost and quality considerations.

Question: Does your organization have a social procurement policy?

[select value]

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

Socio-economic benefits

In this section, we are asking you to describe your project's potential to result in improved socio-economic outcomes and a more equitable distribution of benefits and burdens in the community, for present and future generations.

Question: In the table below, please identify and describe the socio-economic benefits your project aims to generate and how you intend to achieve them.

[fillable table]

Suggested benefits include:

[select value]

- [Accessibility](#) (physical elements or accessibility measures)
- [Improved outdoor spaces](#)
- [Inclusive employment and apprenticeship](#)
- [Social procurement](#)
- Other socio-economic benefits

Socio-economic benefits	Description
[select value]	[open text]

Socio-economic benefits could include:

- creating jobs in material recovery, recycling, refurbishment and specialized construction services
- providing social insertion and training opportunities for people facing barriers to employment
- increasing supply chain resilience by mitigating risks from fluctuating prices or shortages of virgin materials
- providing access to low-cost construction materials (e.g., through material exchange centres)
- encouraging entrepreneurship (e.g., small businesses or co-ops focused on material refurbishment or upcycling)

Reconciliation and anti-racism, equity, and inclusion

In this section, we are asking you to describe the inclusive, fair and equitable principles guiding your project. In the table, identify and explain the measures incorporated to advance these principles. If additional measures have been incorporated beyond those listed, select “Other measures” and provide details.

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** [select all that apply]:
- Scoping or designing the project to provide benefits for equity-deserving groups
 - Assessing benefits or impacts on equity-deserving groups
 - Partnering with equity-deserving groups
 - Involving equity-deserving groups in project decisions
 - Other measures

Measures	Description
[select value]	[open text]

Supporting document(s)

Optional attachments for socio-economic benefits:

- if available, please provide your organization’s social procurement policy, framework or guidelines
- if available, please provide your organization’s equity lens policy, framework or guidelines

Capacity development

In this section, we are asking you to explain how capacity development (e.g., training, peer networking, site visits, guides) could support the successful implementation of your project. “Accelerate” offers combine funding and capacity development. The purpose of this question is to inform the capacity development programming that will

be offered to successful applicants. Your response will not impact the evaluation of your application.

Question: Please describe how capacity development (e.g., training, peer networking, site visits, guides) could support the successful implementation of your project.

[open text]

Declaration and signature

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

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

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

HOW TO SUBMIT YOUR APPLICATION

Organize your supporting documents

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

Ready to submit?

Once you have verified the information on your application form and in your project workbook and required supporting documents, [follow these steps to submit your application](#).

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

Need help, or have suggestions to improve this guide?

If you are having trouble completing the application or uploading files, or if you have any questions or suggestions for us, we want to hear from you.

Please give us a call at 1-877-417-0550 or email us at gmfinfo@fcm.ca.

APPENDIX A: GLOSSARY OF KEY TERMS

Academic or research institution: A university, college, polytechnic, school or independent research organization whose primary purpose is to conduct research or provide education or training.

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

Baseline year: This is a year with the most recent twelve months of consecutive and reliable data that represents a typical year of facility operations without any significant changes. The first month of the baseline year must be no more than five years prior to your full application submission date.

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 to humans through ecosystem services (e.g., pollination, purification of water and air).

Brownfield: A brownfield is an abandoned, vacant, derelict or underutilized commercial, institutional or industrial property where past actions have resulted in actual or perceived contamination or a threat to public health and safety, and where there is active potential for redevelopment.

Circularity: A circular system is one in which materials never become waste and nature is regenerated. In a circular system, waste is designed out of products and services, and materials are kept in circulation through processes like maintenance, reuse, refurbishment, remanufacture, recycling and composting.

Consultant: An individual or firm hired under contract to provide specialized professional, technical, or advisory services to support a specific project or initiative.

Ecological functions: Ecological functions are contributions made by various organisms and components of an ecosystem to the overall health, structure and functioning of that ecosystem. They can include a range of processes, such as erosion control, water purification, climate regulation or habitat provision.

Embodied carbon: Embodied carbon refers to the greenhouse gas emissions released during the extraction, manufacturing and transportation of materials, as well as the construction and end-of-life phases of buildings and other infrastructure. It does not include operational emissions. Embodied carbon is frequently measured in kilograms or tonnes of equivalent carbon dioxide (kgCO₂e or tCO₂e).

Equity-deserving groups: This phrase refers to Indigenous persons, newcomers to Canada, non-binary persons, persons living with disabilities, racialized persons, and women.

- **Indigenous persons** – First Nations, Métis, Inuit people and communities, including urban Indigenous communities.
- **Newcomers to Canada** – Self-identified; including but not limited to people who have obtained a 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.”
- **Persons living with disabilities** – A person with 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 characteristic and does not require an external or formal recognition of disability.
- **Racialized persons** – A person or group of people categorized according to ethnic or racial characteristics and subjected to discrimination on that basis.
- **Women** – All people who identify as women, whether they are cisgender or transgender.

