

# GMF Funding Application Guide

## Community Buildings Retrofit

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# INTRODUCTION

FCM's *Community Buildings Retrofit* (CBR) initiative helps to optimize the energy performance and reduce greenhouse gas (GHG) emissions of community buildings owned by municipalities and not-for-profit organizations. The CBR initiative is administered through FCM's Green Municipal Fund (GMF).

By retrofitting these buildings, municipalities and their partners can achieve significant environmental, economic and social benefits for their communities, including:

- reduced GHG emissions
- reduced energy consumption
- lower operating costs and new local jobs
- better building quality and greater community use

FCM's Community Buildings Retrofit initiative is a \$167 million initiative that was made possible through a \$950 million from the federal government in its 2019 budget. Applicants can stack CBR funding with other funding programs, including those available through provincial and territorial governments.

## How to use this guide

This guide outlines everything you need to know about applying for CBR funding. It contains thorough instructions for how to apply, including tips for how to complete a great application.

More information on the CBR initiative is available at [www.fcm.ca/communitybuildingsretrofit](http://www.fcm.ca/communitybuildingsretrofit).

For any questions about how to apply, please contact us at [gmfinfo@fcm.ca](mailto:gmfinfo@fcm.ca) or 1-877-417-0550.

## Why a Community Buildings Retrofit initiative?

Buildings that serve a communal purpose are cornerstones of strong, vibrant communities. But community buildings also tend to consume the most energy and have the highest levels of GHG emissions and operating costs of all buildings owned by municipalities and not-for-profit organizations.

FCM created the Community Buildings Retrofit initiative to help municipalities and their partners retrofit community buildings while managing their capital expenditures and minimizing ongoing operating and maintenance costs.

Through this initiative, FCM aims to help municipalities and their partners reduce GHG emissions from community buildings by at least 50 percent within 10 years and achieve the *Best practice energy targets* within 20 years, as specified below. FCM also provides support for standalone retrofits that achieve GHG reductions of at least 30 percent in the near term.

### Best practice energy targets

For the retrofit of community buildings, the 20-year *Best practice energy targets* are based on the following energy use and fossil-fuel phase-out requirements.

- For office and office-like buildings (including but not limited to libraries), the Energy Use Intensity (EUI) requirement for building energy consumed per year, per unit floor area, must be met and measured in kWh/m<sup>2</sup>/y. To determine the EUI requirement, see the [Green Buildings Pathway Guidance Document](#).
- For non-office buildings (including but not limited to recreation centres, pools and ice arenas), the building must achieve 25% energy savings compared to the [National Energy Code for Buildings \(NECB\) 2020](#) baseline.
- Other mandatory requirements, as described in the [Green Buildings Pathway Guidance Document](#).
- For all building types in climate zones 4 and 5, a complete fossil-fuel phase-out is required. Backup fossil-fuel use is not permitted.
- For all building types in climate zones 6 and above, a complete fossil-fuel phase-out is required when outdoor temperatures are -15 C and above. Backup fossil-fuel space heating is allowed only when outdoor temperatures are below -15 C.

**GMF Municipal Energy Roadmap:** Want to learn more about the best ways to significantly reduce the energy use and GHG emissions of community buildings? See our [GMF Municipal Energy Roadmap](#).

# AVAILABLE FUNDING

Maybe you have a community building that needs immediate repair or a major equipment replacement coming up. Or perhaps you've recently retrofitted a building and are thinking about your next steps. We can help you find the right starting point to help you achieve your environmental, economic and social goals. Table 1 describes the funding that's available through CBR.

Table 1: Types of funding available	
Funding	Details
<b>Feasibility study: Green Buildings Pathway</b> (formerly GHG Reduction Pathway Feasibility Studies)	<ul style="list-style-type: none"> <li>• grant for up to 80% of eligible costs</li> <li>• up to \$65,000 for a single building</li> <li>• up to \$200,000 for a portfolio of buildings (the average grant amount per building must not exceed \$65,000)</li> <li>• only one feasibility study of this type is eligible for funding within an individual municipality regardless of whether the included building or buildings are owned by the municipality or a not-for-profit organization.</li> </ul>
<b>Capital project: GHG impact retrofit</b>	<ul style="list-style-type: none"> <li>• combined grant and loan for up to 80% of eligible costs</li> <li>• up to \$10 million per project. Up to 25% as a grant and the remainder as a loan</li> <li>• see the note below on the lifetime funding limitations of capital projects eligible for CBR funding</li> </ul>
<b>Capital project: Green Buildings Pathway retrofit</b> (formerly GHG Reduction Pathway Retrofit Capital Projects)	<ul style="list-style-type: none"> <li>• combined grant and loan for up to 80% of eligible costs</li> <li>• up to \$10 million per project. Up to 25% as a grant and the remainder as a loan</li> <li>• see the note below on the lifetime funding limitations of capital projects eligible for CBR funding</li> </ul>
<b>NOTE:</b> Applicants may receive up to \$10 million in funding for capital projects within a municipality regardless of whether they apply for a GHG impact retrofit capital project or a Green Buildings Pathway capital project.	

## Capital project: GHG impact retrofit

If you apply for funding for this type of capital project, there are no limits on the number of projects eligible for funding, provided the capital project funding for an individual municipality does not exceed \$10 million.

## Capital project: Green Buildings Pathway retrofit

If you apply for funding for this type of capital project, there are no limits on the number of projects eligible for funding, provided the capital project funding for an individual municipality does not exceed \$10 million.

## Capital projects: budgets and financing

FCM funds capital projects through a combination of loans and grants administered through our Green Municipal Fund. We aim to provide loans at competitive market rates in combination with substantial grants to buy down your project's non-recurring costs, reduce your debt burden and make GHG reduction measures with higher capital costs accessible. This funding is designed to ensure that you don't incur additional long-term costs associated with operations or debt servicing.

The total funding and grant amounts are calculated as a proportion of the total eligible project budget, not just the GHG reduction measures. This means that your overall capital construction costs, including project management costs, should be included as part of your project scope and budget.

