



GREEN
MUNICIPAL
FUND

FONDS
MUNICIPAL
VERT

Local Leadership for Climate Adaptation Application Guide

Adaptation in Action

Updated: May 2024

A program of

FCM

TABLE OF CONTENTS

WELCOME AND INTRODUCTION.....	2
HOW TO USE THIS GUIDE.....	2
WHEN TO APPLY.....	3
APPLICATION PROCESS.....	3
STEP 1: VERIFY READINESS	6
STEP 2: SUBMIT A PRE-APPLICATION	6
Applicant information	6
Project information.....	9
Project eligibility	11
Declaration and signature.....	17
STEP 3: SUBMIT A FULL APPLICATION.....	18
Applicant information	18
Project information.....	19
Project approach.....	22
Budget and workplan.....	33
Declaration and signature.....	35
HOW TO SUBMIT YOUR APPLICATION	36
APPENDIX A: GLOSSARY OF KEY TERMS.....	38
APPENDIX B: FUNDING DETAILS	42
APPENDIX C: CLIMATE RISK ASSESSMENT AND CLIMATE ADAPTATION PLAN REQUIREMENTS	49
APPENDIX D: REQUIRED SUPPORTING DOCUMENTS.....	50
APPENDIX E: EVALUATION OF APPLICATIONS	52
APPENDIX F: REPORTING REQUIREMENTS.....	59
APPENDIX G: CLIMATE RESILIENCE REQUIREMENTS.....	61
APPENDIX H: JOINT APPLICATIONS TO LLCA AND GCCC.....	62
APPENDIX I: MUNICIPAL RESOLUTION TEMPLATE	65

WELCOME AND INTRODUCTION

The Local Leadership for Climate Adaptation (LLCA) initiative, a \$530M program delivered by the Green Municipal Fund (GMF), supports local governments across Canada to plan for and respond to the impacts of climate change.

By providing both funding and training, GMF aims to support communities across Canada with the necessary resources to mitigate climate risks and avoid future costs. This initiative focuses on preparing for slow-onset hazards, such as rising sea levels and melting permafrost, as well as sudden events like wildfires and flooding. Being prepared bolsters resilience against the diverse impacts of climate change.

Adaptation in Action specifically extends grant funding and capacity building to promote *equitable* climate adaptation and nature-positive community benefits. Through LLCA, municipalities gain a vital opportunity to proactively enhance long-term climate resilience in an equitable and inclusive manner.

This guide details the application approach for feasibility studies and implementation projects under \$1 million.

If tree planting costs for your project exceed \$50,000, you can apply for tree planting funding from Growing Canada's Community Canopies (GCCC) as part of your LLCA implementation project application. For more information on this initiative, please visit the [GCCC funding webpage](#).

GMF's Local Leadership for Climate Adaptation (LLCA) initiative is made possible with generous support from the Government of Canada. GMF is a key partner supporting the delivery of the Government of Canada Adaptation Action Plan (GOCAAP).

For more information on LLCA, please visit our [funding webpage](#).

HOW TO USE THIS GUIDE

This guide outlines everything you should know about applying for GMF funding as part of the *Local Leadership for Climate Adaptation (LLCA)* initiative's Adaptation in Action. It contains 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 DETAILS](#)
- [APPENDIX C: CLIMATE RISK ASSESSMENT AND CLIMATE ADAPTATION PLAN REQUIREMENTS](#)
- [APPENDIX D: REQUIRED SUPPORTING DOCUMENTS](#)
- [APPENDIX E: EVALUATION OF APPLICATIONS](#)
- [APPENDIX F: REPORTING REQUIREMENTS](#)
- [APPENDIX G: CLIMATE RESILIENCE REQUIREMENTS](#)
- [APPENDIX H: JOINT APPLICATIONS TO LLCA AND GCCC](#)
- [APPENDIX I: MUNICIPAL RESOLUTION TEMPLATE](#)

IMPORTANT: Please review our [funding webpage](#) before reading this application guide. It has essential information about funding application windows, project eligibility (including a readiness check tool), 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

GMF is committed to supporting communities of all sizes become resilient to the impacts of climate change. We offer a funding concierge service to help you develop and submit your application. Contact us at gminfo@fcm.ca or call 1-877-417-0550.

WHEN TO APPLY

You can find information on the timing of application windows and future funding rounds on our [funding webpage](#).

We recommend that you submit your application as soon as it is complete, so GMF can review and flag any omissions for your attention before the application window has closed. Only applications that are complete when the application window closes will be considered for this round of funding.

APPLICATION PROCESS

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.

To apply for LLCA funding, you must submit:

- A pre-application form
- A full application form
- A project workbook
- All required supporting documents

Below is an overview of the application process to reach a funding decision.

Phase 1: Readiness check

Before applying, please check whether you are eligible for the funding you wish to apply for by reviewing information on our [funding webpage](#) and answering the questions in the “readiness check” there.

Phase 2: Contact a GMF representative

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

Contact a GMF representative to schedule an appointment:

1-877-417-0550

gminfo@fcm.ca

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

Phase 3: Pre-application submission²

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

If you are having trouble completing this phase, please contact a GMF representative at gminfo@fcm.ca or 1-877-417-0550.

² A reminder: If you are a municipality or municipal corporation from Quebec, all pre-applications must be submitted and approved by Ministère des Affaires municipales et de l'Habitation (MAMH). Please review the steps on how to apply on our webpage.

Phase 4: GMF pre-application review

A GMF representative will review your pre-application form. They will confirm whether your organization and initiative are eligible to proceed to the next stage of the application process.

Phase 5: Full application submission

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

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

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](#) when it comes time to do your full application.

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

Phase 6: GMF project officer review

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

Phase 7: Peer review and internal review

An external expert peer review panel will evaluate implementation project applications. Feasibility study applications will be assessed internally by GMF staff. Funding recommendations are then provided to GMF Council and FCM's Board of Directors.

Phase 8: Funding decision

GMF Council makes funding recommendations to FCM's Board of Directors for funding approval. Please refer to our [funding webpage](#) for more information on when you can expect a funding decision.

STEP 1: VERIFY READINESS

Before you apply, please use the readiness check tool on our [funding website](#) to get an indication of whether your project aligns with our funding eligibility requirements.

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

STEP 2: SUBMIT A PRE-APPLICATION

All applicants must complete and submit a pre-application form through [FCM's funding portal](#). The instructions in this step will guide you in answering the questions on the pre-application form.

The pre-application is a fillable PDF that is submitted through the GMF funding portal. The application must be saved on your computer before being submitted.

The information you provide in your pre-application form will help GMF staff members assess whether your initiative aligns with the requirements of the funding and determine its eligibility to proceed to a full 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 part, we will ask you to tell us who you are, where you are from and who your main partners are, if any.

IMPORTANT: Please complete this section (Applicant information) of the pre-application and application forms in [FCM's funding portal](#) to ensure accuracy of applicant information. **You do not need to complete this section in the fillable application form if you have already completed it on FCM's funding portal.** If you have challenges completing this section in the portal, please contact us at gmfinfo@fcm.ca or call [1-877-417-0550](tel:1-877-417-0550).

Participating organizations

Please provide details on participating organizations in the table below.

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

IMPORTANT: If your organization is *not* a municipal government, your initiative must be delivered in partnership with one. You will be required to provide the name of the main project contact for your lead municipality on the project team. You will also be required to submit a municipal council resolution stating municipal partnership before funding approval.

Application category	Required supporting information
Organization name [type to select from list]	You must use the full legal name of the organization.
Organization role [select value]	You will select from the following options in a drop-down menu: <ul style="list-style-type: none"> • Lead applicant: a partner organization 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) • 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 • Lead applicant and lead municipality: if the lead applicant is a municipality, this is the appropriate selection • Partner: if the organization is not the lead applicant or the lead municipality, this is the appropriate selection (e.g., projects with multiple municipal partners, any non-municipal funders, consultants, etc.)

Lead municipality's population [select one]

- <50,000
- 50,000–500,000
- >500,000

Answer “yes” if any of the following apply: Is the population of the lead municipality below 10,000, or is it rural, or is it remote? [select one]

- Yes
- No

Municipalities with populations fewer than 10,000 as well as rural and remote communities are eligible to receive a higher cost share. Find out more in

APPENDIX B: FUNDING DETAILS.

Project contacts

In this section, we're asking you to provide at least one project contact in the table below. Be sure to include their primary role in the project and their affiliated organization. Use the guidance in the table below to help you complete this section.

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

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.

Note: Please indicate the legal name of your organization. If your organization is not a municipal government, the initiative must be undertaken in partnership with a municipal government. If that is the case, please provide the contact information of the municipality you are collaborating with.

Application category	Required supporting information
Organization name [select from list]	You will only be permitted to select the names of the organizations you listed as participating organization in the previous question.
Contact name [open text]	Please enter first and last name.
Contact role [select value]	<p>You will select from several options in a drop-down menu. One of the contacts you provide must be the Application Contact. This is the primary contact for the application and the person who will be permitted to submit the application.</p> <p>If you wish to provide additional contacts, we recommend you select them from the following list:</p> <ul style="list-style-type: none"> • Secondary Contact: the secondary point of contact supporting the submission of the application • Municipal Contact: contacts representing the municipality if not already identified as an application contact or secondary contact • Consultant: the primary contact representing the consulting team, if applicable • Read-Only: a contact that is permitted to view the application; they will not be permitted to make any changes to the application directly

Project information

In this part, we're asking you to:

- Provide your project title and a description of your project
- Indicate which project type you are applying for

Project overview

In this section, please provide the title of your project and indicate the type of project you are applying for. This information will be used to publicly identify the project. Use the guidance in the following table to help you complete this section. The title should be short enough to fit on one line of the application form.

