

Applicant Guide Climate Action Fund

A Manitoba Climate Action Initiative

Environment and Climate Change



1. Purpose of this Guide

The purpose of the Applicant Guide is to provide information for prospective applicants submitting proposals to the Climate Action Fund (“the Fund”) administered by Manitoba’s department of Environment and Climate Change. This includes details on applicant eligibility, the types of projects eligible for funding, eligible expenditures, assessment guidelines and required documents.

2. About the Climate Action Fund

The Fund supports projects with up to a maximum of \$150,000 in grant funding to help businesses, communities and non-profit organizations address the challenges of climate change while building a low-carbon economy and making life more affordable for Manitobans. The three priorities of the Fund are:

- Reducing greenhouse gas emissions in Manitoba
- Supporting enhanced resiliency to the impacts from a changing climate
- Increasing affordable and clean energy technologies in Manitoba

3. Applicant Eligibility

a. The applicant must be one of the following:

- Incorporated non-profit organization
- Academic or educational institution
- Manitoba municipality
- Northern Affairs Community
- Indigenous community or organization
- Business, including Social Enterprise Businesses*
(*Business must be registered with the Province of Manitoba)

b. Applicants must be active and have established operations within Manitoba for at least one year before applying.

c. Ineligible applicants include individuals, Crown corporations, federal government departments or agencies, provincial government departments or agencies, and watershed districts.

4. Project Eligibility

a. The proposed project must be time-bound (i.e., have a start and end date).

- b. The applicant must demonstrate that the proposed project is distinct from projects or initiatives already receiving provincial funding.
- c. Projects that receive funding must be implemented in Manitoba.
- d. Eligible recipients may partner together to apply to the Fund. A lead applicant must be identified who would be responsible for submitting only one application for the proposed project and would complete all reporting requirements on behalf of all partners.
- e. Projects must align with at least one of the Fund’s three priorities:

Fund Priorities	Example of Eligible Projects/Activities
<p>1. Reduce greenhouse gas emissions in Manitoba</p>	<p>Activity: Projects that reduce greenhouse gas emissions within a Manitoba community, economic sector, or natural area.</p> <p>Example: greenhouse gas reducing innovative clean technology, sustainable agriculture or natural area project.</p> <p>Example: Active or green community-based engagement, outreach or action project to promote greenhouse gas reductions.</p> <p>Example: Sectoral low carbon, circular economy project.</p> <p>Example: Community based climate action plan or net-zero roadmap (see note 1 below)</p>
<p>2. Support enhanced resiliency to the impacts from a changing climate</p>	<p>Activity: Climate adaptation projects within a community, economic sector or natural area that supports resiliency of the built environment to the impacts or hazards of a changing climate. This may include critical infrastructure, natural infrastructure, natural areas including land and water, wildlife and flora.</p> <p>Example: Development or enhancement of a community or regional climate vulnerability, hazard or risk assessment (see note 1 below).</p> <p>Example: Development or implementation of a community or regional climate adaptation plan. (see note 1 below).</p> <p>Example: Natural landscaping in communities such as tree planting (to create shade and reduce the effects of heat), or bioswales (to help manage excess stormwater).</p>
<p>3. Increase affordable and clean energy technologies in Manitoba</p>	<p>Activity: Project to enhance energy efficiency or increase the use of clean energy in Manitoba.</p> <p>Example: Purchase and installation of publicly available electric vehicle chargers and infrastructure.</p>

Note: activities not listed in table above may be eligible for consideration if they meet all other eligibility criteria. Please contact Environment and Climate Change to discuss potential projects.

Note 1: For municipalities, Northern Affairs Communities and Indigenous communities, up to maximum \$15,000 is available for the development of climate adaptation or net-zero plans to support climate action. Municipal applicants are strongly encouraged to apply for complementary funding from the Federation of Canadian Municipalities programs.¹

Partnerships and collaboration with other organizations are encouraged to support an integrated project to maximize beneficial project outputs and results such as enhanced climate resiliency or reduced greenhouse gas emissions. Applicants are encouraged to develop their proposals with the support of local experts, community leaders and stakeholders.

