

## 1. WORK PLAN AND BUDGET – Climate-Ready Plans and Processes

### INSTRUCTIONS – PLEASE READ FIRST

**Macros:** This template uses "macros," which are groups of programmed instructions whose main purpose is to automate tasks. Macros trigger the appropriate clauses in this work plan and budget. To use all the features of this template you must enable macros in Excel.

**Saving the template: It is critical that you save the template correctly, otherwise the correct information may not be recorded. When you go to save your template, ensure that you save it as an "Excel Macro-Enabled Workbook" (\*.xlsm).**

**Tabs 1 through 4 must be read, understood and completed at the time of submitting an application to GMF. Note that additional tabs will be provided only after your application is approved for funding to track your initiative's progress.**

▪ **Activity:** An activity is a major deliverable indicating the completion of one or more tasks.

▪ **START/END DATES:** Enter the estimated start and end dates for each task and activity. Note: FCM expects that, in most circumstances, funded initiatives must be completed within two years of the date of approval. This requirement will be noted in your agreement with FCM.

▪ **TASK:** A task is defined as a single action undertaken to achieve an activity. For each task identified, provide a description of what the task entails, who will be completing the task and an estimate of the cost. Costs should be separated into eligible and ineligible categories. Refer to Eligible and Ineligible Costs (tab 2) for a list of costs that can be partially reimbursed by FCM.

▪ **CONTINGENCY COSTS:** Contingency costs are eligible, but cannot be listed as a separate budget item. Allocate contingency costs within the relevant budget items as and where appropriate, and add an explanation of the contingency percentage or amount in the "contingency costs" section below the work plan table.

▪ **TAXES:** You may include the portion of taxes for which your organization is not eligible for a rebate (provincial, territorial or federal) in your budget. Allocate this amount within the relevant tasks as and where appropriate.

▪ **DELETING ROWS:** Rows cannot be deleted because of the way the template is structured. Please leave extra or empty rows blank.

▪ **INFORMATION TO UPDATE FOR EVERY CONTRIBUTION REQUEST:** Please note that tabs 4 to 6 must be updated (where applicable) every time a contribution request is submitted to GMF. Tabs 5 and 6 will be unhidden by GMF staff if the project is approved.

## 2. ELIGIBLE AND INELIGIBLE COSTS: Climate-Ready Plans and Processes

This table outlines what costs can be partially reimbursed by FCM. Please pay particular attention to any costs that may be deemed ineligible by FCM.

**If your application is approved, expenses that are eligible for partial reimbursement must be:**

- incurred after the date the application is received by FCM (except costs to write the application incurred up to 90 days prior to receipt of the application by FCM);
- invoiced directly to your organization; and
- actually and reasonably incurred in accordance with applicable industry standards.

FCM reserves the right to audit financial statements or expenses incurred at a future date to verify cost eligibility.

Please keep financial accounts and records for at least 7 years after the final FCM disbursement. These include, but are not limited to, contracts, invoices, statements, receipts and vouchers.

Financial records, including labour costs, must be documented in a manner that meets audit standards (GAAP) and enables verification of cost eligibility and level of effort.

Cost Category	Eligible Costs	Ineligible Costs
<b>Section A: Costs incurred before the date FCM receives your application</b>		
(1) Pre application	Costs to write the GMF's LLCA-CRPP application up to \$5,000 incurred up to 90 days prior to the application receipt date.	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.
<b>Section B: Costs incurred after the date FCM receives your application</b>		
(2) Administrative	Administrative costs that are directly linked to and have been incurred for the project, including: <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 / 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>
(3) Advertising	Advertising costs essential to communicating the project to the public and evaluating the project, such as: <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> Design and production of communication products that meaningfully engage with rights holders and/or equity-deserving groups	<ul style="list-style-type: none"> <li>• Advertising costs for general education or publicity associated with ongoing or other business activity and not a specific requirement of the project.</li> <li>• Promotional items</li> </ul>

(4) Capital expenditures	<p>Climate adaptation-related software.</p> <ul style="list-style-type: none"> <li>Note: FCM's contribution to this expense may not exceed 50% of FCM's total contribution to the project.</li> </ul>	<p>Purchase of equipment, or assets that could be rented or leased to achieve the outcomes of the activity, or that are above and beyond what is required for the scale and duration of the project.</p> <ul style="list-style-type: none"> <li>Any other capital expenditures or amortization expenses.</li> <li>Purchase or lease of real property</li> </ul>
(5) Equipment rental	Rental of tools and equipment related to the project.	Rental of tools or equipment related to ongoing or other business activities.