NOTE: Some questions in the application form are specific only to feasibility studies or implementation projects. The questions you see on the form will reflect your answer to this question.

Application category	Required supporting information
Project working title [open text]	The title should include: <ul style="list-style-type: none"> the name of the municipality or, in the case of multiple municipalities, the region a description of what the project is with at least one keyword based on the project <i>Example: Implementing heatwave mitigation strategies in Smiths Falls, Ontario</i>
Project type [select value]	Select the type of funding you are applying for from the following list of options: <ul style="list-style-type: none"> Feasibility Study Implementation Project


Project description

In this section, we're looking for a high-level description of your project, including planned actions, project site (location, size, land use), and project objectives.

Question: Please include a short description of the project. [multi-line text box]

NOTE: GMF understands that for some applicants the scope of work for feasibility studies may be contingent on third-party support 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 external support.

Project type	Details to include
All applications	<ul style="list-style-type: none"> Briefly describe the community or region in which your initiative will take place.

- 
- Describe the scope of your initiative, including the key activities and deliverables that it will include.
 - Describe the project site, including location, size and land use.
 - Describe your project's objectives.
 - If tree planting is a component of the project, please include that in the project description.

Project eligibility

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

Climate risk assessment/adaptation plan

To be eligible to receive funding under LLCA Adaptation in Action, you must have completed a community-scale climate change risk assessment to evaluate the priority risks requiring adaptation activities, or a climate adaptation plan based on an assessment of multiple climate hazards.

In this section, please indicate whether the lead municipality has completed a community-scale [climate risk assessment](#) or [climate adaptation plan](#). Please refer to

APPENDIX C: CLIMATE RISK ASSESSMENT AND CLIMATE ADAPTATION PLAN REQUIREMENTS.

Question: Has the lead municipality completed a community-scale climate risk assessment with ALL the following characteristics:

- a. Assesses multiple climate hazards
- b. Is future-oriented (assess how climate risk profile changes over time, based on climate projections)
- c. Results in a prioritized profile of climate risks facing the community, based on a defensible methodology such as consequence and likelihood (or equivalent) scoring of climate impacts
- d. Scaled to the community and, preferably, multi-system (i.e., single assets or services are inadequate) [select one]
 - Yes
 - No

If no, has the lead municipality completed a climate adaptation plan that has been informed by assessments of multiple climate hazards? [select one]

- Yes
- No

Note: You will be required to attach your climate risk assessment or adaptation plan at the full application stage.

Additionality

In this section, please tell us whether your project represents a new initiative or an additional scope to an existing project.

IMPORTANT: GMF grant evaluators will be looking for clear evidence that the proposed project is distinct from any previous or existing initiatives, **or** that a project represents an additional scope to an existing project or incremental work in keeping with eligible activities supported through Adaptation in Action. LLCA will support the difference in costs between a status-quo project and one that is designed to be climate resilient, provided the scope of costs of activities associated with the difference between these two is clear.

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

- Yes
- No

If no, is your project an incremental/additional scope to an existing project that increases its resilience to climate impacts? [select one]

- Yes
- No

Budget

In this section, we are looking for high-level information about your project's budget. Please indicate your project's estimated start and end date, the amount of your funding request and the anticipated total project cost.

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

IMPORTANT: Implementation projects must be completed within three years of receiving funding approval. Feasibility studies must be completed within two years of receiving funding approval. Please refer to our [funding webpage](#) and [APPENDIX B: FUNDING DETAILS](#) for more information on funding.

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

Feasibility studies

Nature-positive adaptation

In this section, we'd like to know whether you plan to include an options analysis of natural infrastructure in your feasibility study.

Examples of natural infrastructure can include, but are not limited to:

- **Wetlands restoration:** Restoring or enhancing wetlands can help absorb excess water during storms, reduce flooding, and improve water quality by filtering pollutants.
- **Riparian buffers:** Planting vegetation along water bodies helps stabilize banks, prevent erosion and prevent filter runoff, improving water quality and reducing flood risk.
- **Urban forests:** Planting trees and establishing greenspaces within urban areas can help reduce the urban heat island effect, provide shade, improve air quality and enhance overall resilience to climate impacts.
- **Green roofs and walls:** Installing vegetated roofs and walls on buildings can reduce the urban heat island effect, improve air quality, regulate building temperatures and mitigate stormwater runoff.
- **Floodplain restoration:** Restoring natural floodplains by removing levees or modifying channels can help reduce flood risk, improve water retention and enhance ecosystem health.

IMPORTANT: While final project design does not require the incorporation of natural infrastructure, recipients of feasibility study funding will be required to explore where such options are feasible, effective and/or affordable.

Implementation projects that successfully incorporate natural infrastructure, as validated through the independent peer review process, will benefit from a higher cost share in their funding from GMF.

Question: Will your feasibility study include an options analysis to determine whether the objectives of the project can be met or augmented by the inclusion of natural infrastructure? [select one]

- Yes
- No

Climate resilience requirements

In this section, please indicate whether you plan to include a flood exposure analysis in your feasibility study and to identify proposed measures to increase resilience to flooding if exposure exists.

IMPORTANT: Projects must demonstrate that new infrastructure assets are not at high risk of damage by flooding—Canada's most common and most expensive natural hazard. Infrastructure should be located outside the 100-year floodplain identified in the most recently available hazard map unless evidence is provided

demonstrating the asset's resilience to flooding impacts. This can come in the form of internal or external structural protections or designs that lower exposure to flood hazards, or from project characteristics or designs that allow for the minimization of damage and a rapid return to service.

Question: If your project includes the installation of new permanent fixed infrastructure, will your feasibility study include an analysis of the project's exposure to flooding during 100-year flood events (according to the most recent floodplain map available) and propose measures to increase resilience to flooding if exposure exists? [select one]

- Yes
- No

Inclusive engagement practices

In this section, we'd like to know whether you plan to conduct inclusive engagement practices as part of your feasibility study's process.

Question: Will your feasibility study's process include inclusive engagement practices with community members? [select one]

- Yes
- No

Implementation projects

Feasibility study

Feasibility studies and other verification methods help you determine the practicality, viability and likely success of a proposed project.

In this section, we'd like to know whether you have completed a feasibility study or other type of assessment to estimate your project's costs and benefits and review options for it. GMF welcomes Indigenous Knowledge/Two-Eyed Seeing as an alternative or complementary approach to traditional feasibility studies for assessing project options. (You will be asked at the full application stage to attach your feasibility study/other assessment.)

Question: Have you completed a feasibility study or other assessment to estimate costs and benefits and to review options for this project? [select one]

- Yes
- No

Climate resilience requirements

In this section, we're asking you to confirm that your new infrastructure project site is outside the current [100-year floodplain](#). Projects within the floodplain must be designed to be resilient to flooding.

If your project does not involve new infrastructure assets (i.e., retrofits) or if it only includes mobile assets, please select "not applicable" as your response.

IMPORTANT: If your project involves new infrastructure assets, you will be required to provide one of the following at the full application stage:

- For projects located outside the 100-year floodplain map or located behind a permanent structural defense, a [letter of attestation for flood exposure template](#) (either from the lead applicant or supporting experts); you can find more information about this in [APPENDIX G: CLIMATE RESILIENCE REQUIREMENTS](#)
- For projects located within the 100-year floodplain map, an explanation of how the asset is built to a flood-resilient design

Note: You are not required to provide a floodplain map.

Question: If your project includes the installation of new permanent fixed infrastructure, is the site outside the current 100-year floodplain according to the most recent floodplain map available?

[select one]

- Yes
- No
- Not applicable (for projects without new infrastructure assets or if the asset is designed to mitigate the impacts of flooding)
- Not sure

Tree planting costs - for joint applications with Growing Canada's Community Canopies (GCCC)

In this section we are asking if tree planting costs for your implementation project exceed \$50,000. If they do you can apply for additional funding from Growing Canada's Community Canopies (GCCC) as part of your LLCA Implementation Project

application. For more information, please visit the [GCCC funding webpage](#), and see [APPENDIX H: JOINT APPLICATIONS TO LLCA AND GCCC](#).

Please let GMF know if you intend to submit a joint LLCA–GCCC application by answering “yes” to this question so we can confirm eligibility and ensure that you receive the correct project workbook.

If your project includes more than \$50,000 in tree planting costs but you do not wish to complete a joint application, answer “no” to this question.

IMPORTANT: Tree planting costs up to \$50,000 are eligible for funding under LLCA. See [APPENDIX H: JOINT APPLICATIONS TO LLCA AND GCCC](#) for guidance on what is included in tree planting costs. Further information about the GCCC Tree Planting funding, including eligibility requirements, can be found in the [Growing Canada’s Community Canopies Application Guide – Tree Planting](#)

Question: Does your project include tree planting costs exceeding \$50,000 and would you like to submit a joint application to both LLCA and GCCC? [select one]

- Yes
- No

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).

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

STEP 3: SUBMIT A FULL APPLICATION

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

The application form is a fillable PDF and the workbook is an excel document, both of which must be submitted through the GMF funding portal. These files must be saved on your computer before being submitted.

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

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

Applicant information

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

IMPORTANT: Please complete this section (Applicant information) of the pre-application and application forms in [FCM's funding portal](#) to ensure accuracy of applicant information. **You do not need to complete this section in the fillable application form if you have already completed it on FCM's funding portal.** If you have challenges completing this section in the portal, please contact us at gmfinfo@fcm.ca or call [1-877-417-0550](tel:1-877-417-0550).

