

TO: Mayors, Wardens, Councillors, and CAOs  
FROM: Debbie Nielsen, Infrastructure & Sustainability Officer, UNSM  
DATE: August 29, 2017  
RE: CARBON SURCHARGE FUND DISBURSEMENT ANNOUNCEMENT  
Action Required: Funding Application Deadline is October 6, 2017

On June 8, 2012, the UNSM 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, UNSM has \$2250 to disburse from the Carbon Surcharge Fund and is inviting interested municipalities to apply for the funding **by submitting the attached application**. UNSM will announce the funding recipient at its fall conference on November 8.

**The deadline for submitting an application is October 6, 2017.**

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

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Phone: (902) 423-8331  
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**PLEASE NOTE: If you do not want to receive communications from UNSM, please e-mail Tracy Verbeke at [tverbeke@unsm.ca](mailto:tverbeke@unsm.ca), and you will be removed from the mailing list.**

## UNSM'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 UNSM'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 October 6, 2017**
- The funding recipient will be announced at UNSM'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

**UNSM'S CARBON SURCHARGE FUND  
APPLICATION FORM**



Please complete this form and submit it to [dnielsen@unsm.ca](mailto:dnielsen@unsm.ca) by **October 6, 2017**. You can direct any questions about the application process to Debbie Nielsen at 423-8312 or [dnielsen@unsm.ca](mailto:dnielsen@unsm.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**

<b>Type of project:</b>	<b>Indicate with an "X"</b>
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>	

<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?</b>	<b>Indicate with an "X"</b>
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**

<b>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>

**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 UNSM's *Carbon Surcharge Fund!*