Electric Vehicle (EV) Charging Infrastructure Funding

The Fund may support projects to enable the purchase and installation of eligible EV charging stations and related infrastructure, with a focus on communities along or near Manitoba travel corridors or in communities with limited EV chargers.

The Fund may also support the installation of EV chargers in multi-unit residential buildings (MURBs).

Applicants for EV Charging Infrastructure projects must be one of the following:

- A municipality or Northern Affairs Community.
- Indigenous community.
- A business, not-for profit organization, or other organization that partners with a municipality, Northern Affairs Community or Indigenous community for the purpose of the prospective project (a letter confirming this partnership will be required prior to executing a grant funding agreement).
- Owner or operator of a multi-unit residential building.

The Fund may contribute up to 50 per cent of total project costs from \$5,000 to a maximum of \$100,000 per charger dependent on level of charger and applicant type.

See Appendix A for additional criteria for EV charging infrastructure projects.

¹ See Federation of Canadian Municipalities Green Municipal Fund for climate funding programs at <https://greenmunicipalfund.ca/funding>

Ineligible Projects and Activities

Ineligible projects and activities under the Fund include:

- Municipal core services, operating services and capital priorities covered by existing Manitoba operating grants and capital funding to municipalities.
- Projects related to the enforcement or compliance with legislation, regulations, or municipal by-laws.
- Activities required by law and/or mandated by a level of government (for example, a restoration that is already required by regulation).
- Programs, activities and projects which are already planned or funded provincially or through provincial Crown corporations or related funding sources (e.g., projects funded through Trails Manitoba; Efficiency Manitoba; the Conservation, Wetland and GROW Trusts; watershed and wetland programs; Fish and Wildlife Enhancement Fund).
- Funding for electric or hybrid vehicles. See Manitoba's Electric Vehicle (EV) Rebate program.²
- Electric vehicle rebates for commercial, fleet, and all other vehicles not eligible under Manitoba's Electric Vehicle rebate program.
- Large capital fossil fuel (e.g. propane, natural gas) projects that switch to renewable energy sources including electricity, biomass and solar.
- Core operations, projects, or programs that receive regular, budgeted provincial or federal support or are part of ongoing programs (for example, medical and health care facilities, school and day care facilities, delivery of health and social services).
- Activities intended to support businesses or for-profit entities to invest in research, feasibility studies, development, or scale-up operations with the goal of bringing a product to market.

5. Eligible Expenditures

Manitoba will contribute towards eligible expenditures that, in the opinion of Environment and Climate Change, are reasonable and required to achieve project objectives and outcomes.

Examples of eligible expenditures may include but are not limited to:

- Staffing and human resource expenditures directly related to the project.

² See: <https://gov.mb.ca/lowercosts/evrebate/index.html>

- Material and supply costs.
- Vehicle rental and operation costs.
- Training fees and expenses directly related to project implementation.
- Management and professional service costs (e.g., accounting, communications, design).
- Administrative and overhead costs up to ten per cent of total project budget.
- Other costs that, in the opinion of Environment and Climate Change, are considered to be direct and necessary for successful project implementation.

Ineligible Expenditures

Examples of ineligible expenditures include, but are not limited to, the following:

- Expenditures incurred before April 1, 2024, and after March 31, 2026.
- Expenditures associated with drafting and submitting the grant proposal.
- Debt reduction costs, legal fees, financing charges and interest payments on loans.
- Insurance coverage.
- Expenditures for provincial sales tax, Goods and Services Tax if the recipient is eligible for a rebate.
- Any expenditure eligible for rebates.
- Major capital assets such as property (land, buildings), plant/facility, vehicles.
- Expenditures related to equipment and furnishings that do not remain with the applicant at project end.
- General repairs or rebuilding of existing projects.
- Expenditures to attend conferences, conventions or similar events.
- Expenditures associated with receipt of donations, in-kind contributions, gifts.
- Overhead and administration expenditures, including regular ongoing staffing/salary costs, office equipment, regular scheduled maintenance work, supplies and professional fees, and ongoing website hosting/maintenance required as part of the ongoing operation of the organization.
- Hospitality and travel expenditures beyond Manitoba government guidelines.
- Expenditures incurred for cancelled projects.
- Expenditures covered by other funding sources.