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

Supporting document(s)

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

Possible required attachments for the “Applicant information” section:

- For all non-municipal lead applicants, a council resolution stating the municipality's involvement in the project must be received before funding approval. The municipality must also provide a cash or in-kind contribution to

the project, which must be captured in your project workbook's sources of funding.

- For a rural or remote community, evidence thereof, if applicable. Evidence of a rural community could include, for example, population statistics for the largest population centre within the municipality or the number of households within a population centre with a reasonable population multiplier.

Project information

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

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

Project overview

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

Note: Please ensure that the working title provided for your project matches that in the workbook.

Project description

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

Proposed impact

For this section, we'd like you to describe the proposed impact of your project.

IMPORTANT: Your application will be assessed based on its clear, specific and evidence-based objective to mitigate climate-related risks. You will also be assessed on whether your project is likely to result in unacceptable outcomes. Projects must be developed and constructed to ensure that hazard sensitivity is not increased, is not transferred to any parties or to the environment (e.g., transfer of flood risk downstream, destruction of habitat, introduction of pollutants to the environment), and is not maladaptive (increasing sensitivity to other hazards). Projects must also

not create an orphan structure for which ownership and/or maintenance responsibility does not remain with the local government.

Your proposed project will also be assessed on your ability to identify and articulate the proposed beneficiaries of the project (this should include quantitative metrics where available). In your response, include information such as:

- The number of individuals directly or indirectly benefiting from improved shared spaces (e.g., increased access to heating/cooling stations to meet community needs, particularly for those with increased exposure to extreme temperatures)
- The coverage and scale of natural assets created, maintained or improved to withstand conditions resulting from climate variability and change (e.g., wetland restoration or construction)
- The number and type of municipal assets improved or protected, (e.g., existing buildings retrofitted or upgraded to meet new climate resiliency standards)
- A description of how the intervention promotes sustainable delivery of municipal services, along with a rationale (e.g., on-site surge storage at a wastewater treatment plant to ensure legislative compliance during severe rainfall or relocation of a water intake pipe to safeguard water supply)

Question: “Impact” is defined as the change created from the implementation of a project. Using quantifiable terms where possible, describe the proposed impact of your project and how it will increase community climate resilience. In your response, please describe how the project will contribute to at least one of the following:

- Improving community well-being
- Strengthening and protecting ecosystems/natural assets
- Increasing resilience of physical assets/municipal services to climate variability and change

[text box]

Climate action alignment

In this section, we’re looking for more information on the lead municipality’s [community-scale climate risk assessment](#) or [climate adaptation plan](#).

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

Question: Has the lead municipality completed a community-scale climate risk assessment with ALL the following characteristics?

- Assesses multiple climate hazards
- Is future-oriented (assess how climate risk profile changes over time, based on climate projections)

- Results in a prioritized profile of climate risks facing the community, based on a defensible methodology such as consequence and likelihood (or equivalent) scoring of climate impacts
- Scaled to the community and, preferably, multi-system (i.e., single assets or services are inadequate) [select one]
 - Yes
 - No

If no, has the lead municipality completed a climate adaptation plan that has been informed by assessments of multiple climate hazards? [select one]

- Yes
- No

For this next question, please indicate which climate hazard(s) your project is responding to. Please select “yes” for all applicable hazards. Projects that cannot be tied to individual climate hazards, such as backup generation for critical infrastructure, should select “yes” for **general climate change impacts**.

Question: Which climate hazard(s) is your project responding to? Please select all that apply. [select one or more]

- | | | |
|---|---|--|
| <input type="checkbox"/> Extreme temperatures | <input type="checkbox"/> Flooding | <input type="checkbox"/> Drought |
| <input type="checkbox"/> Forest fires | <input type="checkbox"/> Geologic (landslide, erosion) | <input type="checkbox"/> Extreme weather |
| <input type="checkbox"/> Sea level rise | <input type="checkbox"/> General climate change impacts | |

In your response to the question below, please tell us *how* your project’s objectives are tied to your community’s climate risk assessment or climate adaptation plan.

IMPORTANT: To be eligible to receive funding under LLCA Adaptation in Action, your proposed project activities must reduce the impacts associated with priority climate change risks facing your community. Higher application evaluation scores are given to projects that address high and/or very high risks.

Question: Describe how the objectives of this project are aligned with priority risks identified through your community’s climate risk assessment or a priority action identified in your community’s climate adaptation plan.

[text box]

Supporting document(s)

Required attachments for the “Project information” section: [Community-scale climate change risk assessment](#) or [climate adaptation plan](#) based on an assessment of multiple climate hazards.

Project approach

In this part, we want to better understand your project's approach and methodology. We'd like more information on your project team, your engagement strategy and your approach to risk management.

Project team

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

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

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

IMPORTANT: 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 and capacity building 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.

Question: Please describe in the table below the roles and responsibilities of your project team. Please include at least one individual from each of the organizations identified in the [Participating organizations](#) section.

[fillable table]

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

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 in the [Supporting document\(s\)](#) section.

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

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.

IMPORTANT: 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](#). We encourage municipalities to engage proactively with Indigenous communities to address shared concerns and ensure that Indigenous rights are respected in municipal actions and decisions.

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

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

Examples of inclusive 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.)

Note that GMF's cost share may be increased for projects that meaningfully address anti-racism, equity and/or reconciliation (see [APPENDIX B: FUNDING DETAILS](#)).

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

Question: Please describe inclusive engagement practices that were or will be part of the project, or describe how you plan on developing these practices with stakeholders/ rights holders.

[text box]

Risk management

In this section, we'd like to understand the biggest risks and challenges you face in implementing your project and how you will manage or mitigate them.

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

- environmental risks
- stakeholder/resident engagement risks
- social risks
- financial risks
- technical risks
- operational risks
- planning risks
- time and cost-related risks

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

Examples of risk-mitigation activities may include:

- Managing regulatory requirements (e.g., environmental assessments, certificates of authorization and regulatory approvals)
- Assessing the performance of new technology (including back-up plans in case of problems with it)
Constructing or installing engineering controls and monitoring systems
- Preparing a performance measurement plan and a cost-overrun and capping plan
- Obtaining liability insurance and performance guarantees

Question: Please list in the table below the biggest risks and you face in implementing this project, including environmental, technical, operational, planning, time and cost-related risks. Please also provide high-level information on how you will manage or mitigate them.

[fillable table]

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

Feasibility studies

NOTE: Depending on whether you selected *Feasibility Study* or *Implementation Project* in the [Project overview](#) section, different questions will appear in your application form.

Nature-positive adaptation

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

Climate resilience requirements

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

Equity-deserving/marginalized community benefits assessment

In this section, please tell us how your feasibility study will assess benefits of the proposed project for [equity-deserving and marginalized communities](#).

IMPORTANT: GMF encourages considering equity-deserving and marginalized communities in climate change adaptation projects. It can improve project outcomes for the following reasons:

- **Disproportionate impact:** These communities often bear the brunt of climate change impacts due to their location, socioeconomic status and lack of resources. For instance, they may live in areas more prone to flooding or

extreme weather events, or they may lack the financial resources to adapt to or recover from such events.

- **Inclusion and fairness:** Including these communities in the project's planning and implementation stages ensures that their unique needs and perspectives are considered, promoting fairness and equity. It also helps to ensure that adaptation measures do not inadvertently exacerbate existing inequalities.
- **Empowerment:** Involving these communities in adaptation efforts can empower them, giving them a voice in decision-making processes and helping them to build resilience.
- **Effectiveness:** Adaptation measures are likely to be more effective if they are designed with the needs of *all* community members in mind.

Question: Please describe how your feasibility study will assess benefits for equity-deserving and marginalized communities. [text box]

Implementation projects

NOTE: Depending on whether you selected *Feasibility Study* or *Implementation Project* in the [Project overview](#) section, different questions will appear in your application form.

Feasibility study

In this section, we'd like to know whether you have completed a feasibility study or other type of assessment to estimate your project's costs and benefits and review options for it. GMF welcomes Indigenous Knowledge/Two-Eyed Seeing as an alternative or complementary approach to traditional feasibility studies for assessing project options.

If you have completed a feasibility study or another similar type of assessment, please attach it in the [Supporting document\(s\)](#) section below.

Question: Have you completed a feasibility study or other assessment to estimate costs and benefits and to review options for this project? [select one]

- Yes
- No
 - If yes, please attach.

Climate resilience requirements

In this section, we're asking you to confirm that your new infrastructure project site is outside the current 100-year floodplain. Projects within the floodplain must be designed to be resilient to flooding.

If your project does not involve new infrastructure assets (i.e., retrofits) or if it only includes mobile assets (i.e., vehicles), please select "not applicable" in your response to the question below.

If your project does involve new infrastructure assets, you are required to provide one of the following in the [Supporting document\(s\)](#) section below:

- For projects located outside the 100-year floodplain map or located behind a permanent structural defense, a [letter of attestation for flood exposure template](#) (either from the lead applicant or supporting experts); you can find more information about this in [APPENDIX G: CLIMATE RESILIENCE REQUIREMENTS](#)
- For projects located within the 100-year floodplain map, an explanation of how the asset is built to a flood-resilient design

IMPORTANT: If a project is considered highly vulnerable to flood impacts without mitigating interventions, it will not be funded.

