

# LOW CARBON COMMUNITIES

## PROGRAM APPLICATION (2021-2022)

Applicants will be scored based on their alignment with the Program Description and Assessment Criteria found on the LCC website: <https://novascotia.ca/low-carbon-communities/>

**Deadline to Submit Applications? Thursday, November 18<sup>th</sup>, 2021.**

**Questions?** Staff are available year-round to discuss potential projects and partnerships.

Gabrielle Riley Gallagher at 902-219-0264 or Salima Medouar at 902-717-7026

[Lowcarboncommunities@novascotia.ca](mailto:Lowcarboncommunities@novascotia.ca)

**NOTE:** Applicants are expected to ensure all forms are completed and that supporting documents are provided at the time of submission.

## APPLICATION DOCUMENTS

PLEASE CONFIRM THAT YOU HAVE SUBMITTED THE FOLLOWING DOCUMENTS BY CLICKING ON THE CHECK-BOXES BELOW

<input type="checkbox"/>	Complete ALL pages of this application form <b>(REQUIRED)</b>
<input type="checkbox"/>	Confirmation of remaining funds/in-kind contributions <b>(REQUIRED)</b> <ul style="list-style-type: none"><li>this can be in the form of a letter or email from the source of funding with the authority to confirm their contribution amount to the project.</li></ul>
<input type="checkbox"/>	Proof of permits and/or letter of support from landowner or appropriate provincial departments <b>(REQUIRED)</b>
<input type="checkbox"/>	Letters/emails of support from municipality, community groups or partners (RECOMMENDED)
<input type="checkbox"/>	Visual materials: i.e., Maps, site plans and/or schematic drawings. (RECOMMENDED)
<input type="checkbox"/>	Strategic or Community Plans that name or prioritize the outcomes of your project. (RECOMMENDED)

**PLEASE LIST YOUR SUPPORTING DOCUMENTS BELOW**

<b>File Name</b> <i>Make sure the file name does not exceed 24 characters</i>	<b>Description</b>
<b>Save your application file as “LCC_App_YOUROrganizationName”</b>	

**STAFF WILL CONFIRM THE RECEIPT OF YOUR SUBMISSION VIA EMAIL.**

## ORGANIZATION INFORMATION

Legal Name of Organization:

Legal Civic Address of Organization:

Signing Authority Names:

Lead Applicant Organization Type:

Choose an item.

Mailing Address (if different):

Primary Contact Person:

Primary Title:

Primary Email Address:

Primary Phone:

Alternate Contact Person:

Alternate Title:

Alternate E-mail Address:

Alternate Phone:

Joint Stocks Registry ID  
(if applicable):

### 1.0 PROJECT DESCRIPTION (15 POINTS)

Project Title:

Project Location:

Project Category:

Choose an item.

Project Summary (Max. 750 Words)  
*Be sure to include how your project aims to reduce GHGs.*

**Please describe the audience that benefits from this project? (Where appropriate, please quantify the impact and reach) (Max. 250 Words)**

**Is this project part of another project? If so, please describe. (Max 200 Words)**

**List the project deliverables in bullet point form. (You will be asked to report back on these)**

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**What is the estimated Start/End date of the project?**

Start Date: Click or tap to enter a date.	End Date: Click or tap to enter a date.
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**Total Project Cost:**

\$	<b>Funding Request:</b>	\$
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## 2.0 PARTNERSHIPS AND COMMUNITY SUPPORT (15 POINTS)

<b>PLEASE BRIEFLY DESCRIBE THE FOLLOWING IN RELATION TO YOUR PROJECT:</b>
Please list project partners and describe the nature of any funding or project partnerships.
Please describe how you have reached out to stakeholders to collaborate on the project.
Please describe how you have engaged with all relevant groups impacted by the project.

## 3.0 STRATEGIC ALIGNMENT (40 POINTS)

<b>Is your project tied to an existing plan or strategy?</b> (If Yes, please attach the document as part of your application package submission)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>CLEARLY EXPLAIN HOW THE PROJECT DEMONSTRATES THE FIVE STRATEGIC AREAS BELOW.</b> <b>*PLEASE UTILIZE THE ASSESSMENT CRITERIA FOUND AT <a href="https://novascotia.ca/low-carbon-communities/">HTTPS://NOVASCOTIA.CA/LOW-CARBON-COMMUNITIES/</a> *</b>		
GHG Reduction Potential (8 pts):		
Learning by Doing, Knowledge Transfer, and Innovation (8 pts):		

**Local Economic Benefits and Employment (8 pts):**

**Community-Driven Initiative (8 pts):**

**Equity and Inclusion (8 pts):**

**4.0 MONITORING & EVALUATION (15 POINTS)** PLEASE DESCRIBE IN THE TABLE BELOW: PROJECT GOALS, METHODS OF MONITORING AND EVALUATION, AND INDICATORS OF SUCCESS. (EXAMPLES ARE PROVIDED FOR REFERENCE).

