

# TBM Environmental Sustainability Fund Proposal



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 TBM Sustainability Fund Budget Template. The deadline for Proposal submissions is **November 20, 2023** at midnight.

## Application

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	<p>How will the project advance The Town of the Blue Mountains' Strategic Planning document and The Blue Mountains Future Story sustainability plan?</p> <p>What is the plan for measuring the project's performance in relation to the stated benefits?</p> <p>Describe how the project will involve and/or benefit the community. Are there education or outreach opportunities with the project?</p>	

Project Feasibility	<p>Describe the project teams' skills, knowledge, and experience necessary to carry out this project.</p> <p>Does the project have reasonable expectations regarding its size, implementation time, and target audience?</p> <p>Is the proposal cost effective?</p> <p>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.</p>
Planning	<p>List anticipated project start and completion dates, order tasks and milestones chronologically, and estimate how long each task will require for completion.</p> <p>Is there a plan to continue the project once Town funding ends?</p> <p>Include a letter of support from organizations whenever the success of your project is contingent on permitting.</p>

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, 2<sup>nd</sup> 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)