## CAPACITY BUILDING

In addition to funding, we also provide access to relevant resources, training and expertise to help you plan, implement, and monitor the results of your community building retrofit projects. These include:

- a curated online library of relevant case studies, tools and resources to help you build your business case and retrofit your community buildings
- opportunities to connect and exchange knowledge with peers and technical experts who are working on similar initiatives across Canada
- access to free coaching, training and other capacity-building supports

FCM will share the results and lessons learned through the CBR initiative with municipalities and their partners across the country through various networks. As a CBR funding recipient, you may be invited to share your experiences with other communities through webinars, online meetings, case studies or other activities.

For information on our latest resources and activities, visit our [website](#) and sign up for our [e-newsletter](#).

# ELIGIBILITY

CBR funding is available only to certain types of applicants and only for projects that focus on community buildings.

## Eligible applicants

**Canadian municipal governments**, except for:

Low Carbon Cities Canada (LC3) namesake city centres (Vancouver, Edmonton, Calgary, Toronto, Ottawa, Montreal, and the Halifax Regional Municipality).

**Municipal partners**, which could include:

- private-sector entities
- Indigenous communities
- municipally owned corporations
- regional, provincial or territorial organizations delivering municipal services
- non-governmental organizations
- not-for-profit organizations
- research institutes (e.g., universities)

## Eligible buildings

A community building is an enclosed public place or an enclosed workplace that is:

- owned by a municipal government or not-for-profit organization
- primarily used to deliver athletic, recreational, cultural and community programs or services to the local community
- widely accessible to everyone, offering services that enhance the health and well-being, skills development, and economic development of individuals and communities

Community buildings include:

- athletic facilities, such as indoor rinks, sports arenas, swimming pools and gyms
- recreational facilities, such as recreation centres and clubhouses
- cultural facilities, such as performing arts centres, art galleries, auditoriums and libraries
- buildings such as community centres, seniors centres and clubs, and halls

Projects focused on multi-purpose buildings that house one or more of the above community services alongside other services or administrative functions are eligible for CBR funding. Projects focused on other standalone municipal buildings—such as city hall and administrative buildings, fire halls, emergency medical services facilities and public works buildings—are also eligible for funding if the standalone building is part of a portfolio of buildings that includes community buildings.

## Eligible projects

The following types of projects are eligible for CBR funding.

### **Feasibility study: Green Buildings Pathway**

Grants for feasibility studies help you to integrate energy and GHG reductions into your longer-term plans for managing community buildings. This funding supports you in conducting feasibility studies for short and long-term capital projects while mapping out a course to extend the life of these buildings and reduce operating and maintenance costs over your buildings' remaining useful life.

These studies will enable you to identify a sequence of GHG and energy reduction measures—the “Green Buildings Pathway”—that will help you to reduce emissions from community buildings by at least 50 percent within 10 years and achieve the specified [\*Best practice energy targets\*](#) within 20 years. Studies will consider your unique objectives and constraints (e.g., building use, capital budgets, equipment renewal cycles, etc.) and explore multiple optimization scenarios. For more detailed study requirements, see our [\*Green Buildings Pathway Guidance Document\*](#).



## Example of a Green Buildings Pathway

In this example, for a building located in Brantford, Ontario (climate zone 5), capital projects are conducted in three phases to achieve 50 percent GHG savings in 10 years and meet the [Best practice energy targets](#), including a fossil-fuel phase-out, within 20 years. The project is supported by an ongoing strategy to ensure existing equipment and systems operate optimally.

**In Phase 1**, the owner of an aging community building addresses high-priority energy-saving retrofit measures (replacing deteriorating windows with high-efficiency windows) and implements lower-cost energy retrofits (installing low-flow water fixtures, insulating hot water piping, installing LED lights, installing programmable thermostats, installing weather stripping around doors).

**In Phase 2**, six years later, the building owner implements GHG reduction measures that, in addition to the Phase 1 GHG savings, achieve the required 50 percent savings within 10 years. Retrofits undertaken in this phase are the replacement of the natural gas hot water tank with an electric heat pump hot water heater (which is 300% more efficient), and an upgrade of the roof's insulation to R40.

**In Phase 3**, implemented five years after the completion of Phase 2, the owner replaces the aging fossil-fuel heating system and air conditioning system (both of which have reached end of life) with a high-efficiency electric heat pump, which can provide energy-efficient heating in the winter and energy-efficient cooling in the summer. The ventilation system is also replaced with a high-efficiency heat recovery ventilator. Demand control ventilation is installed to further reduce energy consumption. Energy modelling demonstrates that these final retrofits have successfully reduced the building's energy use to meet the required [Best practice energy targets](#) within 20 years. This example takes place in climate zone 5, where a complete fossil-fuel phase-out is required.

This is just one example of a Green Buildings Pathway. Your building does not need to be retrofitted in three phases, as in this example. Your own pathway will reflect your unique objectives, constraints and preferred measures. Some pathways may include multiple phases, while others may include a single, more extensive retrofit. What matters is that the 10-year 50 percent GHG savings and [Best practice energy targets](#) are met in 20 years.

Solar photovoltaic panels may be helpful in developing a positive business case, reducing GHG emissions (only when offsetting high-carbon-intensity electricity) or reducing electricity demand during peak hours. While not mandatory, solar photovoltaic panels can be considered in your Green Buildings Pathway.

Projects may include more than one building if at least one of the buildings is a community building. Projects that include multiple buildings may include a portfolio of buildings within a single municipality or a group of similar buildings in multiple municipalities (e.g., indoor swimming pools located in three municipalities).

### **Capital project: GHG impact retrofit**

This funding supports you in undertaking community building retrofits that reduce GHG emissions by at least 30 percent compared to baseline emissions. Eligible projects include comprehensive retrofits of single community buildings and retrofits of a portfolio of buildings.

Retrofits of a portfolio of buildings are eligible for funding if the portfolio meets at least **one** of the following criteria:

- includes more than one community building within the same municipality
- includes at least one community building and other non-community municipal buildings within the same municipality
- includes similar community buildings within multiple municipalities (subject to GMF review)

### **Capital project: Green Buildings Pathway retrofit**

This funding supports you in implementing one or more phases of a pathway as defined in a Green Buildings Pathway feasibility study or equivalent. Eligible projects may focus on a pathway for a single building or a portfolio of buildings.