Question: If your project includes the installation of new infrastructure, is the site outside the current 100-year floodplain according to the most recent floodplain map available? [select one]

- Yes
- No
- Not applicable (for projects without infrastructure assets)
 - If yes, please attach the signed attestation form found in [APPENDIX G: CLIMATE RESILIENCE REQUIREMENTS](#)
 - If no, describe how the project is designed to be resilient to flooding and provide supporting documentation [text box]

Note: You are not required to provide a floodplain map.

Equity-deserving and/or marginalized communities

For this section, we'd like you to explain how your project will benefit [equity-deserving and/or marginalized communities](#).

Your project will be evaluated for its clear identification and use of defensible metrics of the climate risk reduction benefits it offers equity-deserving and/or marginalized communities.

Examples for how an applicant could determine that a project will have benefits for equity-deserving and/or marginalized communities include, but are not limited to:

- **Community engagement:** Engage with diverse stakeholders to understand their specific needs, concerns and priorities related to climate impacts. Incorporate their perspectives into project planning and decision-making processes.
- **Geographic mapping:** Use geographic information systems (GIS) and spatial analysis techniques to map social determinants of vulnerability, such as low-income neighborhoods, under-represented populations, and areas with limited access to services and resources. Identify areas most susceptible to climate risks and prioritize projects in these areas.
- **Equity impact assessment:** Evaluate how the project may impact different population groups, particularly those facing systemic barriers and inequalities. Identify potential disparities in access to benefits, resources and decision-making power, then develop strategies to address them.
- **Equity-focused criteria:** Develop project evaluation criteria that prioritize equity and social justice considerations, such as addressing historic inequities, promoting inclusive participation, and ensuring the fair distribution of benefits and burdens across communities.
- **Partnerships with community organizations:** Collaborate with local community-based organizations, advocacy groups, friendship centres or grassroots initiatives that represent and serve equity-deserving communities. Leverage their expertise, networks and insights to design and implement projects that meet the needs of equity-deserving/marginalized populations.

IMPORTANT: GMF's cost share may be increased for projects that meaningfully address anti-racism, equity and/or reconciliation (SEE [APPENDIX B: FUNDING DETAILS](#)).

Question: Please describe how this project will benefit equity-deserving and/or marginalized communities. Please also describe how the climate adaptation needs of these communities will be determined.

[multi-line text box]

Low-carbon adaptation

In this section, we'd like you to outline any deliberate efforts taken to reduce or mitigate greenhouse gas (GHG) emissions associated with your project, including:

- Operating emissions from the use of fossil fuels
- Embodied carbon of industrialized solutions

Examples include using energy-efficient infrastructure and/or natural infrastructure; sourcing sustainable materials; minimizing waste; and/or incorporating low-carbon or carbon-neutral technologies and practices into project design, construction and operation.

If feasibility study work has been done that estimates the reduction in GHGs or energy consumption from this project (compared to an existing baseline), please include that information in your response.

IMPORTANT: GMF will give higher application evaluation scores to projects that demonstrate commitment to minimizing carbon emissions across all stages.

Question: Please explain any efforts taken or planned to reduce or avoid greenhouse gas emissions associated with this project. If available, please include quantitative anticipated GHG emissions benefits.

[text box]

Nature-positive adaptation

In this section, we'd like you to describe any efforts made to incorporate natural infrastructure into your project, aiming to enhance ecological functions and biodiversity while providing climate adaptation benefits.

Responses may include details about the selection of specific natural infrastructure elements, their placement and design to maximize environmental benefits, options analyses that have been conducted, respective business cases, and any measures taken to ensure long-term ecological functions and biodiversity are enhanced.

IMPORTANT: Higher application evaluation scores will be given to projects that prioritize a nature-positive approach. GMF's cost share may be increased for projects that emphasize natural infrastructure where relevant (see APPENDIX B: FUNDING DETAILS).

Question: Please explain efforts taken to prioritize natural infrastructure in your project design.

[text box]

Measurement and monitoring

Applicable to operational testing projects only

This question is for operational testing projects, which are designed to test incremental operations of existing assets.

We are asking you to describe your plan to measure and monitor the impact and benefits arising from your proposed project as well as the decision-making process you will use to determine whether to move forward with long-term implementation.

These projects should be distinct from the procurement or deployment of separate infrastructure, or services unrelated to the asset(s) in question.

IMPORTANT: Funding is given to support incremental use of existing assets for periods of up to 18 months, covering two seasons of a community's peak season of exposure to the climate hazard in question (e.g., spring flooding, summer heatwaves, winter cold snaps). This can include the staffing, operational, maintenance and utility costs tied to additional operating hours or functionality. A process must be identified for how the applicant will track the results of the operational testing, and how they will decide whether the additional functionality should continue once the testing is complete.

Question: Does your project propose incremental operational use of an existing asset (e.g., operational funding to use a community centre for non-regular/additional use as a cooling centre to enhance climate resiliency)? [select one]

- Yes
- No
 - If yes, please describe the plan for monitoring results of the operational testing, and how the lead applicant will determine whether to proceed with full implementation after the testing period. [text box]

Permits

For this section, please indicate the status of any permits and/or regulatory approvals that are required for your project.

IMPORTANT: All required permits and authorizations must be obtained before your project commences to ensure your project complies with local and national regulations.

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

- Yes
- No
- Not applicable (no permits or regulatory approvals required)
 - If no, please tell us the status of any required permits [text box]

Tree planting costs - for joint applications with Growing Canada's Community Canopies (GCCC)

In this section, we'd like you to tell us if your project will include tree planting costs that exceed \$50,000. If they do you can apply for additional funding from Growing Canada's Community Canopies (GCCC) as part of your LLCA Implementation Project application. For more information, please visit the [GCCC funding webpage](#), and see [APPENDIX H: JOINT APPLICATIONS TO LLCA AND GCCC](#).

If you intend to submit a joint LLCA–GCCC application please answer “yes” to this question.

If your project includes more than \$50,000 in tree planting costs but you do not wish to complete a joint application, answer “no” to this question.

IMPORTANT: Tree planting costs up to \$50,000 are eligible for funding under LLCA. See [APPENDIX H: JOINT APPLICATIONS TO LLCA AND GCCC](#) for guidance on what is included in tree planting costs.

If you answer “yes” to this question:

Information on how to complete questions 21 through 36 can be found in the [Growing Canada's Community Canopies Application Guide – Tree Planting](#).

In addition to answering this extra set of questions, you will need to complete a joint project workbook for LLCA–GCCC joint funding. Please let your GMF representative know that you intend to submit a joint LLCA–GCCC application to confirm eligibility and ensure that you are completing the correct project workbook.

If you answer “no” to this question:

This will be the last question you have to answer. Please upload all required documentation in the [Supporting document\(s\)](#) section below and continue to the [Budget and workplan](#).

Question: Does your project include tree planting costs (including associated infrastructure costs) exceeding \$50,000?

- Yes
- No

Supporting document(s)

Possible required attachments for the “Project approach” section:

- If an engagement strategy has already been created for the project, please include it as an attachment
- **Implementation projects** – Please attach feasibility study or other type of assessment performed to estimate your project’s costs and benefits and review options
- **Implementation projects** - If your project involves new infrastructure assets, you are required to provide one of the following:
 - For projects located outside the 100-year floodplain map or located behind a permanent structural defense, a [letter of attestation for flood exposure template](#) (either from the lead applicant or supporting experts); you can find more information about this in [APPENDIX G: CLIMATE RESILIENCE REQUIREMENTS](#)
 - For projects located within the 100-year floodplain map, an explanation of how the asset is built to a flood-resilient design

Budget and workplan

In this part, please provide the following information about your project and attach your workbook in the [Supporting document\(s\)](#) section below.

Budget

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

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

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

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

When you fill out the table below, please include the budget information about your project that you provided at the pre-application stage, updating it if necessary. Use

the guidance provided in the table to help you complete it. Please ensure that the values for the funding request and the anticipated total project costs are the same as those in your project workbook.

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

Supporting document(s)

Required attachments for “Budget and workplan” section: 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.*

The project workbook includes the following tabs:

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.

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 for feasibility studies and implementation projects in [Appendix B: Funding Details](#).

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.

For guidance on GMF reporting requirements to better inform your budget, please review [Appendix E: Reporting Requirements](#).

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.

Planting Sites: This tab only appears in joint workbooks for applications to both LLCA and GCCC. This tab is where you will provide information about the sites where planting will occur, known as “planting sites”. Please only include known and/or confirmed planting sites in the table.

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

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

HOW TO SUBMIT YOUR APPLICATION

Organize your supporting documents

Before submitting your application, please check the list of required supporting documents for your project type in [APPENDIX C: REQUIRED SUPPORTING DOCUMENTS](#).

Ready to submit?

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

Ensuring that your submission is complete with all supporting documents will shorten processing time.

Here are some tips for completing the submission process:

- Make sure you have answered all the questions in the application form.
- Sign the form and save the final copy to your computer.
- Upload the PDF application as an attachment.
- Check that the project workbook is complete and has been uploaded as a supporting document.
- When everything is ready, you will see that the submit button is available, which means you can now submit your required supporting documents, your project workbook (as an Excel file) and completed application form (as a PDF file) **by uploading them in the “Supporting attachments” section in FCM’s funding portal.**
- Please refer to our [attachment guidelines](#) to find out which file formats are accepted, what the limits are on file size, and what to do if your files are too large.

Remember, don't hesitate to contact your GMF representative if you have any questions before submitting. Reach them at gmfinfo@fcm.ca or 1-877-417-0550

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

[Quebec Municipal Applicants](#)

Quebec municipalities interested in applying should refer to the LLCA Adaptation in Action [Feasibility Study](#) and [Implementation Projects](#) funding webpages for more details or please contact us at gmfinfo@fcm.ca, call 1-877-417-0550 or [book a meeting](#) with a GMF representative.

