

Terms of Reference Environmental Awareness Fund Review Committee

Mandate

The mandate of the Environmental Awareness Fund Review Committee (the "Review Committee") is to review applications from registered non-government organizations (NGOs) applying for funding from the Environmental Awareness Fund.

A non-governmental organization (NGO) as defined in G.A.M. Policy 1.16 is a, "Yukon registered not-for-profit agency in good standing, that is not a level of government and is not a product of legislation. Notwithstanding the foregoing, the Council of Yukon First Nations will not be considered to be an NGO for the purpose of this policy."

Guiding Principles

The Review Committee will treat all NGOs fairly and equitably when funding applications are being considered.

Membership

Membership of the Review Committee consists of the Manager, Client Services, as chair, and one person appointed by the respective Director each from the Policy and Planning Branch, Fish and Wildlife Branch, the Environmental Programs Branch, the Parks Branch, and the Conservation Officer Services Branch.

Excluding the Chair, the Review Committee will be appointed on an annual basis to review Environmental Awareness Fund applications received by Environment Yukon.

Review Committee Conflict of Interest Guideline

A conflict of interest occurs when a Review Committee member's private affairs, or business or financial interests are in conflict, or could result in a perception of conflict with their activities as a member of a board or committee.

If a Review Committee member is a member of an NGO applying for funding, they must advise the chair prior to the Review Committee meeting to review Environmental Awareness Fund applications.

The member may participate in the review of other applications, but must remove themselves from any discussions or decisions related to the NGO of which they are a member.

Decision-Making Authority

The Review Committee recommends to the Assistant Deputy Minister of Corporate Planning, the disbursement of funds to eligible groups.

Changes to Terms of Reference

Changes to the Terms of Reference will be submitted by the Review Committee and approved by the Assistant Deputy Minister, Corporate Planning as required.

Review of the Terms of Reference will occur annually during the meeting to review funding applications.

Procedures

Application Procedure

Environment Yukon will advertise for applications for NGO funding annually on the department's public website and send written notice to past recipients and interested NGOs. As Environment Yukon does not have sufficient funds to fund all applications received from NGOs, Environment Yukon will ensure that NGOs are made aware that funding is limited, and that the submission of a proposal does not guarantee that it will be funded.

All applications to the Environmental Awareness Fund will be submitted to the Manager, Client Services, Environment Yukon.

Applications to the Environmental Awareness Fund will be accepted for a six-week period beginning March 1 and funds will be disbursed upon budget approval.

The Review Committee may make a recommendation to the Assistant Deputy Minister, Corporate Planning Division to initiate a second call for applications should all the funding from the initial call not be allocated. The Assistant Deputy Minister, Corporate Planning Division, must approve the recommendation prior to a second call for applications being made.

Applications may be accepted prior to the fiscal year. Applicants will be advised of any changes to the application process if they occur after an application has been accepted.

Application information, required by Environment Yukon, is provided as **Appendix One, Environmental Awareness Fund Application.**

Each organization is limited to one funded application per fiscal year.

Assessment of Applications

Applications will be considered if they:

- are received by the deadline;
- meet the criteria specified (that is, the project informs and educates the public about the Yukon's natural environment, promotes conservation and biodiversity and encourages sustainable use of fish, wildlife and their habitat); and
- are submitted by an NGO (as defined in GAM Policy 1.16) which is a registered society in good standing under the *Societies Act*.

Funding will be considered for projects such as educational camps, brochures, surveys, video productions, public lectures, recycling and

compost initiatives, environmental monitoring, environmental research and similar kinds of activities.

Funding will not be provided to cover administrative costs or contingency funds.

Meetings to review the applications will be held within 2 weeks of the application funding deadline.

The Manager, Client Services, will provide copies of all applications to members of the Review Committee for initial review prior to the Review Committee meeting. **Note: All copies of applications distributed to the Review Committee must be returned to the Chair at the completion of the assessment process.**

If the application does not include a dated letter from Consumer and Corporate Affairs indicating that the NGO is in good standing, the Manager, Client Services, will contact Consumer and Corporate Affairs, Department of Community Services, to ensure that the NGO applying for funding is in good standing as of the application review date.

The applications will be assessed on a point system, based on the following criteria:

Maximum Points	Criteria
10 points	Demonstrated community and/or territorial need, including letters of support and/or previous project statistics.
10 points	Informs and educates the public about Yukon's natural environment, promotes conservation and biodiversity and encourages sustainable use of fish, wildlife and their habitat.
10 points	Promotes the management of resources of the natural environment in a balanced and sustainable way.