(6) Meetings and Public Gatherings	<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, etc.).</li> <li>• the 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. (Note: 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 (unless part of a specific cultural protocol)</li> <li>• alcohol</li> <li>• door prizes</li> <li>• entertainment</li> <li>• music</li> <li>• decorations, flowers, centerpieces</li> </ul>
(7) Services	<p>Fees for professional or technical consultants and contractors, incurred in support of eligible activities.</p>	<ul style="list-style-type: none"> <li>• Costs for engineered 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> <li>• Expenditures associated with regular business activities not related to the project.</li> <li>• Legal fees.</li> </ul>
(8) Staff remuneration	<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 FCM-led capacity building activities related to the eligible initiative). The daily rate per employee shall include the following costs:</p> <ul style="list-style-type: none"> <li>• direct salaries: 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> <li>• fringe benefit, in accordance with the eligible recipient's policies, as follows: <ul style="list-style-type: none"> <li>a) time-off benefits (prorated 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</li> </ul> </li> </ul>	<p>Regular salaries and/or benefits of applicant staff or partners including:</p> <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> </ul>

	<p>b) paid benefits: actual sums paid by the eligible recipient for paid benefits (prorated 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</p> <p><i>Note: Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.</i></p>	<ul style="list-style-type: none"> <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 by or committed to be provided by FCM.</li> </ul>
(9) Supplies and materials	Supplies and materials that are specifically needed to undertake the project.	Costs related to ongoing or other business activities that are not specifically required for the project.
(10) Transportation, shipping and other courier charges	Transportation costs for delivery of materials and services essential for the project.	Any transportation expense related to ongoing or other business activities.
(11) Travel and accommodation	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 LLCA 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> </ul> <p>Travel, accommodation and fees to attend conferences, missions, trade shows, etc.</p>
(12) Taxes	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.
(13) In-kind	<p>N/A</p> <p>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 Staff Remuneration category above.</p>	<ul style="list-style-type: none"> <li>Any goods and services that are received through donation or in-kind contribution.</li> </ul>

**3. WORK PLAN AND BUDGET - Climate-Ready Plans and Processes**

<b>Lead applicant:</b>	Leah Barrie	
<b>Project title:</b>	Creating a Comprehensive Climate Change Strategy for the City of Kawartha Lakes	
<b>GMF base contribution</b>		<b>60%</b>
<b>Applicant type (select one)</b>	Municipality	0%
<b>Lead municipality population</b>	50,001–100,000	5%
<b>My project will meaningfully address Reconciliation and/or anti-racism, equity, and inclusion (As defined in Part E of the application form)</b>	Yes	15%
<b>My project will have a collaborative approach Collaboration (As defined in Part C of the application form)</b>	No	
<b>GMF maximum contribution (to be determined by GMF)</b>		<b>80%</b>
<b>Maximum Grant available per Municipality</b>		<b>105,000.00</b>

Activities	Start date:	End date:	Cost category (select one)	Eligible cost (\$)	Ineligible cost (\$)	Total cost (\$)
<b>Activity 1:</b>						
<b>Project planning, visioning and communication plan development</b>						
<i>Finalization and publication of the RFP</i>			(1) Pre-application			\$0
<i>Publication of the RFP</i>			(8) Staff remuneration			\$0
<i>Selection of the consultant</i>			(8) Staff remuneration			\$0
<i>Develop a communications strategy to engage stakeholders, the public, internal divisions, and others</i>			(7) Services			\$0
<i>Creation of a working group of internal departments including Community Services, Corporate Services, Development Services, Public Works, Engineering &amp; Corporate Services, and any others as needed</i>			(8) Staff remuneration			\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<b>Subtotal</b>				\$0	\$0	\$0
<b>Activity 2:</b>						
<b>FCM – PCP milestone one - Confirm inventory of greenhouse gas (GHG) in the community and corporation identified in the HEP is up to date</b>						
<i>Confirm GHG emissions inventory in HEP to identify emissions corporately and within the community</i>			(7) Services			\$0
<i>Forecasting of GHG emission, outline energy and GHG emissions trends with current Business-As-Usual consumption rates, projected population growth, and land use pattern developments for target dates 5, 10 and 25 years forward</i>			(7) Services			\$0
<i>GHG emissions mapped geographically by source, sector, and percentage to illustrate current trends</i>			(7) Services			\$0
<i>Consultant to develop and refine modelling of GHG emissions and energy forecasting</i>			(7) Services			\$0
<i>Consultant to familiarize staff with this analytical tool and present the findings</i>			(7) Services			\$0

<i>Identification of corporate assets and infrastructure which are vulnerable to the effects of climate change</i>			(7) Services			\$0
<i>Mapping done of the identified vulnerabilities</i>			(7) Services			\$0
<i>Project oversight</i>			(8) Staff remuneration			\$0
<i>Stakeholder consultation</i>			(7) Services			\$0
<i>Stakeholder consultation</i>			(8) Staff remuneration			\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<b>Subtotal</b>				\$0	\$0	\$0