6. Project Funding

The maximum grant per applicant, as determined by the Fund, over the Government of Manitoba's fiscal year (ending March 31) is \$150,000. **Projects must be completed by**

March 31, 2026.

The Government of Manitoba reserves the right to limit funding per applicant type, as listed in Section 3 to 60 per cent of the total Fund in any one fiscal year in order to balance distribution of funding.

Fund Stacking

The maximum level – or stacking limit – of total government assistance (federal, provincial, and municipal funding for the same eligible costs) will not exceed 100 per cent of eligible costs. If total government assistance to an applicant exceeds the stacking limit, Environment and Climate Change will adjust the level of funding so that the stacking limit is not exceeded and there is no duplication of funding.

Applicants are not required to match project funding with funds from other eligible sources. However, eligible matching funds (cash and/or in-kind) do contribute positively to the application assessment as outlined under the Application Assessment section (Organization Capacity and Funding).

7. Application Assessment

Only eligible applications received during the declared intake period will be assessed. Applications will be assessed as received from the applicant. It is the applicant's responsibility to provide clear, comprehensive, succinct and accurate information.

A competitive review process is applied where applications will be assessed based on evaluation criteria, including with the priorities and guidelines of the Fund (see below). Eligible applications are assessed by the Climate Action and Energy Innovation Division of the department of Environment and Climate Change, with support from an inter-departmental technical advisory committee.

Submitting a complete online application is required for funding but is not a guarantee of funding. If an application is deemed ineligible as it does not fulfill the eligibility requirements of the Fund, the application will not be assessed.

Eligible applications are assessed based on the following guidelines:

A. Project Benefits

Assessment Subcategory	Application Guidelines
Support Climate Action Fund priorities	<p>Describe how your project supports at least one of the Fund’s priorities, including:</p> <ul style="list-style-type: none"> • Reducing greenhouse gas emissions in Manitoba • Supporting enhanced resiliency to the impacts from a changing climate • Increasing affordable and clean energy technologies in Manitoba
Project deliverables	<p>Describe what your key project deliverables will be. This may include delivering workshops; activities to reduce greenhouse gases; the completion of a climate resiliency plan, hazard and risk vulnerability assessment; stationary equipment retrofits; or other deliverables.</p>
Project results	<p>Describe what results or outcomes your project will achieve. This may include reduced greenhouse gas emissions, improved community resiliency and preparedness to a changing climate, or other results.</p> <p>Project results and outcomes should be specific, measurable, achievable, time-based and aligned with at least one of the Fund’s three priorities. You should describe how you will measure or assess how your project will achieve these results.</p>
Partnerships and collaboration	<p>Describe how the project will develop and foster enduring partnerships and/or collaboration with local organizations. This may include with Indigenous communities and/or organizations, community experts, other stakeholders, that collectively enhances shared capacity building, engagement, and awareness building to support effective project results.</p>

B. Project Viability

Assessment Subcategory	Application Guidelines
Capacity to complete the project	Describe the extent to which requested funding and other identified and confirmed technical, financial, and human resources are sufficient to perform the tasks to assure timely completion of the entire project.
Achievable workplan & methodology	Describe your project's scope and how it is achievable within the specified timelines through clear and focused objectives. Include a detailed workplan with clear milestones and deliverables.
Risk mitigation plan	Describe the risks to your project and what might prevent you from completing the entire project on time and on budget. You must provide a plan to monitor and address these risks.