Need help, or have suggestions to improve this guide?

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

[1-877-417-0550](tel:1-877-417-0550)

gmfinfo@fcm.ca

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

APPENDIX A: GLOSSARY OF KEY TERMS

100-year floodplain: An area of land that is susceptible to flooding from a river or stream with a one percent chance of experiencing a flood of a certain magnitude in any given year. This designation is based on statistical analysis of historical flood data and is used by planners, engineers and policymakers to assess flood risk and to guide land use decisions and floodplain management strategies. A 100-year floodplain map may be regulatory or hydrologic.

Climate adaptation plan: A strategic document that helps municipalities prepare for and respond to the impacts of climate change. It outlines the steps that a municipality needs to take to reduce its vulnerability to these impacts and to take advantage of potential opportunities that may arise. This includes identifying risks and vulnerabilities, setting adaptation goals and objectives, developing and implementing actions, and monitoring and reviewing progress.

Climate change adaptation: Actions that reduce the negative impact of climate change, while taking advantage of potential new opportunities. It involves adjusting policies and actions for observed or expected changes in climate. Adaptation can be reactive (occurring in response to climate impacts) or anticipatory (occurring before impacts of climate change are observed). In most circumstances, anticipatory adaptations will result in lower long-term costs and be more effective than reactive adaptations.

Climate impact: Refers primarily to the effects of one or more hazards on natural and human systems. Impacts generally refer to effects on lives; livelihoods; health; ecosystems; economic, social and cultural assets; services (including environmental); and infrastructure due to the interaction of one or more hazard events occurring within a specific period and the vulnerability of an exposed society or system.

Climate risk assessment: A process of identifying and evaluating the potential effects of climate change on a municipality. This would involve identifying the risks and vulnerabilities that a municipality faces due to climate change, such as increased flooding or heatwaves, and assessing the potential impacts of these risks. This assessment would then inform the development of the municipality's adaptation plan, helping to prioritize actions and strategies to reduce vulnerability and increase resilience to climate change.

Equity-deserving and marginalized communities: Groups 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. These communities are often underrepresented in decision-making processes. This phrase can refer to:

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

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.

People who are part of LGBTQ2+ communities: People who are lesbian, gay, bisexual, transgender, non-binary, queer, Two-Spirit and others who represent the wide spectrum of gender identities, sexual orientations and romantic orientations not explicitly named.

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.

People with low income: Individuals or households that earn significantly less than the median income level in their area, placing them at an economic disadvantage compared to the general population. People with low income often face barriers to accessing essential services like healthcare, education, and housing, which can perpetuate cycles of poverty and social exclusion.

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.

Rural residents: Individuals living in areas characterized by low population density, limited infrastructure, and often significant distances from urban centers. As an equity-deserving group, these residents may face challenges such as reduced access to critical services and economic opportunities compared to their urban counterparts.

Women: All people who identify as women

Equity-informed: An approach or strategy that considers and addresses systemic inequalities, historical injustices, and power imbalances to ensure fair and just outcomes, particularly those who have been marginalized.

Feasibility study: A detailed study/assessment undertaken as part of the preparation of a funding proposal to analyze the current state/conditions of an area or asset that the project is targeting. Feasibility studies help you determine the practicality, viability and likely success of a proposed project. This type of study typically examines various aspects, including financial, technical, legal, operational,

scheduling, and other factors, to provide stakeholders with insights into whether the project is feasible and worth pursuing. The feasibility study aims to identify potential challenges, risks and opportunities associated with the project, allowing decision-makers to make informed choices about whether to proceed, modify, or abandon the proposed initiative. These studies involve engaging with stakeholders, who can help determine whether the project is viable and what resources would be required for it, and support project design to meet their needs and expectations.

Implementation project: An initiative designed and executed to help communities adjust and respond to the impacts of climate change. These projects aim to reduce vulnerability and increase resilience in response to observed or expected changes in climate and associated extreme weather events. They can involve various measures such as improving infrastructure to withstand extreme weather, developing drought-resistant crops, or implementing early warning systems for disasters.

Inclusive engagement: 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.

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

Indigenous Knowledge: (Sometimes referred to as Indigenous Traditional Knowledge) reflects the unique cultures, languages, values, histories, governance and legal systems of Indigenous Peoples. It is place-based, cumulative and dynamic. Indigenous Knowledge systems involve living well with, and being in relationship with, the natural world. Indigenous Knowledge systems build upon the experiences of earlier generations, inform the practice of current generations, and evolve in the context of contemporary society. Different First Nations, Inuit and Métis communities each have distinct ways of describing their knowledge. Knowledge Holders are the only people who can truly define Indigenous Knowledge for their communities.

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.

Natural infrastructure: Naturally occurring features and systems, such as wetlands, forests, rivers and coastlines, that provide various ecosystem services to communities. Unlike traditional built infrastructure, which relies on engineered solutions, natural infrastructure utilizes the natural functions and processes of ecosystems to deliver benefits such as flood protection, water filtration, erosion

control, climate regulation and habitat provision. (Note: LLCA will also accept hybrid or nature-mimicking green infrastructure under this definition if it supports local biodiversity and ecological functions.)

Nature-positive adaptation: Strategies and actions that not only mitigate the impacts of climate change but also enhance biodiversity, ecosystem services and natural infrastructure.

Planting costs: Expenses associated with the process of planting trees. These costs can include, but are not limited to, the purchase of tree seedlings, labour costs for planting, costs for site preparation, costs for maintenance such as watering and weeding, and costs for monitoring and evaluation to ensure trees are growing properly and contributing to the project's goals. See [APPENDIX H: JOINT APPLICATIONS TO LLCA AND GCCC](#) for guidance on calculating tree planting costs.

Remote community: Listed on the Canada Revenue Agency list of [places located in prescribed zones](#) (formerly referred to as “Northern communities.”)

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

Rural community: A municipality where there is no population centre above 5,000, even if the municipality as a whole has a population above 10,000.

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.

Two-Eyed Seeing: Learning to see from one eye with the strengths of Indigenous ways of knowing and from the other eye with the strengths of Western ways of knowing and to using both of these eyes together.

APPENDIX B: FUNDING DETAILS

We support projects at various stages of development through grants. These include **feasibility studies** and **implementation projects**.

The table below presents our funding overview. Funding amounts are based on total eligible costs for each stage.

Project types	Funding details
Feasibility studies	<p>LLCA will contribute up to 80% of eligible costs, to a maximum of \$70,000.</p> <ul style="list-style-type: none"> • Rural communities, remote communities, and/or municipalities with populations below 10,000 will receive a cost share of 90%. • Indigenous communities, or local governments applying in partnership with an Indigenous community, will receive a cost share of 100%.
Implementation projects	<p>LLCA will contribute up to 60% of total eligible costs. All projects must have eligible costs of no more than \$1 million.</p> <p>GMF’s cost share may be increased by addressing the following strategic priorities (each priority is a stackable incentive; an applicant that meets all four priorities will receive up to a 100% cost share on eligible expenses*):</p> <ul style="list-style-type: none"> • +10% – Indigenous communities, local governments applying in partnership with an Indigenous community or projects that involve collaboration between two or more municipal governments • +10% – Rural communities, remote communities, and/or municipalities with populations below 10,000 • +10% – Projects that meaningfully address anti-racism, equity and/or reconciliation • +10% – Projects that emphasize nature-positive adaptation

***Note:** Whether an applicant receives the increased cost shares for projects that meaningfully address anti-racism, equity and/or reconciliation and for projects emphasizing nature-positive adaptation will depend on project peer review scores in these categories.

Eligible activities

Eligible activities include, but are not limited to:

- **Feasibility studies:**
 - Incremental project feasibility study or design work for projects with total eligible project costs expected to be within \$1 million

- **Implementation projects:**
 - Incremental operations associated with the use of existing assets to reduce hazard exposure during severe events (e.g., running heating/cooling centres) over a period of up to 18 months
 - Installation of, or retrofits/upgrades to, structural flood protection/stormwater collection works (e.g., sponge parks, flood conveyance works, pump stations, flood walls, flood boxes, debris catchment structures, jetties, detention ponds)
 - Projects that increase the level of municipal services in a way that responds to climate risk reduction/climate adaptation priorities
 - Installation of back-up power on critical infrastructure/facilities
 - Relocation of municipal infrastructure
 - FireSmart-aligned vegetative management or vegetation-based wildfire risk mitigation activities
 - Installation of, or retrofits/upgrades to, public structures or critical infrastructure for municipal service provision to reduce the risks associated with climate hazards
 - Dam, dike or channel decommissioning and floodplain restoration
 - Wetland restoration or construction
 - Rehabilitation of important aquifer recharge areas
 - Installation of, or upgrades to, green infrastructure such as rain gardens, bioswales, green roofs and/or permeable pavement
 - Shoreline rehabilitation, including restoring natural shoreline protection through natural infrastructure, beach nourishment and/or bank stabilization
 - Slope stabilization projects to reduce risk of debris flow, particularly in fire-impacted areas
 - Installation of, or retrofits/upgrades to, public cooling/warming infrastructure (including natural infrastructure) to reduce community vulnerability to extreme temperatures (e.g., designated cooling/warming centres, cooling corridors, naturalized areas)
 - Other innovative projects that clearly demonstrate risk reduction potential and/or transferable learnings to other communities in Canada

Ineligible activities

Ineligible activities include, but are not limited to:

- Emergency response and disaster recovery costs and activities
- Routine or ongoing operating costs or activities (e.g., heating, cooling and lighting; security, software or service subscriptions) that do not demonstrate incremental testing of existing assets for climate adaptation purposes, with quantitative measurements of use/effect during set testing periods
- Planning costs or planning activities that are not related to project implementation
- Regular salaries and/or benefits of applicant staff or partners
- Project-related fees payable to the eligible applicant(s) (e.g., permit fees)
- Costs related to individual, household or business-level risk mitigation activities
- Temporary risk mitigation equipment (deployable flood barriers other than sandbags, portable air scrubbers for use in public buildings)
- Purchase of buildings or land and/or legal or contract costs related to the purchase of buildings or land
- Projects that create an orphan structure for which tenure and/or maintenance responsibility does not remain with the local government
- Relocation or raising of non-municipal assets
- Routine operations and maintenance of existing stormwater infrastructure, such as the removal of sediment or debris or the cleaning out of debris control structures
- Purchase of heat pumps, unless they are part of improvements to designated cooling/warming centres identified above
- Expenditures related to emergency services infrastructure (e.g., purchase of public notification systems), unless where consistent with eligible activities (e.g., raising critical infrastructure in a fire station above the flood level)
- Expenditures incurred before project submission not related to the writing of the application form
- Any activity not directly connected to activities approved in the application

Eligible costs

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

This table outlines the costs that may be partially reimbursed by LLCA for both feasibility studies and implementation projects.

LLCA eligible and ineligible costs		
Cost Category	Eligible Costs	Ineligible Costs
Section A: Costs incurred prior to date application is received by FCM		
Pre-application	<ul style="list-style-type: none"> Costs to write the LLCA application up to \$5000 incurred up to 90 days prior to application receipt date. 	<ul style="list-style-type: none"> All other costs incurred prior to application receipt date, including any stakeholder engagement or research that took place to support the writing of the full application or insertion of information into the Project Workbook.
Section B: Costs incurred after date application is received by FCM		
Administrative	<ul style="list-style-type: none"> Administrative costs that are directly linked to and have been incurred for the project, such as: <ul style="list-style-type: none"> communication costs (e.g., long-distance calls) permits or certifications (e.g., CaGBC, LEED, PIEVC, Passive House, Envision, SITES) required for the project printing or photocopying by outside suppliers acquisition of documents used exclusively for the project document translation For Operational Testing projects only, utility costs associated with incremental testing of existing assets for climate adaptation purposes, with quantitative measurements of use/effect during set testing periods 	<ul style="list-style-type: none"> Regular business office space supplies and general overhead costs Project-related fees payable to the applicant (e.g., municipal permit fees) Implementation Project only: Routine or ongoing operating costs or activities (e.g., heating, cooling and lighting; security, software or service subscriptions) that do not demonstrate incremental testing of existing assets for climate adaptation purposes, with quantitative measurements of use/effect during set testing periods
Advertising	Advertising costs essential to communicating the project to the public, as well as project evaluation, such as: <ul style="list-style-type: none"> fees for advertising development fees for media distribution website development 	<ul style="list-style-type: none"> Advertising costs for general education or publicity that is a result of ongoing or other business activity or promotional items

	<ul style="list-style-type: none"> public surveys 	
Audit	<ul style="list-style-type: none"> Implementation Project only: The cost of a third-party financial audit for implementation projects with eligible costs greater than \$500K as required by FCM for non-municipal applicants only 	
Capital expenditures	<ul style="list-style-type: none"> Rental or purchase of equipment or assets that are essential for conducting the small-scale activity. This would include specialized system hardware and software, construction costs, materials, renovation and modernization costs, and installation costs Implementation Project only: Capital costs as defined and determined in accordance with generally accepted accounting principles (GAAP), including: costs for acquiring, developing, constructing, modernizing or leasing systems (equipment, hardware, software, etc.).costs of construction, renovation or modernization of facilities and structures such as materials and installation costs Implementation Project only: For Operational Testing projects only, the cost of operations of facilities and structures, to the extent necessary for a cumulative period of up to 18 months (e.g., maintenance and repair costs) Implementation Project only: Tree planting costs <\$50,000 are eligible as part of an Adaptation in Action Implementation Project. Tree planting costs must be related to the procurement, transportation, planting, and maintenance of trees over the project timeline, as well as associated infrastructure costs limited to set infrastructure categories that are solely deployed for tree planting 	<ul style="list-style-type: none"> Purchase of equipment or assets that could be rented or leased to achieve the outcomes of the activity, or that are above and beyond what is required for the scale of the project Purchase or lease of real property Implementation Project only: Expenditures related to emergency services infrastructure (e.g., purchase of public notification systems), save where consistent with eligible activities Implementation Project only: Temporary risk mitigation equipment (e.g., flood barriers such as sandbags) Implementation Project only: Relocation or raising of non-municipal assets Implementation Project only: Projects that create an orphan structure for which ownership and/or maintenance responsibility does not remain with the local government Implementation Project only: Routine operations and maintenance of existing asset (e.g., sediment or debris removal)
Equipment rental	<ul style="list-style-type: none"> Rental of tools and equipment related to the project 	<ul style="list-style-type: none"> Rental of tools or equipment related to ongoing or other business activities
In-kind	<ul style="list-style-type: none"> Note: Lead applicants can include costs for staff time for time actually worked on the implementation of the project 	<ul style="list-style-type: none"> Any goods and services that are received through donation or in-kind contribution (including

	and list this as “staff remuneration.” See Staff Remuneration category below.	donations from Partner Organizations)
Meetings and public gatherings	<p>Costs related to meetings and public gatherings held to communicate the project to the public and collect feedback, such as:</p> <ul style="list-style-type: none"> • facility rental • audiovisual equipment rental • services to support people with specific needs, where such services contribute to the equity and inclusion objectives of the project (e.g., simultaneous interpretation, shuttle service, babysitting service, etc.) • the provision of food and drinks, when it is part of a specific cultural protocol • Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. (Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts) • Costs related to local cultural protocols (e.g., gifts, cultural ceremonies) • 	<ul style="list-style-type: none"> • Any hospitality expenses (e.g., food and drinks unless needed for cultural protocol, alcohol, music, decorations etc.)
Services	<ul style="list-style-type: none"> • Fees for professional or technical consultants and contractors • 	<ul style="list-style-type: none"> • Costs for engineering studies, audit studies or feasibility studies for which grants or contributions are provided by or committed to be provided by the Government of Canada • Any costs associated with persons(s) enrolled on your organization's payroll, except for those defined under the category listed as "in kind" •
Staff Remuneration	<ul style="list-style-type: none"> • Daily rates actually paid by the eligible recipient to its employees (including permanent and contract employees) in Canada for time actually worked on the implementation of the project (including participation in FCM-led capacity building activities related to the eligible initiative). The daily rate per employee shall include direct salaries, fringe benefits such as time-off and paid benefits. 	<ul style="list-style-type: none"> • Regular salaries and/or benefits of applicant staff or partners (e.g., overtime pay, bonuses, fringe benefits such as sick days or leaves, staff training wages, membership fees etc.)

	<ul style="list-style-type: none"> • Implementation Projects only: Incremental staff and administration costs (e.g. creating a new position or adding new responsibilities to an existing position) to oversee activities, to a maximum value of \$250,000 (must be tied with other eligible activities). Note: this cost cap does not apply to Operational Testing projects • Note: Staff remuneration for local government or Indigenous Community partners is an eligible cost. Each partner will be required to invoice the lead applicant to report on time, tasks, and hourly rate of activities to receive reimbursement. 	
Transportation, shipping and courier charges	<ul style="list-style-type: none"> • Transportation costs for delivery of materials and services essential for the Project 	<ul style="list-style-type: none"> • Any transportation expense related to ongoing or other business activities
Travel and accommodation	<ul style="list-style-type: none"> • Travel and project-associated expenses for you and consultants to the extent that the travel and accommodation rates comply with Treasury Board of Canada guidelines and to the extent that such travel is necessary to complete the project and to the extent that such travel is necessary. This includes travel and accommodation costs to attend FCM-led capacity building activities related to the eligible initiative (up to a maximum of \$10,000 or 10% of eligible project costs, whichever is lower) 	<ul style="list-style-type: none"> • Travel and associated expenses of a partner in the Project • Travel, accommodation and fees to attend conferences, missions, trade shows etc.
Taxes	<ul style="list-style-type: none"> • The portion of taxes for which your organization is not otherwise eligible for rebate 	<ul style="list-style-type: none"> • The portion of taxes for which your organization is eligible for rebate (provincial, territorial or federal)

APPENDIX C: CLIMATE RISK ASSESSMENT AND CLIMATE ADAPTATION PLAN REQUIREMENTS

Climate risk assessments must meet four minimum qualifications:

- a. The assessment must encompass an analysis of multiple climate hazards relevant to the community, including but not limited to extreme weather events (such as wind and storms), floods, sea level rise, heatwaves, drought and changes in precipitation patterns. This approach ensures that potential climate-related risks are adequately identified and considered in the planning process, and that significant risks are not inadvertently overlooked.
- b. It should be forward-looking, anticipating how the community's climate risk profile may evolve over time based on climate model projections and anticipated changes in weather patterns. By taking into account future climate scenarios and trends, the assessment can provide valuable insights into the long-term resilience needs of the community, helping to inform strategic adaptation planning and decision-making.
- c. It should yield a prioritized profile of climate risks facing the community, employing a rigorous methodology such as consequence and likelihood scoring to evaluate the potential impacts of climate-related events. By assessing criteria such as the severity (consequence) and the probability (likelihood) of various climate hazards occurring, a community can identify high-priority risks that require immediate attention and intervention.
- d. It must be conducted at the scale of the community and ideally cover multiple systems, recognizing that assessing individual assets or services in isolation may not provide a comprehensive understanding of climate risks. By taking a holistic, multi-system approach, the assessment can capture the interconnected nature of climate impacts and vulnerabilities across different sectors and infrastructure systems within the community, facilitating integrated and effective adaptation planning and implementation.

