

# LOW CARBON COMMUNITIES

## PROGRAM APPLICATION (2024-2025)

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

Deadline to Submit Applications: **Monday, July 22<sup>nd</sup>, 2024.**

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

Nat Beltran at 902-499-2497 or Gabrielle Riley Gallagher at 902-219-0264

[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. (REQUIRED)
<input type="checkbox"/>	Confirmation of remaining funds/in-kind contributions: e.g., letters or emails from the funding source. (REQUIRED)
<input type="checkbox"/>	Demonstration of support from municipality, community groups or partners: e.g., letters or emails. (REQUIRED)
<input type="checkbox"/>	Supporting materials: e.g., maps, site plans, schematic drawings, quotes and/or cost estimates. (RECOMMENDED)
<input type="checkbox"/>	Strategic or Community Plans that name or prioritize the outcomes of your project (please <u>identify</u> which pages of the document you are referencing). (RECOMMENDED)

<input type="checkbox"/>	I declare the information provided in this application is accurate and true.
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**PLEASE LIST YOUR SUPPORTING DOCUMENTS BELOW**

File Name <i>Make sure the file name does not exceed 24 characters</i>	Description

**Save your application file as**

**“LCC\_2024\_YourOrganizationName”\***

**\*IF YOUR ORGANIZATION IS SUBMITTING MORE THAN ONE APPLICATION, PLEASE USE THE FOLLOWING NAME FORMAT:**

**LCC\_2024\_YourOrganizationName\_ProjectTitle1**

**LCC\_2024\_YourOrganizationName\_ProjectTitle2**

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

**PROJECT APPLICANT INFORMATION – PERSON FILLING OUT THIS APPLICATION FORM**

Name	
Title	
Organization	
Phone Number	
Email	

**ORGANIZATION INFORMATION – WHAT ORGANIZATION WOULD BE AWARDED THIS GRANT**

<b>Legal Name of Organization</b>			
<b>Legal Civic Address of Organization</b>			
Is your mailing/billing address different from your civic address?	<input type="checkbox"/> No <input type="checkbox"/> Yes   If yes, please fill address below:		
<b>Signing Authority Name</b>			
<b>Signing Authority Title</b>			
<b>Lead Applicant Organization Type</b>	<input type="checkbox"/> Municipality <input type="checkbox"/> First Nations Bands and organizations <input type="checkbox"/> Registered Non-Profit Organization <input type="checkbox"/> Post-secondary institutions <input type="checkbox"/> Business* *If applying as a business, please list the organization and/or community you are working with here:		
<b>Joint Stocks Registry ID If applicable</b>			
<b>Organization Contact Information</b>			
Primary Contact Person Name		Alternate Contact Person Name	
Title		Title	
Email		Alternate Email	
Phone Number		Alternate Phone Number	

**PROJECT INFORMATION (25 POINTS)**

**PLEASE LIMIT THE SCOPE OF YOUR LCC APPLICATION TO THE PHASE OF THE PROJECT THAT LCC WILL BE FUNDING.**

<p><b>Project Title</b></p>
<p><b>Project Location</b>  <i>Please describe in which Nova Scotian community(s) your project occurs</i></p>
<p><b>Project Category:</b>  <input type="checkbox"/> Clean Buildings    <input type="checkbox"/> Clean Electricity    <input type="checkbox"/> Clean Transportation    <input type="checkbox"/> Clean Energy Education</p>
<p><b>Project Background:</b>  <i>How was the project identified as a priority for your organization/community? (Please use bullet points)</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Project Purpose:</b>  <i>Describe the specific opportunity or challenge your project aims to address in reducing GHG emissions. (Please use bullet points - Max. 500 Words)</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>

