Using the Environmental Sustainability Fund Terms of Reference as a guide, please complete this Proposal form, using additional pages as necessary. Applications must also complete the TBMSustainability Fund Budget Template. The deadline for Proposal submissions is **November 20, 2023** at midnight.

**Application**

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| --- | --- | --- | --- | --- | --- | --- |
| Name of project | | | | | Date | |
| Contact Person First Name | | | Last Name | | | |
| Organization (charitable or non-profit) | | | | | | |
| Address | | | | | | |
| City | | Province | | Postal Code | | |
| Phone | | Email | | | | |
| Please confirm: is the project located within the Town of The Blue Mountains geographic boundaries? Circle or highlight one. | | | | | | Y / N |
| Project descriptions and Articulation of Benefits | Describe the overall nature of the project in 500 words or less. How does the proposal demonstrate meaningful environmental/sustainability benefits to TBM? | | | | | |
| People and Partnerships | Include a list of all people and partnerships involved, along with their roles in the project. Include letters of support demonstrating partner commitments, where applicable. | | | | | |
| Level of Impact | How will the project advance The Town of the Blue Mountains’ Strategic Planning document and The Blue Mountains Future Story sustainability plan?  What is the plan for measuring the project’s performance in relation to the stated benefits?  Describe how the project will involve and/or benefit the community. Are there education or outreach opportunities with the project? | | | | | |
| Project Feasibility | Describe the project teams’ skills, knowledge, and experience necessary to carry out this project.  Does the project have reasonable expectations regarding its size, implementation time, and target audience?  Is the proposal cost effective?  Prepare a detailed budget using the Sustainability Fund Budget template. If it is a continuing project, describe your strategy for financially supporting the project long-term. Itemize all sources of matching funding (including in-kind donations) in support of the proposed project. Include funding that has been applied for but not yet awarded. See the Terms of Reference for further guidance. | | | | | |
| Planning | List anticipated project start and completion dates, order tasks and milestones chronologically, and estimate how long each task will require for completion.  Is there a plan to continue the project once Town funding ends?  Include a letter of support from organizations whenever the success of your project is contingent on permitting. | | | | | |

Proposals can be submitted in one of the following ways:

Email:

[sustainability@thebluemountains.ca](mailto:sustainability@thebluemountains.ca)

Mail to: The Blue Mountains Town Hall

32 Mill St. PO Box 310

Thornbury Ontario, N0H 2P0

Drop off: Town Hall, 2nd floor, Operations

32 Mill St. PO Box 310

Thornbury Ontario, N0H 2P0

Questions or comments can be directed to:

Nicholas Cloet, Sustainability Coordinator

519-599-3131 x235

[sustainability@thebluemountains.ca](mailto:sustainability@thebluemountains.ca)