Climate adaptation plans based on an assessment of multiple climate hazards will also be accepted. A climate adaptation plan addresses the vulnerabilities and challenges posed by current and future climate hazards. It presents strategies and actions to minimize the potential impacts and enhance resilience to climate-related challenges. This includes implementing measures to protect infrastructure, the natural environment, and the wellbeing of vulnerable populations, as well as fostering adaptive capacity.

- An acceptable climate adaptation plan must analyze multiple climate hazards; any plan that focuses on a single hazard such as flooding or wildfire is insufficient, as it may inadvertently overlook higher-priority or interconnected risks.

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.

The table below lists the documents required to 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.

Application category	Required supporting documents
All applications	<ul style="list-style-type: none"> • Completed application form • Project workbook • Community-scale climate risk assessment or adaptation plan
Implementation projects	<ul style="list-style-type: none"> • Feasibility study or other type of assessment performed to validate project • For projects with new infrastructure, you will need to provide one of the following: <ul style="list-style-type: none"> ◦ a signed letter of attestation if your project is located outside the 100-year floodplain map or located behind a permanent structural defense ◦ documentation detailing flood-resilient design if your project is located within the 100-year floodplain map • For joint applications with GCCC for tree-planting costs you will need to provide all relevant documentation as outlined in the GCCC Application Guide.
Non-municipal applicants	<ul style="list-style-type: none"> • Municipal council resolution stating municipality's involvement in the project (must be received before



funding approval if not submitted with project application)

- Confirmation of organizational support from CEO or CFO
- Articles of incorporation including all supporting documentation
- If requested by GMF - Last 3 consecutive audited financial statements. 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.

APPENDIX E: EVALUATION OF APPLICATIONS

An external expert peer review panel will evaluate implementation project applications. Feasibility study applications are not subject to an external peer review. There will also be an internal analysis to provide a funding recommendation to GMF Council and FCM’s Board of Directors.

The following are the criteria that your project will be evaluated against, including the definitions of criteria and definitions for receiving the highest possible rating.

Feasibility studies

Criteria	Criteria definition	Highest rating definition
Risk assessment / climate adaptation plan alignment	Applications will be reviewed to ensure that project proposals are reasonably aligned with a priority risk identified by the lead municipality’s climate risk assessment, or an action identified in the lead municipality’s climate adaptation plan.	The project is aligned with one or more priority risks from the accompanying climate risk assessment. OR The project is aligned with one or more actions identified in the municipality’s climate adaptation plan.
Project scope	Applications will be reviewed to ensure that project scope aligns with eligibility requirements.	The study is supporting a stand-alone or incremental project aligned with the eligible activities of Adaptation in Action, and the total project value is expected to fall below \$1M in eligible costs.
Equity-deserving and marginalized community benefits assessment	Applications will be reviewed to determine whether the applicant has a reasonable plan to determine potential benefits for equity-deserving communities, and how those benefits will inform project design.	The study will assess the benefits and/or impacts of the project on equity-deserving and marginalized communities, and has provided a detailed explanation of how impacts for equity-deserving or marginalized communities will be factored into the project.

Criteria	Criteria definition	Highest rating definition
Team and partners	Applications will be assessed based on the project team and its ability to properly lead a project to completion and deliver the expected benefits. The assessment will also consider whether there is strong municipal staff participation and capacity building 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. The project team includes the lead applicant management team as well as contractors, consultants and, where applicable, collaborators (e.g., universities, private industry, colleges or NGOs).	The project team has the appropriate capability and expertise to successfully carry out the proposed project, with experience managing complex projects AND there is strong municipal staff participation and capacity building throughout the project.
Workplan	Applications will be assessed on the merits of the project workplan in relation to achieving successful and meaningful outcomes. Proposals should have specific and measurable workplans with consideration for timelines, permitting processes, regulatory approvals, data collection, project monitoring and performance-verification approaches, etc. Workplans should have realistic timelines and concrete deliverables.	The workplan identifies deliverables according to an established timeline and all activities are explained in appropriate detail.
Budget	Applications will be assessed on the merits of the project budget, in relation to achieving successful and meaningful outcomes. Budgets should be realistic and reflective of the proposed workplan.	The budget is presented according to the workplan with clear breakdown of amounts. The budget represents good value and additional costs are justified.
Risk management	Applications will be evaluated on their risk management plan and mitigation strategies. Reviewers will assess the project's understanding and adoption of risk management strategies with appropriate mitigation of potential risks to the project's execution. These include environmental, technical, operational, planning, time and cost-	There are no concerns associated with the risk management of the project. The applicant has suitably identified and assessed all relevant risks and has developed suitable risk mitigation plans that are appropriate for a project of this size.

Criteria	Criteria definition	Highest rating definition
	related risks for project implementation and beyond.	

Implementation projects

Criteria	Criteria definition	Highest rating definition
Risk assessment / climate adaptation plan alignment	<p>Projects will be assessed on whether the project directly addresses identified climate risks in target areas OR whether the project directly supports an action identified in a municipal climate adaptation plan.</p> <p>Climate risk assessments must:</p> <ul style="list-style-type: none"> - Assess multiple climate hazards Be future-oriented (assess how climate risk profile changes over time, based on climate projections) - Results in a prioritized profile of climate risks facing the community, based on a defensible methodology, such as consequence and likelihood (or equivalent) scoring of climate impacts Be at the scale of the community, and, preferably, multi-system (single assets or services are inadequate) <p>Climate adaptation plans must be based on an assessment of multiple climate hazards.</p>	<p>The project demonstrates a high level of alignment with the specific climate risks identified in the target area. Objectives and strategies directly target the most pressing risks, showcasing a comprehensive understanding of the local climate context.</p> <p>OR</p> <p>The project makes a substantial contribution to resolving actions identified in the municipal climate adaptation plan.</p>
Evidence-based	<p>Applications will be assessed on whether they have a clear, specific and evidence-based objective related to reducing climate related risks for at least one of following project beneficiaries:</p> <ol style="list-style-type: none"> Community wellbeing Ecosystems, and Municipal Systems/Services <p>Note that these should be tied to the priority risk(s)/climate adaptation</p>	<p>The project application provides a clear, specific and well-defined objective related to reducing climate-related risks for at least one community project beneficiary. The project objective is thoroughly supported by evidence. Project beneficiaries are well-defined in clear, quantifiable terms and the rationale for their selection is supported by robust data, scientific</p>

Criteria	Criteria definition	Highest rating definition
	action(s) identified in the application, as well as selected climate hazard(s).	assessments, Indigenous traditional knowledge and/or case studies that underpin the need for the proposed objective in addressing climate risks.
Impact	<p>Projects will be assessed based on the significance of the potential climate risk reductions they will generate for at least one of the following project beneficiaries.</p> <ul style="list-style-type: none"> a) Community wellbeing b) Ecosystems, and c) Municipal Systems/Services <p>Note that these should be tied to the priority risk(s)/climate adaptation action(s) identified in the application, as well as selected climate hazard(s).</p>	<p>For this type of project, the proposed measures demonstrates exceptional potential to reduce climate risk for project beneficiaries.</p>
Reported benefits for equity-deserving and marginalized communities	<p>Projects will be evaluated based on the applicant's clear identification and defensible metrics of the climate risk reduction benefits that equity-deserving and/or marginalized communities will receive as a result of the project.</p>	<p>The project application demonstrates a comprehensive and explicit focus on equity-deserving or marginalized communities. It not only identifies these communities but also incorporates targeted strategies to address their specific needs and vulnerabilities in the context of climate adaptation. Potential benefit to equity-deserving and marginalized communities are well articulated and defensible.</p>
Engagement	<p>Applications will be assessed on the extent to which the applicant has identified and engaged all relevant rights holders and stakeholders for successful project planning, design, execution and operation (e.g., operations staff, staff from other relevant departments, council, regulators, agencies, Indigenous groups, citizen groups, not-for-profit organizations, etc.).</p>	<p>The project has an outstanding rights holder and stakeholder meaningful engagement process for this type of project and context. The project demonstrates a commitment to building broad internal and/or external support through ongoing engagement from the early stages, including increasing</p>