Retrofits for a portfolio of buildings are eligible for funding provided the portfolio meets at least **one** of the following criteria:

- includes more than one community building within the same municipality
- includes at least one community building and other non-community municipal buildings within the same municipality
- includes similar community buildings within multiple municipalities (subject to GMF review)

Your funding application must include at least one retrofit phase, or a combination of GHG or energy reduction measures, that are identified in the pathway and appropriately sequenced to achieve the specified [\*Best practice energy targets\*](#) within 20 years. If your funding application is approved, you can apply for funding support for subsequent phases in the future, subject to funding availability.

## Green Buildings Pathway reduction criteria

Eligible projects must meet the requirements outlined in Table 2.

Table 2: Reduction criteria by type of project	
Project	GHG Reduction Criteria
<b>Feasibility study: Green Buildings Pathway</b> (formerly GHG Reduction Pathway Feasibility Studies)	The feasibility study must aim to reduce GHG emissions by at least 50 percent compared to the current or baseline performance of each building and portfolio of buildings within 10 years and achieve the specified <i>Best practice energy targets</i> within 20 years (see the <a href="#">Green Buildings Pathway Guidance Document</a> ).
<b>Capital project: GHG impact retrofit</b>	The capital project must aim to reduce GHG emissions by at least 30 percent compared to the current or baseline performance of the building. Baseline performance may be estimated where the retrofit changes the size or function of the building. GMF staff will validate the project baseline calculations provided in the feasibility study.
<b>Capital project: Green Buildings Pathway retrofit</b> (formerly GHG Reduction Pathway Retrofit Capital Projects)	<p>The capital project must be supported by Green Buildings Pathway feasibility study or an equivalent feasibility study (see the <a href="#">Green Buildings Pathway Guidance Document</a>).</p> <p>The capital project must include at least one retrofit phase identified in the Green Buildings Pathway feasibility study or a combination of energy savings and GHG emissions reduction measures sequenced in alignment with the feasibility study. The capital project must support the timelines included within the Green Buildings Pathway feasibility study.</p>

# EVALUATION OF APPLICATIONS

## Feasibility studies and capital projects

GMF will evaluate your feasibility study or capital project using the following three criteria:

- **Impact:** The project has the potential to generate measurable environmental benefits, including GHG emissions reductions as well as other improvements or sustainable practices; decrease energy costs; and support community benefits.
- **Implementation:** The project is designed holistically with a strong project management approach that includes planning, risk management, stakeholder engagement and appropriate resourcing.
- **Transformative potential:** The project demonstrates or adopts new and better solutions, with a high likelihood of encouraging replication.

Table 3: Evaluation criteria

Impact	Implementation	Transformative potential
<ul style="list-style-type: none"><li>• Quantitative environmental benefits</li><li>• Qualitative environmental benefits</li><li>• Financial benefits</li><li>• Community benefits</li><li>• Relative impact</li></ul>	<ul style="list-style-type: none"><li>• Stakeholder engagement</li><li>• Team and partners</li><li>• Workplan and budget</li><li>• Risk management</li><li>• Financing</li><li>• Measurement and monitoring</li></ul>	<ul style="list-style-type: none"><li>• Capacity building</li><li>• Replication potential</li><li>• Innovation</li><li>• Audacity</li></ul>

# APPLICATION PROCESS

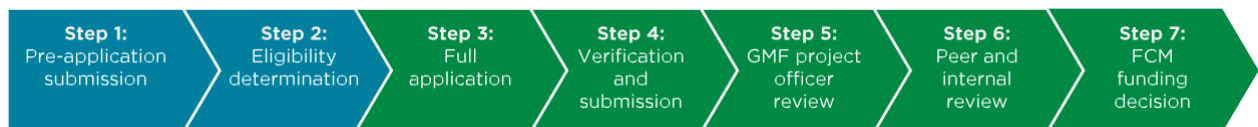
To apply for GMF funding, you must submit the following:

- a pre-application form
- an application form
- a project workbook
- all required supporting documents ([see Table 4](#))

## When to apply

We accept applications year-round until all annual funds are allocated. Once all funding is allocated for the year, any new applications are then deferred for a funding decision to the following fiscal year, beginning April 1. If this happens, we will let you know.

## Funding and review process



*Figure 2: Steps to obtaining GMF funding*

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

### Step 1: Pre-application

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

## Step 2: Eligibility determination

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A GMF project officer will review your pre-application form to determine whether your organization and project are eligible for funding before you submit a full application. GMF staff strive to respond within 15 business days of the date we receive your pre-application form.

## Step 3: Full application

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If your organization and initiative are determined to be eligible to proceed to the next stage, GMF staff will inform you when the full application form is available. It is important to note that even if a project is deemed eligible to move forward with a full application, it does not guarantee full application eligibility or that the project will be approved for funding.

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

## Step 4: GMF project officer review

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

## Step 5: Peer review and Internal review

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

## Step 6: FCM funding decision

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For all GMF projects, FCM's Board of Directors oversees funding recommendations made by the GMF Council.

For **feasibility studies**, the average time for a funding decision is three to five months after submission of your full application form.

For **capital projects**, the average time for a funding decision is four to six months after submission of your full application form.

## Required supporting documents

Throughout the application process, we ask you to include supporting documents with important information about your organization and the details of your proposed project. Items on the required supporting document list are mandatory. You are welcome to provide further evidence as needed and available.

The supporting documents we ask you to provide vary based on whether your organization is a municipal government or a partner of a municipal government. The following table outlines these requirements, as well as the requirements and conditions that your organization must fulfill before you submit your application. Please note that we may request additional documentation.