Activity 3:						
<b>FCM – PCP milestone two – Reassessment of current situation and setting of emissions reduction target</b>						
Set three varying emissions reduction targets being little as possible, what the City reasonably can do, and everything the City can do			(7) Services		\$0	
Develop strategies and policies to reduce emissions from the sources identified in the GHG inventory as part of Activity, based on the HEP			(7) Services		\$0	
Analyze strategies based on cost effectiveness			(7) Services		\$0	
Analyze strategies based on whether they can be completed in the short (1-3 years), medium (3-7 years) or long (7+ years) term			(7) Services		\$0	
Project oversight			(8) Staff remuneration		\$0	
Stakeholder consultation			(7) Services		\$0	
Stakeholder consultation			(8) Staff remuneration		\$0	
[Add task description here]					\$0	
[Add task description here]					\$0	
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[Add task description here]					\$0	
[Add task description here]					\$0	
[Add task description here]					\$0	
[Add task description here]					\$0	
<b>Subtotal</b>				\$0	\$0	\$0
Activity 4:						
<b>FCM – PCP milestone three – Evaluate HEP emissions reduction strategies and identify gaps within the strategies recommended to achieve emissions reduction target and adapt at risk infrastructure identified to a changing climate</b>						
Analyze strategies based on cost effectiveness			(7) Services		\$0	
Analyze strategies based on whether they can be completed in the short (1-3 years), medium (3-7 years) or long (7+ years) term			(7) Services		\$0	
Project oversight			(8) Staff remuneration		\$0	
Stakeholder consultation			(7) Services		\$0	
Stakeholder consultation			(8) Staff remuneration		\$0	
[Add task description here]					\$0	
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[Add task description here]					\$0	
[Add task description here]					\$0	
<b>Subtotal</b>				\$0	\$0	\$0



Activity 5:			
<b>Creation of Climate Change Strategy that will be provided to staff and community</b>			
<i>Prioritize identified recommendations from Activities 3 and 4</i>		(7) Services	\$0
<i>Create Target and Supporting Strategies into short-, medium- and long-term action plans and quantify the prioritization framework</i>		(7) Services	\$0
<i>Create cost estimates for the design, implementation, construction, and year-round maintenance of proposed active transportation infrastructure</i>		(7) Services	\$0
<i>Identify and review funding opportunities and partnerships with the private sector and other government agencies for the funding and implementation of the Climate Change Strategy</i>		(7) Services	\$0
<i>Identify appropriate departments, divisions, and community stakeholders along with resource levels responsible for implementing the Climate Change Strategy</i>		(7) Services	\$0
<i>Establish a review and evaluation framework based on the FCM PCP Monitor and Verification guidelines to both assess the success of the Climate Change Strategy and schedule review of the document</i>		(7) Services	\$0
<i>Project oversight</i>		(8) Staff remuneration	\$0
<i>Stakeholder consultation</i>		(7) Services	\$0
<i>Stakeholder consultation</i>		(8) Staff remuneration	\$0
<i>Presentation of final Climate Change Strategy to Council</i>		(7) Services	\$0
<i>[Add task description here]</i>			\$0
<i>[Add task description here]</i>			\$0
<i>[Add task description here]</i>			\$0
<i>[Add task description here]</i>			\$0
<i>[Add task description here]</i>			\$0
<i>[Add task description here]</i>			\$0
<b>Subtotal</b>			\$0
<b>Total – All activities</b>			\$0

Note: The costs under 'Total - All activities' are rounded down to the nearest \$100.

Total eligible costs

\$0

**Contingency costs: Have you included room for contingencies in some or all of your task costs? Please explain.**  
 At this time, there is no additional contingency funds in the City's budget for the completion of the Climate Change Strategy.

**Other notes:**  
 All work completed by the consultants will be supported and overseen by City of Kawartha Lakes staff. Please note that

## 5. Sources of Funding - Climate-Ready Plans and Processes

**Instructions**

Enter all funding sources for this initiative.

For each funding source, please indicate the amount of funding and when the funding is confirmed or expected to be confirmed.

FCM will cap GMF grant amounts in accordance with other confirmed sources of funding.

The total of all funding sources must equal the total project costs in your Project Workplan and Budget (Tab 3). All sources of funding must be confirmed in writing and submitted to FCM prior to the first disbursement.

A lead municipal applicant's cash or in-kind contribution must be at least 10% of the eligible costs unless otherwise agreed upon by FCM. Non-municipal partner lead applicants must submit a council resolution from the municipality to meet this requirement.

Note: GMF funding amounts are rounded down to the nearest \$10.

Funding source	Description	Confirmed? (Y/N)	Date committed DD-MM-YYYY	Amount	Percentage of total budget
<b>Green Municipal Fund</b>	Grant	N		\$0	0%
<b>City of Kawartha Lakes</b>	Cash	Y		\$ 150,000	0%
<i>Additional Funding Source</i>					0%
<i>Additional Funding Source</i>					0%
<i>Additional Funding Source</i>					0%
<i>Additional Funding Source</i>					0%
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<i>Additional Funding Source</i>					0%
<i>Additional Funding Source</i>					0%
<i>Additional Funding Source</i>					0%
<b>Total funding:</b>				<b>\$150,000</b>	<b>0%</b>

[Total funding should equal total costs from tab 3. Workplan - Budget]

<b>Total budget costs</b>	<b>\$0</b>
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Total budget eligible costs	\$0
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