Criteria	Criteria definition	Highest rating definition
		<p>civic literacy or capacity of stakeholders/rightsholders to have deeper engagement with climate adaptation work. Engaged communities have multiple opportunities to influence the project. The engagement strategy includes inclusive engagement practices that utilize targeted outreach with equity-deserving and hard-to-reach communities in order to gather their input.</p>
<p>Low-carbon projects</p>	<p>Projects will be assessed on whether their designs minimize carbon emissions.</p>	<p>The project design demonstrates an outstanding commitment to minimizing carbon emissions/embodied carbon across all stages.</p>
<p>Nature-positive adaptation</p>	<p>Applications will be assessed on whether the project prioritizes nature-positive adaptation, including substantial additions to the scale/quality of greenspace. The assessment will particularly focus on whether the project demonstrates a commitment to integrating natural infrastructure where feasible within project design.</p>	<p>The project excels at using natural infrastructure to manage climate impacts, significantly enhancing the quality, resilience, and/or extent of green space relative to its scale.</p>
<p>Avoidance of increased sensitivity, risk transfer or maladaptation</p>	<p>Applications will be assessed on whether projects are likely to result in unacceptable outcomes. Projects must be developed and constructed to ensure that hazard sensitivity is not increased, or transferred, to any parties or to the environment (e.g., transfer of flood risk downstream, destruction of habitat, introduction of pollutants to the environment), or maladapted to (increasing sensitivity to other hazards).</p>	<p>The project is very unlikely to result in increased sensitivity, risk transfer or maladaptation. No concerns are raised.</p>
<p>Flood-resilient design</p>	<p>If a project contains new permanent infrastructure and is located within a 100-year floodplain, the project will be assessed on whether the applicant has sufficiently incorporated flood-resilient dimensions so that the investment does not face an unacceptable risk.</p>	<p>The project incorporates flood-resilient design and is very likely to operate as designed or quickly restore functionality at minimal expense in the event of a significant flood.</p>

Criteria	Criteria definition	Highest rating definition
Measuring And Monitoring	Applications for operational testing projects will be evaluated on their plans for measuring and monitoring of project results. Reviewers will assess whether the applicant has defined clear objectives, success criteria and key performance indicators for the operational testing project, established the necessary mechanisms for data collection and analysis, and determined the post-project evaluation process that will inform the decision to proceed with full-scale implementation or not.	The project has a comprehensive and detailed plan for measuring and monitoring performance data, including steps for long-term application.
Team and partners	Applications will be assessed based on the project team and its ability to properly lead a project to completion and deliver the expected benefits. The assessment will also consider whether there is strong municipal staff participation and capacity building 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. The project team includes the lead applicant management team as well as contractors, consultants and, where applicable, collaborators (e.g., universities, private industry, colleges or NGOs).	The project team has the appropriate capability and expertise to successfully carry out the proposed project, with experience managing complex projects AND there is strong municipal staff participation and capacity building throughout the project.
Workplan	Applications will be assessed on the merits of their project workplans in relation to achieving successful and meaningful outcomes. Proposals should have specific and measurable workplans with consideration for timelines, permitting processes, regulatory approvals, data collection, project monitoring and performance-verification approaches, etc. Workplans should have realistic timelines and concrete deliverables.	The workplan identifies deliverables according to an established timeline and all activities are explained in appropriate detail.
Budget	Applications will be assessed on the merits of their project budgets in relation to achieving successful and	The budget is presented according to the workplan with a clear breakdown of

Criteria	Criteria definition	Highest rating definition
	meaningful outcomes. Budgets should be realistic and reflective of the proposed workplan.	amounts. The budget represents good value and additional costs are justified.
Risk management	Applications will be evaluated on their risk management plans and mitigation strategies. Reviewers will assess a project's understanding and adoption of risk management strategies with appropriate mitigation of potential risks to the project's execution. These include environmental, technical, operational, planning, time and cost-related risks for project implementation and beyond.	There are no concerns associated with the risk management of the project. The applicant has suitably identified and assessed all relevant risks and has developed suitable risk mitigation plans appropriate for a project of this size.

APPENDIX F: 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.

Successful applicants will also be required to submit updated project workbooks and requests for disbursement to receive funding disbursements.

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.

The following reporting documents will be required:

Application category	Required reporting documents
Implementation projects	<ul style="list-style-type: none"> • Progress report <ul style="list-style-type: none"> ○ Only applicable for multiple disbursements or upon request from GMF staff • Completion report • Photos of completed project, or of project while operating in the case of an Operations Test project • Updated project workbook that includes: <ul style="list-style-type: none"> ○ An expense claim ○ All confirmed sources of funding <i>Note: At final disbursement, updated letters confirming sources of funding are required</i> • Request for disbursement • Financial audit (external) of all eligible costs incurred for the purpose of the project, where applicable

Feasibility studies

- Completion report
- Completed feasibility study
- Updated project workbook that includes:
 - An expense claim
 - All confirmed sources of funding. *Note: At final disbursement, updated letters confirming sources of funding are required*
- Request for disbursement

APPENDIX G: CLIMATE RESILIENCE REQUIREMENTS

Climate resilience refers to how well something withstands, and how quickly it recovers from, natural hazards that are made worse by climate change.

To ensure that projects supported by GMF stand the test of time, new infrastructure assets should be planned, designed, built and operated to account for the climate changes that may occur over their lifetimes. This means taking into consideration vulnerability factors such as the proposed location of an asset and, where appropriate, a more detailed assessment of potential risks to ensure that infrastructure placement and design do not jeopardize the asset's performance in a changing climate.

To ensure that GMF-funded implementation projects are situated and designed to provide environmental and community benefits throughout their designed lifespan, resilience baseline requirements will be applied to infrastructure funding that results in the construction/installation of a new infrastructure asset.

Note that this requirement does not apply to retrofit projects.

New infrastructure assets

Projects must demonstrate that new infrastructure assets are not at high risk of damage by flooding, Canada's most common and expensive natural hazard. Infrastructure should be located outside the 100-year floodplain identified in the most recently available hazard map unless evidence is provided demonstrating the asset's resilience to flooding impacts. This can come in the form of internal or external structural protections or designs that lower exposure to flood hazards, from project characteristics or designs that allow for the minimization of damage and a rapid return to service, or as an explanation that the project itself is designed to mitigate flooding.

A signed [letter of attestation for flood exposure](#) from the applicant or its supporting experts is sufficient to satisfy the requirement that an asset will not be located within the 100-year floodplain.

If the asset will be located within the 100-year floodplain or a letter of attestation cannot be provided ensuring it is located outside the 100-year floodplain, an explanation will be required detailing that the asset's design or external protecting features demonstrate resilience to flood damage.

APPENDIX H: JOINT APPLICATIONS TO LLCA AND GCCC

When to consider a joint application

If you have a project that is eligible for funding under both [Local Leadership for Climate Adaptation \(LLCA\) Adaptation in Action](#) and [Growing Canada's Community Canopies \(GCCC\)](#) you may complete a single joint application to request funding for your project from both programs.

Tree planting costs up to \$50,000 are eligible under LLCA for a single project. If your project includes tree planting costs exceeding \$50,000 you may submit a joint application to request funding from GCCC for all tree planting costs.

The table below provides guidance on when to consider applying for one or both programs.

	Apply for GCCC	Apply for LLCA	Complete joint application to LLCA and GCCC
Project objective	Your project is primarily focused on planting trees	Your project is primarily focused on reducing risk from climate change hazards	Your project is primarily focused on reducing risk from climate change hazards
Tree planting costs	Your project has more than \$50K in tree planting costs	Your project has less than \$50K in tree planting costs	Your project has more than \$50K in tree planting costs
Project site(s)	Your project includes tree planting on one or more sites	Your project is at one site only	Your project is at one site only

Tree planting costs

To assess your project's tree planting costs³, include all costs related to equipment, installation and staff associated with items listed in the table below. These are the

³ Tree planting costs include planting of trees and shrubs.

costs that will be funded by GCCC if your joint application is successful. All other eligible costs will be funded by LLCA.

Capital costs:

Purchase of planting stock:

- Trees
- The purchase of shrubs and herbaceous plants, up to 15 per cent of planting stock costs, if they will help protect trees or are an essential component of habitat restoration objectives.

Permanent tree-planting related infrastructure:

- Irrigation systems
- Root barriers
- Tree grates, guards and protection
- Soil cells
- Structural soil
- Tree support systems
- Other tree planting infrastructure

Note: Tree planting costs associated with the addition or modification of permanent infrastructure (please see list above) will contribute to a community's lifetime maximum infrastructure contribution of \$1Million through the GCCC initiative.

Purchase of supplies and materials specifically needed to undertake tree planting activities:

- Soil
- Mulch
- Fertilizer

Purchase of tree planting equipment:

- Shovels and spades
- Dibble bars
- Tree mats and landscaping fabric
- Tree shelters and stakes
- Other tree planting equipment

Note: the purchase of planting or maintenance equipment is eligible up to a maximum of \$50,000 or 10% of eligible tree planting project costs. Purchasing of this equipment is allowed if the purchase cost is comparable to renting

Equipment rental costs:

Rental of tools and equipment specific to tree planting

"Services Costs:

Service fees associated with tree planting and the installation of the permanent tree planting infrastructure

Joint application approvals

Joint applications will have one GMF project officer who you will be in communication with for your project, but they will be reviewed by both LLCA and GCCC.

- **If your project is approved by both LLCA and GCCC** you can receive funding for eligible project costs from both LLCA and GCCC, including tree planting costs above \$50K.
- **If your project is approved by LLCA but not by GCCC** you can receive funding only for eligible costs from LLCA, including a maximum of \$50K in tree planting costs.
- **If your project is not approved by LLCA the joint application will be denied.** A project cannot receive funding only from GCCC through a joint application. If your project is denied, your GMF project officer will be able to advise you as to whether to consider an application directly to GCCC.

APPENDIX I: MUNICIPAL RESOLUTION TEMPLATE

Sample – Resolution

Instructions

To be eligible for GMF's program funding, non-municipal applicants must provide a resolution drafted and adopted by their municipal council partnering on the project. Projects will not be approved for funding until a council resolution is received.

Please provide 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.

Sample council resolution text

Whereas, <name of municipality> has the following interest:

(list the main reasons for the municipal interest in the project)

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

Be it resolved that <Council> acknowledges that <name of partner organization> is applying for a funding opportunity from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative for <project title>, in partnership with <name of municipality>.