Table 4: Required supporting documents by type of application	
Applications	Required supporting documents
All applications	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed full application form</li> <li><input type="checkbox"/> Project workbook</li> <li><input type="checkbox"/> <a href="#">Letters from confirmed sources of funding</a></li> <li><input type="checkbox"/> Project team organizational chart and resumés</li> <li><input type="checkbox"/> Evidence of municipal support (i.e., council resolution or letter of support); the resolution or letter of support should acknowledge any eligibility limitations for feasibility studies and capital projects (see the <a href="#">Eligibility section</a>)</li> </ul>
Additional information required for all capital projects	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed feasibility study; feasibility studies for Green Buildings Pathway capital projects must comply with the requirements in the <a href="#">Green Buildings Pathway Guidance Document</a></li> <li><input type="checkbox"/> Energy model or relevant calculations</li> <li><input type="checkbox"/> Engineering cost estimate</li> <li><input type="checkbox"/> Your organization's audited financial statements for the past three years or, if a guarantor is providing a financial guarantee, the audited financial statements of the guarantor</li> <li><input type="checkbox"/> Executive summary of the environmental assessment of your project, if required under federal, provincial or territorial laws</li> <li><input type="checkbox"/> <b>New Brunswick municipalities</b> (other than the City of</li> </ul>

	<p>Saint John): Evidence that you have obtained the New Brunswick Municipal Capital Borrowing Board's authorization to borrow funds</p> <p><input type="checkbox"/> <b>Nova Scotia municipalities:</b> Evidence that you have obtained authorization from the Minister of Service Nova Scotia and Municipal Relations to borrow funds</p> <p><input type="checkbox"/> <b>Quebec municipalities:</b> Evidence that you have obtained the <i>règlement d'emprunt</i> issued by the Ministère des Affaires municipales et de l'Habitation</p>
<b>Non-municipal applicants (municipal partners)</b>	<p><input type="checkbox"/> Municipal council resolution stating municipal partnership on the project</p> <p><input type="checkbox"/> Articles of incorporation including all supporting documentation</p>
<b>Municipally-owned corporations</b>	<p><input type="checkbox"/> Evidence of your organization's relationship to, and mandate from, the lead municipality in relation to the proposed project, including your organization's articles of incorporation or your shareholder agreement with the lead municipality</p>
<b>Additional information required for capital projects undertaken by municipal partner applicants</b>	<p><input type="checkbox"/> Project financial model (i.e., pro forma)</p> <p><input type="checkbox"/> Confirmation of equity contribution (if applicable)</p> <p><input type="checkbox"/> Confirmation of any ongoing subsidies (if applicable)</p> <p><input type="checkbox"/> Recent property appraisal and needs assessment (if conducted)</p> <p><input type="checkbox"/> Copy of fixed priced contract entered into with contractor references (if obtained)</p> <p><input type="checkbox"/> Constating documents (founding articles of incorporation of the lead applicant, to ensure eligibility)</p>



# HOW TO COMPLETE YOUR APPLICATION

Follow the instructions below as you submit your pre-application and full application forms. Answer each question with enough detail so that someone who has never heard of your project or community can fully understand your application.

**Before you apply:** All applicants requesting funding must complete their pre- and full application forms. If you have any questions about how to apply, please contact an FCM representative at [gmfinfo@fcm.ca](mailto:gmfinfo@fcm.ca) or 1-877-417-0550.

The instructions below provide detailed information on how to complete each section of both the pre-application and the full application.

## Pre-application

The information you provide in this step will help GMF staff members determine the eligibility of your initiative and whether to invite you to complete the full application.

## Applicant eligibility

In this section, please tell us who you are, where you are from and who your main partners are, if any.

## Project type

Please select the type of funding you are applying for:

- **Feasibility study: Green Buildings Pathway**
- **Capital project: GHG impact retrofit**
- **Capital project: Green Buildings Pathway retrofit**

## Applicant information

### Participating organization

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Please provide the name and role of each participating organization:

- **Lead applicant:** the municipality, or a partner organization, that would be signing the contract with FCM, overseeing the initiative (even if it has a third party complete the work), incurring the costs of the initiative, and submitting the required reporting to FCM
- **Lead municipality:** the municipality where the initiative is taking place or that will benefit from the initiative

### Organization information (for non-municipal applicants only)

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Tell us about your organization. How long you have been operating, and how are you involved in community buildings? If your organization is a not-for-profit, provide a brief history of your organization and indicate whether you own a single community building or a portfolio of community buildings.

Note that you will also be asked to provide supporting documents showing that a municipal government is partnering on the project. Your support letter should state the municipality's support of the project and, if you are applying for CBR feasibility study funding, the letter should also acknowledge its understanding that if the project receives CBR funding, no further feasibility study projects within the municipality will be eligible for CBR funding. The support letter must be signed by the mayor on behalf of council, or by the municipality's chief administrative officer or city manager. You can find a template [here](#).

**Optional:** Specify in the letter any way in which the municipality has demonstrated its support, if applicable (e.g., in-kind contribution, financial contribution, etc.).

### Project team members

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At this stage, please provide contact details for the **lead contact** on the project team. Non-municipal applicants should also provide the municipal contact.

**Note:** Municipal corporations must also complete this step. If possible, please indicate how you heard about FCM's funding.

## Project information

In this section, tell us about your initiative, the anticipated benefits, why this project is important and how you intend to implement it.

<b>Project working title</b>	<p>The title should:</p> <ul style="list-style-type: none"> <li>• describe the initiative</li> <li>• mention the name of the lead municipality</li> </ul>
<b>Project type</b>	<p>The type of funding requested:</p> <ul style="list-style-type: none"> <li>• <b>Feasibility study: Green Buildings Pathway</b></li> <li>• <b>Capital project: GHG impact retrofit</b></li> <li>• <b>Capital project: Green Buildings Pathway retrofit</b></li> </ul> <p>Note: this response will be locked after your response on project type on the pre-application form.</p>
<b>Sector</b>	<p>Energy</p> <p><b>Note:</b> this response will be locked as it is the only possible response for this type of funding application</p>
<b>Building type</b>	<p>Is the community building included in the project an arena, indoor pool, community centre, arts centre or other building type? For multiple buildings, select “Other” and specify the type of building for each building.</p>
<b>Community building ownership</b>	<p>Select the ownership of the building(s):</p> <ul style="list-style-type: none"> <li>• Municipality</li> <li>• Not-for-profit</li> </ul>
<b>Number of buildings included within the project</b>	<p>How many buildings are included in your project?</p>
<b>Project start and end date (YYYY-MM-DD)</b>	<p>Indicate the start and end dates for your proposed initiative.</p>
<b>Anticipated total project costs (\$)</b>	<p>Provide the anticipated total costs of your proposed initiative.</p>
<b>Funding request (\$)</b>	<p>Indicate the amount of funding you are requesting for your proposed initiative. See <a href="#">Table 1</a> for available funding.</p>

**TIP:** Be as concise and specific as possible when you answer the questions in the pre- and full application forms. Provide quantitative (measurable) information in your responses whenever possible. You can answer each question or refer us to specific sections or pages in your attached documents.

