**STANDARD GRANT APPLICATION FORM**

## General Information

|  |  |
| --- | --- |
| Lead Organization |  |
| Primary Contact Name and Position |  |
| Email |  |
| Phone |  |
| Mailing Address |  |
| Number of employees |  |

## Project Overview

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title |  | | |
| Project Duration (months) |  | | |
| Total Amount Requested from TAF |  | | |
| If requesting multi-year funding, indicate the annual TAF request for each project year | Year 1: | Year 2: | Year 3: |
| Location(s) of Proposed Activities |  | | |

**Is this project expected to involve the undertaking of communications with a public office holder from the Province of Ontario (e.g., elected officials and their staff and/or employees of any ministry, agency, board or commission) in an attempt to influence the development, introduction, amendment, or termination of any legislative proposal, bill, resolution, regulation, policy or program of the Province of Ontario?**   
*This information will be used for TAF’s record-keeping and will have no effect on the grant assessment process.*

Yes  No

## Project Impact (50 points)

## *The responses provided below will be assessed out of 25 points. Separately, TAF’s Carbon and Co-Benefits Quantification Team will calculate the carbon emissions reduction potential of your project and score it out of 25 points. For more information about TAF’s carbon emissions quantification methodology, refer to* [*this report*](https://taf.ca/wp-content/uploads/2019/07/Carbon-Emissions-Quantification-Methodology-July-2019.pdf)*.*

**1a. What is the specific problem or issue you are trying to address?***We recommend responding in 200 words or fewer.*

*Example: The workforce in the Greater Toronto and Hamilton Area (GTHA) currently lacks the skills to deliver high quality building retrofits at scale.*

**1b. What is the overall objective that you want to achieve through this initiative, and how will its achievement contribute to reducing carbon emissions at scale in the GTHA?***Please include the anticipated timeframe for achieving the overall objective; this may extend beyond the scope and duration of the proposed grant activities.  
  
We recommend responding in 400 words or fewer*

*Example: By 2030, the construction workforce in the GTHA will have the necessary skills to deliver deep retrofits (i.e., at least 40% energy and carbon savings) for every building in the GTHA. Buildings account for 43% of carbon emissions in the GTHA. Having a skilled workforce in place is a prerequisite to achieving the depth and scale of building energy retrofits needed to meet our long-term climate targets.*

**1c. Please complete the table below to answer the following questions:**

* **What outcomes do you seek to achieve within the timeframe of this grant project?**
* **What are the key strategies you will use to achieve these desired outcomes?**

*You do not need to complete each row in the table below. You may also add more rows if necessary.*

|  |  |
| --- | --- |
| **What outcome(s) do you seek to achieve within the timeframe of this grant project?** | **Describe the strategies you will use to achieve your desired outcomes.** |
| *Example 1: By 2022, green building continuing education programs are available in Ontario for low-carbon approaches to assembling building envelopes, installing mechanical systems, and maintaining energy efficient boilers.*  *Example 2: By 2023, enrolment in new continuing education programs is full.* | *Example 1: Engage professional organizations, trade unions, colleges, universities and manufacturers to co-create green building continuing education programs.*  *Example 2: Attract relevant tradespeople to participate in new building retrofit continuing education programs.* |
| Outcome #1: | Strategy/ies: |
| Outcome #2: | Strategy/ies: |
| Outcome #3: | Strategy/ies: |
| Outcome #4: | Strategy/ies: |

**1d. How will the proposed project complement and/or build on, rather than duplicate, related work in the GTHA?** *Consider how the proposed project fits within the current landscape of projects, policies, organizations, etc., and adds value to previous, ongoing and planned initiatives led by others.*

*We recommend responding in 300 words or fewer*

## Project Approach (20 points)

**2a. In the table below, list the project activities required to complete each strategy described in question 1c, the outputs/deliverables, and timeframe.**

*Note that the proposed activities and outputs will form the basis of the grant contract, pending approval from TAF’s Grants Committee and Board.*

*While we have provided ample room to list project task areas and activities, it is not necessary to complete each row of the table.*

|  |  |  |
| --- | --- | --- |
| **Strategy #1** *Insert the same strategies listed in Question 1c* | | **Team Lead** *Name the individual who will be responsible for delivering this strategy, including their title and affiliate organization* |
|  | |  |
| **Activities** *What must you do to implement this strategy?* | **Estimated completion date** | **What are the deliverables or outputs of these activities?** |
| Activity 1.1: |  |  |
| Activity 1.2: |  |
| Activity 1.3: |  |
| Activity 1.4: |  |
| Activity 1.5: |  |
| **Strategy #2** | | **Team Lead** *Name the individual who will be responsible for delivering this strategy, including their title and affiliate organization* |
|  | |  |
| **Activities** *What must you do to implement this strategy?* | **Estimated completion date** | **What are the deliverables or outputs of these activities?** |
| Activity 2.1 |  |  |
| Activity 2.2 |  |
| Activity 2.3 |  |
| Activity 2.4 |  |
| Activity 2.5 |  |
| **Strategy #3** | | **Team Lead** *Name the individual who will be responsible for delivering this strategy, including their title and affiliate organization* |
|  | |  |
| **Activities** *What must you do to implement this strategy?* | **Estimated completion date** | **What are the deliverables or outputs of these activities?** |
| Activity 3.1 |  |  |
| Activity 3.2 |  |
| Activity 3.3 |  |
| Activity 3.4 |  |
| Activity 3.5 |  |
| **Strategy #4** | | **Team Lead** *Name the individual who will be responsible for delivering this strategy, including their title and affiliate organization* |
|  | |  |
| **Activities** *What must you do to implement this strategy?* | **Estimated completion date** | **What are the deliverables or outputs of these activities?** |
| Activity 4.1 |  |  |
| Activity 4.2 |  |
| Activity 4.3 |  |
| Activity 4.4 |  |
| Activity 4.5 |  |