Project Goal(s)	What is the main issue or opportunity your project is addressing?	What methods will you use to monitor and evaluate the project?	Outcomes/Indicators of Success
<i>Example 1: To develop and implement a Fleet Conversion study</i>	<i>Identifying how a Municipality will convert their fleet to electric by 2035</i>	<i>Fleet plans,</i> <i>Data loggers</i> <i>Economic analysis- Cost vs maintenance</i> <i>Public engagement on location of chargers</i>	<i>Calculated GHG reductions.</i> <i>Estimated annual vehicle turnover</i> <i>Charging infrastructure and public access needs</i>
<i>Example 2: Increase the awareness and uptake of the energy efficiency incentive (i.e. heat-pumps, insulation, LED lights)</i>	<i>Uptake of Energy Efficiency appliances in NS homes.</i>	<i>Surveys &amp; Interviews with community participants</i> <i>Social Media &amp; Advertisement Analytics</i> <i>Showcase events</i>	<i>Campaign brand recognition</i> <i>Uptake in incentive program</i>
<b>Your Project . . .</b>			

What is your organization’s or community’s plans to support this work beyond the project?

**5.0 PROJECT BUDGET AND WORKPLAN (15 POINTS)**

Please provide a summary of the project expenses, expected funding or revenue for your project (create new rows as necessary).

Contact Program staff if you have questions or need clarification.

**a) PROJECT BUDGET: EXPENSES**

Expense Category	Expense Description	Category Total (\$)
Personnel (salary/wages)		
Professional fees (technical, consulting, contracting)		
Equipment/supplies		
Permits/permissions/approvals		
Meeting and convening expenses		
Communications/ marketing		
Travel costs		
In-kind		
Other (please specify)		
<b>Project Total</b>		

**NOTE: PLEASE BE SURE TO ONLY SPEAK TO THE PROJECT EXPENSES; REVIEW ELIGIBILITY IN THE PROGRAM DESCRIPTION FOUND AT**

[HTTPS://NOVASCOTIA.CA/LOW-CARBON-COMMUNITIES/](https://novascotia.ca/low-carbon-communities/)



**b) PROJECT BUDGET: REVENUES AND CONTRIBUTIONS**

Description	Contribution (\$)	Percentage of project total	Confirmed?	Tentative Date of Approval?
LCC Program Department of Natural Resources and Renewables (Max 75% of total project cost)	\$		Choose an item.	Click or tap to enter a date.
In-kind contribution(s)	\$		Choose an item.	Click or tap to enter a date.
Other cash sources	\$		Choose an item.	Click or tap to enter a date.
<b>Total</b>	\$	100%	Choose an item.	. Click or tap to enter a date.

Please provide explanatory notes, if necessary:

**Do you intend on applying to other funding programs to support this stage or future stages of your project? Please be specific and list the program name and organization, any funding deadlines, and briefly how your project aligns.**

**Note:** See examples of "Potential Funders" provided in the Additional Resources link on our website.

## 6.0 PROJECT ACTIVITY SCHEDULE

PLEASE INDICATE THE SIGNIFICANT TASKS OR PHASES OF YOUR PROJECT AND THE EXPECTED COMPLETION DATES

Project Phases	Time Frame
<b>Phase 1:</b>	
<i>Activity: In this row, please describe the main activities and deliverable(s) that indicates the completion of this phase</i>	
<b>Phase 2:</b>	
<i>Activity: In this row, please describe the main activities and deliverable(s) that indicates the completion of this phase</i>	
<b>Phase 3:</b>	
<i>Activity: In this row, please describe the main activities and deliverable(s) that indicates the completion of this phase</i>	
<b>Phase 4:</b>	
<i>Activity: In this row, please describe the main activities and deliverable(s) that indicates the completion of this phase</i>	
<b>Additional phases if needed</b>	

### CONFIDENTIALITY STATEMENT:

All information submitted to the Government of Nova Scotia as part of an application to the Low Carbon Communities program will be governed by the provisions of the Freedom of Information and Protection of Privacy Act ([FOIPOP](#)). Any information submitted will be retained by the Government of Nova Scotia.