## Executive summary

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Please summarize your project in a couple of paragraphs. Be sure to do the following:

- Highlight key aspects of your project.
- Tell us why this project is important for your community. What problem or problems are you trying to solve?
- Outline the key benefits of your project. In particular, what are its environmental benefits?

Please include in this field any other information that you feel will help us to understand your project and intended outcomes. Non-municipal applicants may provide additional details on their partnership with the lead municipality.

## Environmental benefits

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Provide a summary of the anticipated environmental benefits, to the best of your knowledge, of your initiative.

For capital projects, describe the GHG emissions reduction and other environmental measures associated with the project.

## Required documents

Please review the list of required documents (see [Table 4](#)) that you'll need to submit to FCM if you are invited to complete a detailed application.

Capital projects are required to submit a feasibility study at the pre-application stage. Non-municipal applicants are also required to submit a municipal support letter.

## Declaration and signature

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

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

## Full application

Depending on the project type, not all sections below will apply.

### Applicant information

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The information gathered from your pre-application form will appear here. This is your opportunity to review and edit it, and add any supporting documents.

### Project information

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The information gathered from your pre-application form will appear here. This is your opportunity to review and edit it.

**TIP:** Be as concise and specific as possible when you answer the questions in the application form. Provide quantitative (measurable) information in your responses whenever possible. You can answer each question or refer us to specific sections or pages in your attached documents.

### Overview

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#### Details of your project

<b>Working title</b>	This section will have information you provided at the pre-application stage. This is your opportunity to review and edit if needed.
<b>Type of project</b>	This section will be locked with the information you selected at pre-application.
<b>Sector</b>	This section will be locked as “Energy” is the only possible response for this type of funding application.
<b>Building type</b>	You may edit the information you selected at pre-application if necessary.
<b>Community building ownership</b>	You may edit the information you selected at pre-application if necessary.
<b>Number of buildings included within the project</b>	You may the information you provided at pre-application if necessary.

## Executive summary

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The information you provided on your pre-application form will appear here. This is your opportunity to review and edit it, and add any supporting document(s).

Note that if your project is approved, we may post the executive summary on our website.

## Project funding and timeline

<b>Project start and end date (YYYY-MM-DD)</b>	This section will have information you provided at the pre-application stage. This is your opportunity to review and edit if needed.
<b>Anticipated total project cost</b>	This section will have information you provided at the pre-application stage. This is your opportunity to review and edit if needed. Make sure this amount is equal to the amount calculated using the project workbook.
<b>Loan amount requested (capital project only)</b>	Indicate the loan amount you are requesting. This number will be calculated using the provided project workbook. Make sure this amount equals the amount calculated using the workbook.
<b>Grant amount requested</b>	Indicate the grant amount you are requesting. This number will be calculated using the provided project workbook. Make sure this amount equals the amount calculated using the workbook.
<b>FCM funding request</b>	This section will be locked with the information you provided at pre-application.

## Environmental benefits

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The information you provided on your pre-application form will appear here. This is your opportunity to review and edit it and add any supporting document(s). This section asks you to describe the environmental measures you intend to implement and their probability of achieving the stated benefits. GHG emission reductions will be considered, along with other environmental benefits.

Environmental results and performance toward a more sustainable society is the primary mandate of FCM's Green Municipal Fund. As such, this is an important section and it receives greater weight in funding decisions. Please refer to the required energy savings and GHG emissions reductions (see [Table 2](#)) that you must meet to be eligible for funding.

## Project workbook

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If you're applying for funding for a capital project, please review the environmental benefits tab in the project workbook. The worksheet will be pre-populated for you based on your submitted feasibility study.

## GHG reductions

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Please consider the following as you complete the application:

- **Feasibility study, Green Buildings Pathway:** Confirm your intent to reduce GHG emissions by at least 50 percent compared to the current or baseline performance of each building and portfolio of buildings within 10 years and by the specified [Best practice energy targets](#) within 20 years. If available, include recent relevant work that quantifies baseline energy consumption or GHG emissions and identifies potential energy savings or GHG reduction opportunities as part of your supporting documentation (e.g., building monitoring reports, energy audits etc.). See [Green Buildings Pathway Guidance Document](#) for additional details.
- **Capital project, GHG impact retrofit:** Describe the measures you will use to reduce GHG emissions by 30 percent, as outlined in your feasibility study. Please ensure the expected GHG reduction can be compared to a baseline or assessment of the current state.
- **Capital project, Green Buildings Pathway retrofit:** Describe at a high level the project phases and timing that will be required to reduce GHGs by at least 50 percent compared to the current or baseline performance of the building within 10 years and by meeting the [Best practice energy targets](#) within 20 years as outlined in your feasibility study.

Note the phase (or combination of energy savings or GHG reduction measures) you're requesting funding for and describe the GHG reduction measures you'll include in this phase as well as the expected reduction in GHG emissions. Please ensure the expected energy savings or GHG reduction can be compared to a baseline or assessment of the current state.

## Other environmental benefits

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Please consider the following as you complete the application:

- For a Green Buildings Pathway project (feasibility study, or capital project), your application must identify opportunities for potable water consumption reduction. For example, plumbing fixtures in the building will meet the flow rates for fixtures and fittings outlined by the [United States Green Building Council LEED v4 BD+C New Construction Indoor Water Use Reduction Credit](#).