The point system will be used determine which projects will be funded. The projects with the highest point value will be funded first. Funding may be awarded for all or a part of the project identified in the application to a maximum of \$5000.00.

The Chair will record notes of the proceedings.

Approval Process

The Review Committee will decide on the recommendation for disbursement of monies by consensus. Consensus, for the Environmental

Awareness Fund Review Committee, is defined as the judgment arrived at by the majority of opinion.

The Chair of the Review Committee will provide the Review Committee's recommendations to the Assistant Deputy Minister, Corporate Planning Division. The Assistant Deputy Minister, Corporate Planning Division, must approve the recommendations prior to the disbursement of any funds.

All applicants will be advised in writing of the final status of their applications.

Funding for approved projects will be done via a contribution agreement and in accordance with current standards for contribution agreements.

The Manager, Financial Services Branch, Department of Environment will review all contribution agreements before they are provided to the NGO for signing. Upon receipt of the signed contribution agreement from the NGO, the Manager, Client Services, will sign and forward the original of the signed contribution agreement to the Financial Services Branch. Copies of the signed contribution agreement will be retained by the Manager, Client Services and provided to the recipient NGO.

Project Reporting Process

A complete Final Report must be submitted for each project prior to the organization being eligible for further grants from the Environmental Awareness Fund.

Reports must include a summary of the project, copies of receipts and/or invoices showing how all of the grant money was spent, and digital photos and copies of publications (example: posters, brochures) if appropriate.

Terms of reference approved by:	
<u>Original Signed</u> Joy Waters, ADM Corporate Planning	<u>October 22, 2008</u> Date
Amendment Approved: April 28, 2009	
<u>Original Signed</u> Joy Waters, ADM Corporate Planning	<u>April 28, 2009</u> Date
Amendment Approved:	
<u>Original Signed</u> Ed van Randen, A/ADM Corporate Planning	<u>February 1, 2011</u> Date

APPENDIX ONE

ENVIRONMENTAL AWARENESS FUND APPLICATION

PART I - Organization

Please include in the application, a short overview/synopsis of your organization, making sure to include the following:

1. Status (for example, registered non-profit organization in good standing under the Societies Act),
2. Whether there are any staff, and if so, how many,
3. Mailing address and contact telephone number.

PART II - Project

Please include in the application information about your project as follows:

1. **Describe the project.** What will be done? Where will it take place? How will it address the goals of the Environmental Awareness Fund? If you are proposing to build something, submit drawings or plans. Describe any promotional and advertising plans associated with the project. If applicable, describe the long-term maintenance requirements of the project. **Important to note:**
 - a. If your application for funding is for a portion of a larger project ensure that the portion for which you are requesting funding is clearly detailed in how it meets the evaluation criteria.
2. **Who will do the work?** Identify the Project Manager (the person responsible for the delivery and maintenance of the project or program), and any other relevant contacts such as the Treasurer. Include contact information for these people. Also note whether employees, volunteers and/or contractors will work on the project.
3. **When will the project be done?** Include a work plan and project schedule; that is, how long the project will take and when it will be finished.
4. **How much will it cost?** Attach a detailed budget that shows the total estimated cost of the project, how much is requested from the Environmental Awareness Fund and for what purposes, other sources of funding and what that money will be put towards, and the value of any donations of labour, services, and material. **Important things to note:**
 - a. Your proposal must include quotes for all goods and services not to be provided by your organization. We will not approve funding for project elements that do not have supporting quotes.

- b. Costs for labour by your organization's employees or volunteers should be clearly identified and include in-kind contributions.
 - c. A clear and concise budget is required outlining what funding you are requesting from the Environmental Awareness fund and any other sources of funding for your project.
5. **Why is the project needed?** What will your community gain from this project? Provide details regarding the involvement of the community in the project (i.e. do you have any community partners). To demonstrate that others in your community see the need for your project, you may want to include letters of support from local government, groups and/or individuals in your community. **Important things to note:**
- a. Inclusion of letters of support from local government, groups and/or individuals in your community will enhance the overall assessment of your application under the demonstrated community and/or territorial need.
 - b. If your project is one that has been underway for several years, inclusion of past statistical information would be beneficial.
6. **Other details:** Any other information you think the Review Committee may find useful in making a decision relating to your project. **Important things to note:**
- a. Including details on other successful projects your organization has undertaken is helpful to the review committee to ensure that the project being funded can be successfully completed.
 - b. If you have previously received Environmental Awareness Fund funding provide a brief description of past attendance and the success of the project.