Equity lens: Applying an equity lens on a project involves systematically analyzing and addressing potential disparities and inequities that may arise throughout the project’s life cycle. It requires considering the diverse needs, experiences and voices of all stakeholders and rights holders, particularly those who have been historically marginalized or underserved. An equity lens approach would also aim to identify and rectify any existing or potential biases, discrimination or exclusionary practices in project planning, design, funding, construction and/or operation.

Federal department or agency: A department, agency, or Crown corporation of the Government of Canada that operates under federal authority and is responsible for implementing national programs, policies, or regulations.

Financial institution: A bank, credit union, trust company, or other regulated entity that provides financial services such as lending, investment, or insurance.

Fugitive emissions: These result from intentional or unintentional releases of emissions. They could include equipment leaks from joints, seals, packing and gaskets; methane emissions from venting or distribution of fossil fuels; or emissions from the use of refrigerants.

Greenhouse gas (GHG) emissions: The release of gases that trap heat into the atmosphere like carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O). Because these gases trap heat in the atmosphere, they are called “greenhouse gases.” Common sources of emissions include combustion, anaerobic digestion and fugitive emissions (e.g., leaks). GHG emissions are usually expressed in terms of equivalent tonnes of carbon dioxide (tCO₂e). Using less energy can cut down on GHG emissions.

Improved outdoor spaces: Improvements to outdoor spaces can be a powerful way to improve community benefits and positively contribute to quality of life for residents. Better outdoor environments; improved public health; safer streets and safer mobility experiences; and enhanced access to water, hygiene and sanitation facilities all serve important social outcomes such as gender equality, good health and well-being, and sustainable communities. Improvements to outdoor spaces could include the following:

- Physical elements, either new or renovated (e.g., parks, playgrounds, benches, fruit or nut trees, art installations, changing and feeding rooms, new public restrooms, renovations to historic buildings, etc.)
- Intangible elements (e.g., programs, activities, or cultural, educational and/or recreational opportunities)
- Improved safety and security (e.g., new or improved lighting fixtures, pedestrian safety barriers, bollards, smart technologies, safety-related data analytics, etc.)

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 job 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 of 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 construction phase of the pilot or capital project.

Example: “Comox Valley Regional District (population: 66,500) obtained funding from a federal grant that included Infrastructure Canada’s Community Employment Benefits Program. The project was completed on time and on budget. The final community employment benefit hours far exceeded the

original committed totals. Employment hours for Indigenous Peoples and apprenticeships more than doubled, and employment hours for under-represented populations ended up being more than four times the original commitment. There were no additional cost implications associated with the social procurement concepts that were included in the RFP.” (Source: Buy Social Canada)

Indigenous community or organization: Indigenous communities are those for which a province or territory has passed an act or regulation that affords them the status of a municipality or an Indigenous community (which includes First Nations, Metis, and Inuit). Indigenous organizations are those that represent or serve First Nations, Metis, or Inuit peoples.

Local board: A board, commission, committee, or other body established or designated to manage or oversee specific local services, functions, or assets (e.g., library boards, transit commissions, conservation authorities).

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

Multi-solving: Addressing multiple sustainability and inclusivity outcomes through a single solution.

Municipal corporation: A legally incorporated entity owned wholly or partly by a municipal government, created to deliver specific services or manage assets (e.g., utilities).

Municipal government: A local authority that governs a specific geographic area, such as a city, town, village or regional district.

Municipal government association: An organization that represents and advocates on behalf of municipal governments, and may provide capacity-building, policy, or technical support to its members.

Net-zero: This means eliminating operational and embodied GHG emissions, bringing them as close to zero as possible, and reabsorbing the equivalent of any remaining emissions.

Not-for-profit organization: An organization incorporated as a not-for-profit or charitable entity under federal or provincial legislation, operating for public or community benefit rather than for profit.

Principles of anti-racism, equity, inclusion and/or Reconciliation: Inclusive, fair and equitable principles that guide the development of a project.

Example: In June 2021 the Urban Sustainability Directors' Network published [*Equity and Buildings: A Practical Framework for Local Government Decision Makers*](#). Here are a few of the 12 principles of practice presented in that framework:

- Make impacted communities, which are continuing to lead equity and building work nationwide, central to planning and projects
- Understand the people (“the who”) of buildings, how communities interact with the built environment, and what their priorities are
- Collaborate across departments and disciplines to produce policies and programs that better address equity issues
- Shift funding and financing structures to directly support increased capacity in impacted communities
- Share data and information transparently

Private-sector organization: A for-profit business or enterprise that is privately owned and operated, including corporations, partnerships, and sole proprietorships.

Provincial or territorial department or agency: A department, agency, or Crown corporation of a provincial or territorial government responsible for delivering programs, services, or regulatory functions under provincial or territorial jurisdiction.

Real property: Real property refers to land and any permanent improvements attached to the land, such as buildings, structures and fixtures. It encompasses physical assets that are immovable and permanently affixed to the land.

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

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 region. Social procurement can be an important element of fair and equitable local economic development.

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

Example: The Town of Gibsons, B.C. (population: 4,758) has a purchasing policy that clearly states that “the Town is committed to developing and maintaining a procurement culture that leverages procurement activities to deliver best value to the community and support social value objectives.”