- Will your project result in other environmental benefits not represented or highlighted by the energy model? Examples include improving natural assets, using sustainably sourced materials, integrating climate change adaptation and resilience into design, reducing environmental nuisances such as light and noise, conserving water and reducing waste.
- Are these other environmental benefits quantifiable? If so, please provide estimates, ensuring that the reduction can be compared to a baseline or assessment of the current state (e.g., low-flow fixtures that will save water).

**NOTE:** If you're applying for funding for a feasibility study, simply explain how the study may discuss other environmental benefits in the analysis.

## Economic and social benefits

This section asks you to describe the economic and social benefits of your project. A wide variety of benefits are acceptable. Economic benefits could include job creation, while social benefits could include improved services.

## Project workbook

If you're applying for funding for a capital project, please fill out the economic and social benefits tab in the project workbook.

## Economic benefits

Here are some key considerations regarding economic benefits:

- How do your proposed solutions and mechanisms reduce costs, and how are they financially efficient and effective? Describe the return on investment you expect to achieve from the proposed retrofit measures (i.e., the financial health of the project).
- What operating cost savings do you anticipate will result from this project? What will be the benefit of these savings (e.g., operational savings will be invested in future capital projects, usage fees will be decreased, services will be expanded, etc.)?
- Do you anticipate achieving any other related benefits from your project (e.g., extension of asset life, lower total cost of ownership, revenue generation, etc.)?
- As an optional consideration, consider how this project may impact local economic development.

**NOTE:** If you're applying for funding for a feasibility study, simply explain the different economic factors that you will investigate in your study.



## Social benefits

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Recognizing that community buildings provide an important social benefit in themselves, focus on benefits that go above and beyond the social benefits the building currently provides. Where possible, provide any quantification related to these benefits. Some examples of social benefits to consider include:

- Supporting local communities in maximizing the benefits of these projects. Examples include supporting local work opportunities, skills training and fair wages for qualified residents and groups who are traditionally underrepresented in the skilled trades sector, such as apprentices, Indigenous workers and women.
- Improving services provided to the community, including ensuring recent immigrants, racialized groups, seniors, parents and low-income Canadians have access to safe and affordable community spaces.
- Improving building quality, the building environment (e.g., light, air quality, noise, heat) and the health and safety of users.

**NOTE:** If you're applying for funding for a feasibility study, simply explain the different social factors that you will investigate in your study.

## Measuring and monitoring

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This section asks you to describe your plan for measuring and monitoring the results of your project. These results yield valuable lessons that can help future applicants and improve the CBR initiative overall. Monitoring is also important for municipalities to ensure the expected benefits are realized. Monitoring and reporting are essential for FCM to report back to our funder, the federal government, on the impact of its investment.

FCM is looking for projects that have a robust measurement system to demonstrate expected benefits, particularly quantifiable environmental benefits. This section assesses how you will collect and analyze data, and how you will verify the performance of your project.

A strong measurement system will include a range of indicators, including those related to environmental or energy performance, the business case for your project and anticipated improvements to levels of service. Depending on the project, a measurement system could include a description of each parameter, how its value will be determined (e.g., direct measurement, modelling, estimation or other), any assumptions or additional technical factors pertinent to determining performance, and how the information will be used or rolled up to determine the performance of the project.

**NOTE:** When preparing to conduct a feasibility study, consider how you plan to measure and validate performance for each of your proposed energy savings or GHG emissions reduction measures.

**NOTE:** Building commissioning is an eligible expense for capital projects. We strongly recommend that you include commissioning within your capital project and integrate your measurement and monitoring plan with the commissioning strategy. This integration will ensure your project and building operate optimally into the future.

## Replication

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This section considers the use of best practices and proven solutions to implement a project successfully. It also considers whether the mechanisms you intend to implement encourage adoption and replication by your own organization and by others.

A project is considered replicable when it includes:

- models or best practices with demonstrated proven results in the design of the project
- clear performance benefits that address common problems across community buildings
- solutions for key challenges experienced by owners of community buildings
- clear market drivers for the adoption of a solution (e.g., cost savings over status quo, financial returns, regulation requirements and incentives)
- commonly understood metrics and measures to show performance

Give specific examples of mechanisms you will use to encourage adoption and replication, such as:

- a replication mechanism that is integral to the design of the solution (e.g., a packaged solution, toolkits, best practices, plan to replicate within a portfolio, etc.)
- partnership with one or more private sector, academic, government or non-governmental organizations with mandates for replicating solutions
- involvement of city staff and elected officials to ensure your value proposition for this project can be translated to other municipal buildings

## Capacity building and stakeholder engagement

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This section considers how a project is designed to increase the knowledge and

capacity of municipalities and their partners to undertake Green Building Pathway capital projects.

## Capacity building

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Some questions to consider around capacity building could include:

- What knowledge or skills gap will this project address in your organization? How will you share or maintain this expertise internally and apply it to future projects?
- What knowledge or skills gap may remain and what existing opportunities (training, etc.) are there to help address this?
- Will you work with local suppliers (e.g., trades, contractors, consultants, etc.) to build knowledge and skills for energy-related projects within your community?
- How do you plan to share the results of your project within your community and with other communities?
- Do you plan on creating educational activities or materials to share knowledge and lessons learned with other communities or networks?
- How will you ensure staff responsible for operating the building and energy systems have sufficient resources and training to maintain the performance target over time?

## Stakeholder engagement

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Identify all relevant stakeholders you have engaged or plan to engage to successfully plan, design and execute your project (e.g., neighbours, neighbourhood or community associations, agencies or service providers, citizen groups, council, and/or municipal staff). Describe the level and type of interaction and the input you will seek from them.

In particular, please outline how you will engage with current and potential users of your community building and community stakeholders (e.g., recent immigrants, racialized groups, seniors, parents and low-income Canadians) to understand how you can improve the social value of your community building.

## Innovation

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This section asks you to describe the innovation of your proposed project. CBR funding is intended to support entrepreneurial owners and operators of community buildings who undertake innovative and impactful solutions. We recognize, however, that innovation is a relative measure and can mean different things to different people and organizations. What is innovative for a small or rural community may not be so

for a large one. When answering this question, consider how innovation relates to the specific context of your organization or community.