2b. Complete the Evaluation Plan below to describe how you will measure progress towards the project outcomes, and how you will capture key lessons to adapt your approach as needed.

|  |  |  |
| --- | --- | --- |
| **What strategies will you use to achieve your desired outcomes?**  *Insert the same strategies listed in Questions 1c and 2a* | Evaluation Activities *How will you monitor progress towards achieving these outcomes? How will you capture lessons and adapt as needed? Please be specific about what tools you will use.* | Timeline *When/how often throughout the project will this be measured?* |
| *Example 1: Engage professional organizations, trade unions, colleges, universities and manufacturers to co-create green building continuing education programs.* | *Example 1: Review list of working group member signatories on Terms of Reference to ensure that senior representatives from relevant professional organizations, trade unions, colleges, universities and manufacturers are committed to developing new continuing education programs.*  *Review meeting minutes and feedback on draft curriculum documents to ensure the ongoing, active contribution of relevant stakeholders.*  *Confirm sign-off of final education programs by all working group participants.* | *Example 1: Dec 2020*  *July 2021 and every six months thereafter*  *July 2022* |
| *Example 2: Attract relevant tradespeople to participate in new building retrofit continuing education programs.* | *Example 2: Confirm that low-carbon skills are listed as a mandatory requirement for the certification of tradespeople.*  *Monitor the number of continuing education program advertisements included in trade union communications to members.* | *Example 2: Sept 2022*  *Jan 2023 and every six months thereafter* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## **Clear and Reasonable Budget (10 points)**

## Complete the budget in the accompanying spreadsheet ([link here](https://taf.ca/wp-content/uploads/2020/11/TAF_Grant_Budget_Template_2021.xls)). The budget must:

## Include all sources of confirmed and planned revenue

## Include all project expenses, broken down by the strategies listed above

## Highlight the intended use of TAF funds

## *A clear and reasonable budget should demonstrate that the total funding request is commensurate with the value of work being proposed, and that sufficient and reasonable funds are being allocated to each project strategy.*

## **Project Implementation Capacity (20 points)**

**4a. Thinking back to past projects that your organization has completed, please provide examples where those projects, or specific project activities, did not proceed according to plan. Outline relevant insights from these experiences that will inform your approach to this project.**

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Description of project or activity that did not go according to plan** | **Explanation of relevant insight and its application to the proposed project approach** |
|  |  |  |
|  |  |  |
|  |  |  |

4b. Who will be directly accountable for overseeing this project and how will they be involved?

|  |  |
| --- | --- |
| Name and title |  |
| Role in proposed project |  |
| Relevant skills, experience, and qualifications |  |

**4c. Who are the other core team members and what will their respective roles be?**

*Please ensure that your responses to 4b and 4c include each Team Lead listed in your project plan table (2a).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member Name** | **Title** (and organization if different from lead applicant) | **Role in Proposed Project** | **Relevant Skills, Experience, & Qualifications** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4d. Beyond the core project team, who else will you collaborate with on this project?**

|  |  |  |
| --- | --- | --- |
| **Collaborator** *Name and organization* | **What is their anticipated role and contribution to the project?** | **Have they committed to collaborating?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4e. [ Optional ] In addition to direct project funding, how can TAF support the achievement of desired project outcomes?***TAF will assess its capacity to provide the identified support(s) and discuss this opportunity further with your team, as appropriate.*

Knowledge transfer (i.e. promoting project goals, outcomes and lessons to relevant stakeholders)

Advisory services (i.e. participating on a strategic or technical advisory group; see [here](https://taf.ca/programs/) for the areas in which TAF may be able to offer expertise)

Funding for skills development and training opportunities related to effective project delivery. Training topics could include:

* **Project design and evaluation**  
  *Develop a project plan which defines your intended impact, how you will achieve it, and how you will measure success*
* **Developmental evaluation**  
  *Create a strategy to apply real-time data and feedback to adapt the project as it unfolds (*[*read more*](https://mcconnellfoundation.ca/wp-content/uploads/2017/07/A-Developmental-Evaluation-Primer-EN.pdf)*)*
* **Collective impact** *Work with diverse organizations, often across sectors, to establish a shared understanding of a complex social problem, develop a common vision, and create an action plan to address it with shared measurements and reinforcing activities (*[*read more*](https://www.tamarackcommunity.ca/collectiveimpact)*)*
* **Multisolving**  
  *Design climate solutions which are rooted in social and economic justice and produce multiple societal benefits*
* **Public relations and communications**  
  *Develop strategies to reach intended audiences, engage stakeholders, or effectively share project outcomes*
* **Policy advocacy**  
  *Work with policy makers to advance evidence-based public policy solutions*
* **Any other areas relevant to the proposed project**

Other (please specify in the box below)

**Please provide more detail as to how the area(s) of support selected above would support the achievement of project outcomes:**

**Supporting Documents**

**Mandatory:**

* Project budget (please download template and complete)
* Evidence of legal status as a registered charity or not-for-profit organization
* Most recent audited financial statements
* Names and affiliations of Board of Directors

**Optional:**

* Letters of support
* Team member bios, CVs or LinkedIn profiles
* Relevant evidence of project’s carbon reduction potential (to support our Quantification team’s calculations)

**Please email your completed project proposal in Microsoft Word format, along with any relevant attachments from the list above, to** [**grants@taf.ca**](mailto:grants@taf.ca)**.**