

**TO: Mayors, Wardens, Councillors, and CAOs**  
**FR: Debbie Nielsen, NSFM's Infrastructure & Sustainability Officer**  
**RE: CARBON SURCHARGE FUND DISBURSEMENT**  
**Action Required: Funding Application Deadline is September 28, 2018**

On June 8, 2012, the NSFM Board of Directors passed a motion to add a \$5 carbon surcharge to its spring and fall conference registration fee as a means to mitigate greenhouse gas emissions generated from hosting these events. All carbon surcharge money collected is held in a special account and disbursed annually to support local, small-scale initiatives to help a municipality reduce energy consumption and greenhouse gas emissions.

This year, NSFM has \$3,100 to disburse from the Carbon Surcharge Fund and is inviting interested municipalities to apply **by submitting the attached application**. NSFM will announce the funding recipient at its fall conference on November 7.

**The deadline for submitting an application is September 28, 2018.**

For more information about NSFM's *Carbon Surcharge Fund*, please contact Debbie Nielsen at [dnielsen@nsfm.ca](mailto:dnielsen@nsfm.ca) or 423-8312.

Debbie Nielsen  
Infrastructure & Sustainability Officer



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**PLEASE NOTE: If you do not want to receive communications from NSFM, please e-mail Tracy Verbeke at [tverbeke@nsfm.ca](mailto:tverbeke@nsfm.ca), and you will be removed from the mailing list.**

# NSFM'S CARBON SURCHARGE FUND APPLICATION GUIDELINES



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- The objective of the Carbon Surcharge Fund is to support local, small-scale initiatives that help municipalities reduce greenhouse gas emissions.
  - All carbon surcharge money collected is placed in NSFM's Carbon Surcharge Fund account and dispersed annually to a municipality.
  - Funds are not awarded to the same municipality within a 5-year period.
  - The money is not awarded to support plans, consultation or studies.
  - Preference is given to smaller initiatives where the funds will have the greatest impact.
  - **The deadline for submitting an application is September 28, 2018**
  - The funding recipient will be announced at NSFM's fall conference on November 6.

The following are potential projects/initiatives that could be supported by the Carbon Surcharge Fund:

## **Energy Reduction/Improved Efficiency:**

- Install energy efficient lighting
- Improved insulation
- Install programmable thermostats
- Purchase equipment that improves efficiency of municipal buildings and facilities, such as, energy efficient compressors for arenas, efficient heating, ventilation and air conditioning systems, state-of-the-art heat pumps, etc.

## **Transportation & Fleet Vehicles**

- Purchase video conferencing equipment to reduce meeting travel
- Purchase GPS vehicle tracking systems to improve vehicle and driver efficiency
- Support initiatives that promote active transportation

## **Water & Wastewater**

- Support the development of a leak detection program
- Purchase low-flow equipment to reduce water use in municipal buildings and facilities
- Support the development of a rain barrel program

## **Food Security**

- Support an initiative that promotes community awareness of the benefits of supporting local food production

# NSFM'S CARBON SURCHARGE FUND APPLICATION FORM



Please complete this form and submit it to [dnielsen@nsfm.ca](mailto:dnielsen@nsfm.ca) by **September 28, 2018**. You can direct any questions about the application process to Debbie Nielsen at 423-8312 or [dnielsen@nsfm.ca](mailto:dnielsen@nsfm.ca).

## 1. YOUR INFORMATION

<b>Municipality's name:</b>			
<b>Contact person &amp; title:</b>			
<b>Address:</b>		<b>Phone:</b>	
		<b>E-mail:</b>	

## 2. PROJECT DESCRIPTION

Type of project:	Indicate with an "X"
Energy Reduction/Improved Efficiency	
Transportation & Fleet Vehicles	
Water & Wastewater	
Food Security	

<b>a) Project title:</b>	
<b>b) Please provide a brief description of the project (250 word maximum).</b>	

c) Does this project tie in with a goal(s) in your Integrated Community Sustainability Plan and/or your Municipal Climate Change Action Plan?	Indicate with an "X"
Yes	
No	
If you answered "yes", please briefly describe below how the project ties in to one or both of these plans.	

**3. PROJECT DELIVERABLES & BENEFITS**

**a) Describe the project's objectives and indicate how it will help your municipality reduce its energy use/greenhouse gas emissions (250 word maximum).**

**b) Identify any deliverables that will be achieved through the implementation of the project (150 word maximum).**

**c) Describe the social, economic and environmental benefits obtained from the implementation of the project (250 word maximum).**

**d) Outline the timeframe for the project and include the start and end dates.**

**e) Provide a budget for the project to demonstrate how the money will be spent.**

Thank you for your application to NSF's *Carbon Surcharge Fund!*