## **Innovative aspects of the project**

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A project is considered innovative when it demonstrates at least **one** of the following:

- development or application of new knowledge, policy, practice or advanced technology
- a new or emerging application of an existing technology or practice
- adoption of knowledge or a practice that is new to a community or provider to suit the circumstances of that particular community or provider, or the adoption of advanced technology

In answering the question, also consider the following:

- How is each Green Building Pathway measure innovative?
- For example, does it develop or apply new, best practice knowledge, policies, practices, technologies or financial models that your organization hasn't used before?
- Or does it apply any of these in a new way, possibly to suit your unique circumstances?

## **Uncertainties around innovation (audacity)**

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We recognize that uncertainties and challenges are an inevitable part of any new and transformative solution. We want to support projects that take on this worthy task.

Uncertainties and challenges are different from the risks associated with implementing your project. A project is considered to be taking on uncertainties and challenges when you, the applicant, tries something that you haven't tried previously, or you push further to achieve greater anticipated benefits, considering best practices, particularly from an environmental perspective.

When answering this question, speak generally about some of the uncertainties or challenges you might face in trying to achieve your target outcomes, and explain how you will tackle them.

## **Project management and delivery**

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Project management is an essential component in our evaluation of any funding application. A project may be a great idea, but if there is no budget or financial ground to stand on, it's difficult to evaluate whether it can be implemented

successfully.

## Project management summary

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Tell us about your project management approach and demonstrate how it is appropriate given your project's stage of development and risk profile.

Describe the following:

- the project team (include the structure, roles, expertise and gaps)
- financing (include the sources, secured and unsecured amounts, and the plan to secure all financing)
- coordination (describe your plan to collaborate across all relevant municipal departments)
- stakeholder engagement (describe your plan for engagement, the participants and the type of participation you expect from them—for example, the type of input will you seek from them, or their involvement in a monitoring system)

## Project team

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If you haven't done so already, identify up to five members of your project team and the role of each. Attach their resumés or documents that list their professional qualifications and experiences. If your team members have not yet been identified, provide documentation that describes the positions that will make up your team, including roles, qualifications and experience necessary to complete a successful project. The table should include at least one member of the lead applicant's project management team. If your project is sponsored or championed by a municipal elected official, include them as well. For non-municipal applicants, please also provide the municipal contact.

**Supporting documents:** Provide a well-defined organizational chart of both the organization and the project team, team members' resumés and the municipal support letter, if applicable.

## Project implementation risk

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We want to know more about the biggest risks and challenges you face in implementing this project, and how you will manage and mitigate them.

Typical types of implementation risks and challenges include the following:

- environmental
- financial
- regulatory
- social
- technical
- timing

**TIP:** If you have identified risk mitigation measures, make sure they are well reflected in appropriate sections of your application and that they are supported by appropriate documents.

## Project workbook

If you are applying for a feasibility study or capital project, please fill out the Project Team and Risk Management Tab in the project workbook.

## Budget and workplan

For this section, you will be required to complete the budget and sources of funding tabs in the project workbook that GMF staff have provided. Make sure the amounts you enter in the **Project funding and timeline** section of the application match the amounts calculated in the project workbook.

## Required documents

Please review the list of required documents (see [Table 4](#)) that you will need to submit with your completed detailed application.

## Declaration and signature

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

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

**NOTE:** Once the application is complete, please verify that you have gathered all supporting documents listed in the **Required supporting documents section** (see [Table 4](#)). Follow the instructions below to submit your application and required documents.

# HOW TO SUBMIT YOUR APPLICATION

Before submitting your application, please check the list of required supporting documents for your project type (see [Table 4](#)). These documents validate the information you provide in your application. Make sure your documents have filenames and titles that properly reflect their contents.

## Quebec municipal applicants

**There is a slightly different process for Quebec municipal applicants.** The pre-application needs to be downloaded and submitted by your municipality to the Ministère des Affaires municipales et de l'Habitation (MAMH).

The ministry will determine if your proposed project complies with Quebec policies before issuing an “Avis Favorable.” GMF may not contact the applicant until MAMH provides its compliance decision.

Please visit [www.mamh.gouv.qc.ca](http://www.mamh.gouv.qc.ca) for more information. GMF may provide some assistance if needed. Municipal corporations and not-for-profit organizations do not need to submit application forms to MAMH.

## Ready to submit?

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

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

### **Need help or have suggestions to improve this guide?**

If you're having trouble completing your application, uploading your files, or simply have some questions, please contact us at [gmfinfo@fcm.ca](mailto:gmfinfo@fcm.ca) or 1-877-417-0550.

# APPENDIX: ELIGIBLE COSTS

This table outlines the costs that can be reimbursed by FCM. Please pay particular attention to any costs that may be ineligible for reimbursement.

Table 5: Eligible costs

## Section A: Costs incurred *before* the date FCM receives your **full** application

Cost category	Eligible costs	Ineligible costs
<b>Application preparation</b>	Consulting costs (to a maximum of \$5,000) to write the application, including inserting information into the project workbook, incurred up to 90 days before the date FCM receives your application.	All other costs incurred before the date FCM receives your application, including any stakeholder engagement or research that took place to complete the full application or project workbook.