Criteria are specific to the nature of the procurement and, where applicable, are clearly stated in the procurement documents to include environmental and socially responsible options or criteria to be considered along with price and performance.

Some of the towns procurement principles are to value and support:

- Supply chain partners who provide a living wage
- The diversification and social impact of the supply chain by including social enterprises, First Nations suppliers and local small enterprises
- Suppliers providing work experience and employment opportunities to local youth
- Enhanced relationships and engagement with Skwxwú7mesh (Squamish) and shíshálh (Sechelt) Nations

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

APPENDIX B: FUNDING OFFER

Table 6 below presents our funding overview. Funding amounts are based on total [eligible costs](#) for each stage.

Table 6: Funding overview

Offer type	Funding details
Feasibility studies	<ul style="list-style-type: none"> • Grant for up to 50%* of eligible costs • Up to a maximum of \$100,000

***Note:** Applications can be funded at 80 percent of total eligible project costs for:

- communities with a population under 10,000
- northern communities
- eligible Indigenous communities

First-time northern or Indigenous communities may receive grants for up to 100 percent of total eligible costs for plans, business cases, studies or pilots.

Contact us to learn about conditions.

APPENDIX C: EVALUATION OF APPLICATIONS

An external expert peer review panel will evaluate all funding applications. There will also be an internal analysis to provide a funding recommendation to the GMF Council and FCM’s Board of Directors. GMF will evaluate your project using the following criteria.

Table 7: Evaluation criteria and weighting

Transformative potential scoring (Part I)	
Replication potential ⁴	20%
Impact scoring (Part II)	
GHG reduction total	35%
Sustainable materials management	25%
Socio-economic benefits	15%
Engagement strategy	5%
Implementation scoring (Part III)	
Teams and partners	pass/fail
Workplan	pass/fail
Budget	pass/fail

4 A project is considered replicable when it demonstrates the following characteristics:

- It has clear performance benefits, which can be demonstrated through commonly understood metrics and measures.
- The solution addresses a key challenge for many municipalities (i.e., it is need-to-have, not nice-to-have).
- There are strong drivers for the adoption of the solution (e.g., cost savings over other options, financial returns, etc.).

APPENDIX D: REQUIRED SUPPORTING DOCUMENTS

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

Table 8 below lists the mandatory documents along with the requirements and conditions your organization must fulfil before you can apply to GMF.

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

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

Table 8: Required supporting documents

Application category	Required supporting documents
All applications	<ul style="list-style-type: none"> • Completed application form • Project workbook • Any document referenced in your application responses • Organizational chart (i.e., an organigramme) that shows the reporting structure of the project team, including the reporting relationship between municipal staff and any consultants • Project team members' resumés or documents listing their professional qualifications and experience as they relate to this project. Provide detailed resumés or descriptions of experience for lead members of the project team; short descriptions of experience are sufficient for other team members. • Letters from confirmed sources of funding <p>Note: You are not required to have all sources of funding confirmed prior to the submission of your application. However, funding that is confirmed must be supported with a letter using the template attached</p>

Table 8: Required supporting documents

Application category	Required supporting documents
	<ul style="list-style-type: none"> • Evidence of municipal support (e.g., council resolution describing the municipality’s commitment to, and financial support for, the project and funding application to GMF) • Project team organizational chart and resumés
<p>Municipally-owned corporations</p>	<ul style="list-style-type: none"> • Evidence of your organization’s relationship to, and mandate from, the lead municipality in relation to the proposed project, including your organization’s articles of incorporation or your shareholder agreement with the lead municipality
<p>Eligible Indigenous communities</p>	<p>If eligible through partnership with a municipality:</p> <ul style="list-style-type: none"> • municipal council resolution stating municipal partnership <p>If eligible through shared service agreement:</p> <ul style="list-style-type: none"> • shared service agreement with a Canadian municipality related to municipal infrastructure, climate change or adaptation

APPENDIX E: REPORTING REQUIREMENTS

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

The project reports include a series of questions relating to the key stakeholders involved in the project, the methodology and approach used, your findings and recommendations, the next steps in the project, and lessons learned from the project. Project reports 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 and consulting services.

More so, GMF reserves the right to reduce, amend or eliminate funding amounts if projects deviate from the approved scope of work. Therefore, please review and confirm that your application meets all required outcomes as indicated on our [webpage](#).

Table 9 below lists the reporting documents your organization must fulfill after project approval and when requesting a disbursement.

Table 9: Required reporting documents	
Application category	Required reporting documents
All applications	<ul style="list-style-type: none"> • project progress report⁵ • project completion report⁶ • updated project workbook that includes: <ul style="list-style-type: none"> ○ an expense claim ○ all confirmed sources of funding

5 Only applicable for multiple disbursements or upon request from GMF staff.
 6 Only applicable at final grant contribution.

Table 9: Required reporting documents

Application category	Required reporting documents
	<ul style="list-style-type: none">• request for disbursement• complete feasibility study

Note: The list above only highlights GMF reporting requirements. There may be additional provincial requirements to borrow funds.