C. Organizational Capacity and Funding

Assessment Category	Application Guidelines
Overall organizational capacity	Describe your organization's capacity to successfully achieve your project's goals. This may include organizational, technical, managerial and financial expertise.
Project manager/lead and team	Describe how your project lead/project manager and project team have the demonstrated capacity to guide the project to successful completion.
Return on investment	<p>Indicate in the budget table how the project will demonstrate a high return on investment (ROI) based on total project costs vs Manitoba's cash funding contribution and applicant contributions (i.e., higher ROI with greater applicant and partner confirmed cash and/or in-kind contributions).</p> <p>Only secured funds external to the Government of Manitoba or provincial Crown corporations (e.g., Federal Government, private cash donations, applicant's cash funding and in-kind contributions) may be applied as eligible project contributions. Project budget must include all applicant and partner contributions.</p>

8. **Grant Application**

The Fund's online application form is intended to collect essential information about an applicant, the details of the proposed project, as well as supplemental information required to assess the viability and eligibility of a project. Environment and Climate Change may request additional information beyond the mandatory information to help in assessing the viability of projects. Visit the Climate Action Fund at Manitoba Grants Online (www.gov.mb.ca/grants/) for announcement information on application intake(s) for the Fund. An application has been successfully submitted through the online process if a seven (7) digit confirmation ID notice has been provided. It is recommended that you retain on file a copy of your confirmation ID and a copy of the application.

Each applicant can submit up to three (3) separate and different projects. Each project submission will require completion of a separate electronic online application form. Only one project per organization will be funded per intake. Maximum grant cannot exceed \$150,000 per applicant.

9. **Grant Funding Agreement Terms & Conditions**

Following application selection and approval, a grant funding agreement between the grant recipient and the Manitoba government will be negotiated. The grant funding agreement will outline the terms and conditions with the grant recipient. This shall include, but is not limited to, project tasks and deliverables; the eligible use of funds; maximum project funding limits; project start and end dates; publication terms, if any; cancellation of the agreement; grant payment processing, including interim payment terms, if any; and reporting terms, which typically contain interim and final reporting requirements. The awarding of grants is at the discretion of Manitoba's department of Environment and Climate Change.

Payment Process

Up to 90 per cent funding is disbursed following signature of a grant funding agreement. An interim project status update report is required. Payments will be released based on a project schedule. The remaining balance is paid upon receipt and approval of a final report. Projects ending on or near March 31, 2026, may require an adjusted payment plan released based on a schedule that may include an interim payment following approval of an interim status report on project implementation.

10. **Processing Applications**

All applicants will be notified in writing by email of the selection decision pertaining to their application. Selection decisions are final. There is no appeal process. Approved projects are funded subject to the availability of funds. Grant recipients' names and project

descriptions may be published on the Manitoba government's websites, in a news release, or through other forms of communication.

11. Application Requirements

Application requirements are:

- The Climate Action Fund guide has been read and fully understood.
- The project fulfills the requirements under three eligibility criteria streams: 1) project benefits, 2) project viability, and 3) organizational capacity and funding.
- A fully completed and signed application (i.e., electronic applicant declaration).
- All supporting documents are included. Note: your application must fully represent your project objectives and deliverables. Any attachments, other than letters of support from partners/collaborators and other documents essential to the application, are considered supplementary to the application and may not be included in the assessment.
- Any signed letter(s) of support are provided from partner organizations where there is cash and/or in-kind contributions provided or other partnership requirements to enable completion of the project.
- Letter(s) of support must clearly outline the partner(s) role and responsibilities and how their involvement will benefit the project delivery and results. Partner cash and/or in-kind contribution must be included in the online application form (budget table). Letters of support should be included as attachments to the application and may be required prior to completion of grant agreements for successful applicants.

Note – attachments cannot be included within the online application form. Letters of support and other attachments must be emailed to ccinfo@gov.mb.ca, and include the name of the applicant and the 7-digit confirmation ID provided.

- Project partner cash and in-kind contributions is included in the budget table within the application form.