## Section B: Costs incurred *after* the date FCM receives your application

Cost category	Eligible costs	Ineligible costs
<b>Administration</b>	<p>Administrative costs that are directly linked to and have been incurred for the project, including:</p> <ul style="list-style-type: none"> <li>• communication costs (e.g., long-distance calls or faxes)</li> <li>• permits or certifications required for the project</li> <li>• printing or photocopying by outside suppliers</li> <li>• outsourced printing or photocopying</li> <li>• acquisition of documents used exclusively for the project</li> <li>• document translation</li> </ul>	<ul style="list-style-type: none"> <li>• general overhead costs, including operating costs related to the general maintenance, repair and overhead costs associated with the project</li> <li>• administrative costs not specifically listed as eligible costs</li> <li>• office space, supplies and general overhead costs incurred in the ordinary course of business</li> </ul>



Cost category	Eligible costs	Ineligible costs
<b>Advertising</b>	<p>Advertising costs essential to communicating the project to the public and evaluating the project, such as:</p> <ul style="list-style-type: none"> <li>• fees for advertising development</li> <li>• fees for media distribution</li> <li>• website development</li> <li>• public surveys</li> </ul>	<ul style="list-style-type: none"> <li>• advertising costs for general education or publicity associated with ongoing or other business activity, and that is not a specific requirement of the project</li> <li>• promotional items</li> </ul>
<b>Audit</b> (capital projects only)	The cost of a financial audit conducted by a third-party accredited professional for the capital project, which is required by FCM.	N/A
<b>Capital expenditures</b>	<p>Capital costs as defined and determined in accordance with generally accepted accounting principles (GAAP), including:</p> <ul style="list-style-type: none"> <li>• costs for acquiring, developing, constructing, modernizing or leasing systems (equipment, hardware, software, etc.)</li> <li>• costs of construction, renovation or modernization of facilities and structures, such as material and installation costs</li> </ul>	<ul style="list-style-type: none"> <li>• any major capital cost (pilot projects only)</li> <li>• purchase or lease of real property</li> </ul>
<b>Equipment rental</b> (capital projects only)	Rental of tools and equipment related to the capital project.	Rental of tools or equipment related to ongoing or other business activities.

Cost category	Eligible costs	Ineligible costs
<b>Meetings and public gatherings</b>	<p>Costs related to meetings and public gatherings that communicate the project to the public and that collect feedback, such as:</p> <ul style="list-style-type: none"> <li>• facility rental</li> <li>• audiovisual equipment rental</li> <li>• 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)</li> <li>• provision of food and drinks when it is part of a specific cultural protocol</li> <li>• honoraria for cultural leaders, Elders, Indigenous knowledge keepers and/or cultural keepers (these honoraria should reflect the role of Indigenous Peoples as subject-matter experts)</li> <li>• costs related to local cultural protocols (e.g., gifts, cultural ceremonies)</li> </ul>	<p>Any hospitality expenses, such as:</p> <ul style="list-style-type: none"> <li>• food and drink</li> <li>• alcohol</li> <li>• door prizes</li> <li>• entertainment</li> <li>• music</li> <li>• decorations</li> <li>• flowers or centerpieces</li> </ul>

Cost category	Eligible costs	Ineligible costs
<b>Services</b>	<p>Fees for professional or technical services, including:</p> <ul style="list-style-type: none"> <li>consultant and contractor fees for work related to low-carbon pathway studies and capital projects</li> <li>fees incurred by a certified professional to conduct project measurement and verification</li> <li>the cost of an environmental audit, which is required by FCM, undertaken by a third-party verification specialist (capital projects only)</li> </ul>	<ul style="list-style-type: none"> <li>any costs associated with a person or people on your organization's payroll, except for those defined under the "in-kind" category</li> <li>costs for engineering studies, audit studies or studies for which grants or contributions are provided by or committed to be provided by any program of the Government of Canada</li> </ul>
<b>Staff remuneration</b>	<p>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 staff time to participate in capacity-building activities led by or on behalf of FCM); the daily rate per employee shall include the following costs:</p> <p><b>Direct salaries:</b></p> <ol style="list-style-type: none"> <li>Actual and justifiable sums paid by the eligible recipient to employees in accordance with the eligible recipient's pay scales as regular salary, excluding overtime pay and bonuses.</li> </ol> <p><b>Fringe benefits:</b></p> <ol style="list-style-type: none"> <li>Fringe benefits, in accordance with the eligible</li> </ol>	<ul style="list-style-type: none"> <li>overtime pay</li> <li>bonuses or performance pay</li> <li>fringe benefits, such as sick days, maternity leave, parental leave, pension plan and any other fringe benefits not listed as eligible</li> <li>costs related to ongoing or other regular business activities and not specifically required for the project</li> <li>staff wages while receiving training or attending learning events</li> <li>professional membership fees or dues</li> <li>staff remuneration for which a grant or contribution is provided</li> </ul>

	<p>recipient's policies, as follows:</p> <ul style="list-style-type: none"> <li>time-off benefits (pro-rated to the annual percentage of time actually worked on the implementation of the project): allowable number of days to be paid by the eligible recipient for the payable absences of statutory holidays and annual vacation</li> <li>paid benefits: actual sums paid by the eligible recipient for paid benefits (pro-rated to the annual percentage of time actually worked on the implementation of the project); this includes the eligible recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits</li> </ul> <p><b>Note: For private-sector entities only, as determined by FCM, the value of total staff remuneration cannot exceed 10% of eligible costs for the project.</b></p>	<p>by or committed to be provided by FCM (this includes funding provided or committed through Climate Change Staff grants from FCM's Municipalities for Climate Innovation Program)</p>
<b>Supplies and materials</b>	<p>Supplies and materials that are specifically needed for the project.</p>	<p>Costs related to ongoing or other business activities that are not specifically required for the project.</p>

Cost category	Eligible costs	Ineligible costs
<b>Transportation, shipping and other courier charges</b>	Transportation costs for delivery of materials and services essential for the project.	Any transportation expense related to ongoing or other business activities.
<b>Travel and accommodation</b>	Travel and associated expenses for your staff 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, including travel and accommodation costs to attend CBR capacity-building activities organized by or on behalf of FCM.	<ul style="list-style-type: none"> <li>travel and associated expenses of a partner in the project</li> <li>travel, accommodation and fees to attend conferences, missions or trade shows</li> </ul>
<b>Taxes</b>	The portion of taxes for which your organization is not otherwise eligible for rebate.	The portion of provincial, territorial or federal taxes for which your organization is eligible for rebate.
<b>In-kind contributions</b>	<p>N/A</p> <p><b>Note: Lead applicants can include costs for staff time for time actually worked on the implementation of the project and list this as “staff remuneration” (see the <i>Staff remuneration</i> category above)</b></p>	Any goods and services that are received through donation or in-kind contribution.
<b>Other</b>	Other costs considered by FCM’s Board of Directors or FCM staff to be necessary direct costs incurred properly and reasonably to implement your project.	N/A