<p><b><i>Deliverables should describe the key activities and outcomes you plan to achieve through your LCC project.</i></b>  <i>Some examples include reports, planning documents, designs or guidelines, audits, recommendation reports, participation, etc.</i>  <a href="#">Example of one of the deliverables from an Energy Sustainability Strategic Planning project:</a>                  Deliverable 1: Meetings with local communities/organizations to understand their energy goals for the community and identify energy sustainability opportunities. Report on what was learned through these meetings.</p>	
<p>Deliverable 1:</p>	
<p>Deliverable 2:</p>	
<p>Deliverable 3:</p>	
<p>Deliverable 4:</p>	
<p>Deliverable 5:</p>	
<p><b>Is your LCC project a part of another project, or a phase of a larger project?</b></p>	
<p><input type="checkbox"/> No  <input type="checkbox"/> Yes</p>	
<p><b>If yes, please describe. (Max. 200 Words)</b></p>	
<p> </p>	
<p><b>Please describe the audience that benefits from this project. (Max. 250 Words)</b>  <i>Where appropriate, please quantify the impact and reach.</i></p>	
<p> </p>	
<p><b>What is the estimated Start/End date of the project? MM-DD-YYYY</b></p>	
<p>Start Date:  <i>(Should not start prior to Nov 2024)</i></p>	<p>End Date:  <i>(Should not extend past Oct 2025)</i></p>

<b>Project Costs</b>	
Total Project Cost: \$	Funding Request: \$
<b>Please describe the team who will be implementing this project:</b>	
<b>Have you applied for other funding for the proposed project in this application?</b>	
<i>Example: Sustainable Communities Challenge Fund. Status – application was unsuccessful.</i>	
<input type="checkbox"/> No <input type="checkbox"/> Yes, please name program and application status:	
<b>Will your project require a permit?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes	

**PARTNERSHIPS AND COMMUNITY SUPPORT (15 POINTS)**

**PLEASE BRIEFLY DESCRIBE THE FOLLOWING IN RELATION TO YOUR PROJECT:**

<b>A-List project partners and describe the nature of any funding or project partnerships.</b>
<b>B-Describe how you have reached out to communities/organizations to collaborate on the project.</b>
<b>C-Describe how you have engaged, or how you are going to engage all relevant groups impacted by the project.</b>
<b>If you have no activities listed above (in A/B/C) – please provide a rationale.</b>

## STRATEGIC ALIGNMENT (30 POINTS)

**CLEARLY EXPLAIN HOW THE PROJECT DEMONSTRATES THE FIVE STRATEGIC AREAS BELOW.**

<b>1.GHG Reduction Potential:</b>
<b>2.Learning by Doing, Knowledge Transfer, and Innovation:</b>
<b>3.Local Economic Benefits and Employment:</b>
<b>4.Community-Driven Initiative:</b>



**5. Equity and Inclusion:**

In Nova Scotia, we seek to provide opportunities to equity deserving groups, African Nova Scotians, Persons of Black/African Descent, Mi'kmaq, Indigenous Persons, Other Racialized Persons/Communities and Persons with Disabilities.

**Select all that applies to your proposed project.**

<b>The proposed project is <u>Led by</u></b> (Your organization)	<b>The proposed project is <u>Co-led by</u></b> (Organizations partnering on this project)	<b>The proposed project will <u>engage with</u></b>
<input type="checkbox"/> African Nova Scotians <input type="checkbox"/> Persons of Black/African Descent <input type="checkbox"/> Mi'kmaq <input type="checkbox"/> Indigenous Persons <input type="checkbox"/> Other Racialized Persons/Communities <input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> None of the above <input type="checkbox"/> Other:	<input type="checkbox"/> African Nova Scotians <input type="checkbox"/> Persons of Black/African Descent <input type="checkbox"/> Mi'kmaq <input type="checkbox"/> Indigenous Persons <input type="checkbox"/> Other Racialized Persons/Communities <input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> None of the above <input type="checkbox"/> Other:	<input type="checkbox"/> African Nova Scotians <input type="checkbox"/> Persons of Black/African Descent <input type="checkbox"/> Mi'kmaq <input type="checkbox"/> Indigenous Persons <input type="checkbox"/> Other Racialized Persons/Communities <input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> None of the above <input type="checkbox"/> Other:

**Please elaborate on your response(s) selected above.**

**MONITORING & EVALUATION (15 POINTS)**

**PLEASE DESCRIBE BELOW: PROJECT GOALS, METHODS OF MONITORING AND EVALUATION, AND INDICATORS OF SUCCESS. (EXAMPLES ARE PROVIDED FOR REFERENCE).**

<p><b>Project Goals</b>  <i>Example 1: To develop and implement a Fleet Conversion study.</i>  <i>Example 2: Increase the awareness and uptake of the energy efficiency incentive (i.e. heat-pumps, insulation, LED lights).</i></p>
Empty response area for Project Goals
<p><b>What is the main issue or opportunity your project is addressing?</b>  <i>Example 1: Identifying how a Municipality will convert their fleet to electric by 2035.</i>  <i>Example 2: Uptake of Energy Efficiency appliances in NS homes.</i></p>
Empty response area for Main Issue
<p><b>What methods will you use to monitor and evaluate the project?</b>  <i>Example 1: Fleet plans, Data loggers &amp; Economic analysis. Cost vs maintenance. Public engagement on location of chargers.</i>  <i>Example 2: Surveys &amp; Interviews with community participants. Social Media &amp; Advertisement Analytics. Showcase events.</i></p>
Empty response area for Methods

**Outcomes/Indicators of Success**

*Example 1: Calculated GHG reductions. Estimated annual vehicle turnover. Charging infrastructure and public access needs.*

*Example 2: Campaign brand recognition. Uptake in incentive program.*

**When this project is completed - please describe your organization/community's commitment to the next steps or phase of the project.**

**PROJECT BUDGET (15 POINTS)**

PLEASE PROVIDE A SUMMARY IN THE TABLES BELOW OF THE PROJECT EXPENSES, EXPECTED REVENUE AND/OR CONTRIBUTIONS FOR YOUR PROJECT (CREATE NEW ROWS AS NECESSARY).

CONTACT PROGRAM STAFF IF YOU HAVE QUESTIONS OR NEED CLARIFICATION.

<b>TOTAL PROJECT BUDGET: EXPENSES</b>			
NOTE: PLEASE REVIEW ELIGIBILITY IN THE PROGRAM GUIDE FOUND AT <a href="https://NOVASCOTIA.CA/LOW-CARBON-COMMUNITIES/">HTTPS://NOVASCOTIA.CA/LOW-CARBON-COMMUNITIES/</a>			
<b>Expense Category</b>	<b>Expense Description</b>	<b>Identify items LCC funding would go towards</b>	<b>Category Total (\$)</b>
<b>Personnel (wages)</b> <i>Ineligible: regular staff salary</i> <i>Eligible: dedicated staff wages incurred for this project</i>		<input type="checkbox"/> LCC funding	
<b>Professional fees (technical, consulting, contracting)</b>		<input type="checkbox"/> LCC funding	
<b>Equipment/supplies</b>		<input type="checkbox"/> LCC funding	
<b>Permits/permissions/approvals</b>		<input type="checkbox"/> LCC funding	
<b>Meeting and convening expenses</b>		<input type="checkbox"/> LCC funding	
<b>Communications/ marketing</b>		<input type="checkbox"/> LCC funding	
<b>Travel costs</b>		<input type="checkbox"/> LCC funding	
<b>In-kind</b>			
<b>Other (please specify)</b>		<input type="checkbox"/> LCC funding	
<b>Total Project Cost</b>			

<b>PROJECT BUDGET: REVENUES AND CONTRIBUTIONS</b>				
<b>Description</b>	<b>Contribution (\$)</b>	<b>Percentage of project eligible costs total</b>	<b>Is this contribution confirmed?</b>	<b>Tentative Date of Approval of other sources of funding? (MM-DD-YYYY)</b>
<b>LCC Program Department of Natural Resources and Renewables</b>	\$	(Max 75% of total project eligible costs)	N/A	N/A
<b>In-kind contribution(s)</b>	\$		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Other cash sources</b>	\$		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Total Project Revenue</b>	\$  (This amount should match your Total Project Cost above)	100%		
<b>Please provide explanatory notes, if necessary:</b>				
<b>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.</b>				

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**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.**

SAMPLE