12. Contact Information

For updated information visit Manitoba Grants Online at

<https://www.gov.mb.ca/grants>

Climate Action and Energy Innovation Division

Manitoba Environment and Climate Change

In Winnipeg: 204-945-7246

Toll free in Manitoba: 1-866-444-4207

Email: ccinfo@gov.mb.ca

Or Manitoba Government Inquiry toll free in North America: 1-866-626-4862

Appendix A

Additional Criteria for Electric Vehicle Charging Applications

Mandatory criteria for EV chargers and associated infrastructure installed within in a local community or travel corridor:

- Installed within a municipality (**outside of Winnipeg**), Northern Affairs Community or Indigenous community.
- Located in a safe and accessible public location (except for eligible fleet EV chargers).
- EV charger must be located on land property owned or leased by the applicant.
- Public right of way access to the charging station(s).
- At least one fast charging port must be available for public use 24 hours a day, seven days a week (except for municipal fleet EV chargers).
- Permanent, hard-wired installation (mounted or fixed).
- New and purchased equipment (not leased).
- A new installation or expansion of an existing installation and not for the replacement of an existing charger.
- Certified for use in Canada and be commercially available, i.e. CSA approved.
- Connected to a charging network and be compatible with the majority of EVs in the marketplace.
- Installed in compliance with all applicable laws, regulations and requirements (e.g., building and electrical codes, applicable accessibility standards, municipal zoning).
- Installed after December 1, 2024.

Table 2: Maximum funding for type of EV charger infrastructure in a community or travel corridor (includes municipal fleets)

Types of Infrastructure	Output	Maximum Funding Amount
Level 2 charger	3.3 kW to 19 kW	Up to 50% of total project costs, to a maximum of \$5,000 per charger (municipal fleet only)
Level 2 charger	20 kW to 49 kW	Up to 50% of total project costs, to a maximum of \$15,000 per charger
Level 3 charger	50 kW to 99 kW	Up to 50% of total project costs, to a maximum of \$50,000 per charger
Level 3 charger	100 kW to 199 kW	Up to 50% of total project costs, to a maximum of \$75,000 per charger
Level 3 charger	200 kW and above	Up to 50% of total project costs, to a maximum of \$100,000 per charger

Mandatory criteria for EV chargers and associated infrastructure installed within Multi Unit Residential Building(s) (MURBs):

- Located in a safe and accessible location for tenants of the MURB(s).
- EV charger must be located on owned or leased land/property.
- Permanent, hard-wired installation (mounted or fixed).
- New and purchased equipment (not leased).
- A new installation or expansion of an existing installation and not for the replacement of an existing charger.
- Certified for use in Canada and be commercially available, i.e. CSA approved.
- Connected to a charging network and be compatible with the majority of EVs in the marketplace.
- Installed in compliance with all applicable laws, regulations and requirements (e.g., building and electrical codes, applicable accessibility standards, municipal zoning).
- Installed after December 1, 2024.
- Application must be submitted by the organization that will own the infrastructure. Proof of eligible expenditures for reimbursement needs to be under the name of the applicant.

Table 1: Maximum funding for type of EV charger infrastructure in a Multi-Unit Residential Building(s) (MURBs)

Type of Infrastructure	Output	Maximum Funding Amount
Level 2 charger	3.3 kW to 19 kW	Up to 50% of total project costs, to a maximum of \$5,000 per charger
Level 2 charger	20 kW to 49 kW	Up to 50% of total project costs, to a maximum of \$15,000 per charger

Non-mandatory criteria for all MURB and community/travel corridor EV charger applications includes:

- Priority will be given to EV chargers installed in areas of need along or adjacent to highway corridors with no or limited EV chargers in or near rural and remote communities.
- Priority will be given to applicants who have confirmed additional funding from other sources. This can include confirmed funding from the federal Zero Emissions Vehicle Infrastructure Program. CAF funding can be stacked with other sources up to 100 per cent.