



City of Kingston
Kingston Environmental Advisory Committee
Agenda

01-2024

Thursday, October 17, 2024

6:00 p.m.

Hosted in a virtual, electronic format

Committee Composition

Councillor Chaves
Councillor Oosterhof
Liudmila Aleaga-Aguilera
David Arnott
Jessica Campbell
Dianne Corrigan
Josh Cowan
Mike Dakin
Reza Jamshidi Chenari
Sarah Ryding
Beth Sills
David Stocks
Jaka Suryana
Zachary Typhair
Alan Whyte

Please provide regrets to Allison Hannah, Committee Clerk at 613-546-4291, extension 1209 or ahannah1@cityofkingston.ca.

Watch live on the [Kingston City Council YouTube](#) channel or register to receive the [Zoom](#) link.

Pages

1. **Call to Order**
2. **Election of Officers**
3. **Approval of the Agenda**
4. **Confirmation of Minutes**

That the minutes of Kingston Environmental Advisory Committee Meeting Number 03-2023 held on Monday, October 23, 2023, be approved.

5. Disclosure of Pecuniary Interest

6. Delegations

7. Briefings

8. Business

1. Kingston Community Climate Action Fund Project Selections

3

The Report of the Commissioner of Growth & Development Services (KEAC-24-001) is attached.

Recommendation:

That the Kingston Environmental Advisory Committee recommend to Council:

That the Kingston Community Climate Action Fund applications, attached to Report Number KEAC-24-001 as Exhibit A, meet the objectives and eligibility criteria, and be approved for public donation.

9. Motions

10. Notices of Motion

11. Other Business

12. Correspondence

13. Date of Next Meeting

The next meeting of the Kingston Environmental Advisory Committee is to be determined.

14. Adjournment



**City of Kingston
Report to Kingston Environmental Advisory Forum
Report Number KEAC-24-001**

To: Chair and Members of the Kingston Environmental Advisory Committee

From: Paige Agnew, Commissioner, Growth & Development Services

Resource Staff: Julie Salter-Keane, Manager, Climate Leadership

Date of Meeting: October 17, 2024

Subject: Kingston Community Climate Action Fund Project Selections 2024

Council Strategic Plan Alignment:

Theme: 2. Lead Environmental Stewardship and Climate Action

Goal: 2.2 Support climate action and sustainability for residents, businesses and partners.

Executive Summary:

The purpose of this report is to request that Kingston Environmental Advisory Committee (KEAC) evaluate the Kingston Community Climate Action Fund (KCCAF) project applications received this year, against the eligibility criteria to screen the project proposal to ensure the objectives of the fund are met. The established eligibility criteria are outlined in Report Number 20-131, approved by Council on July 7, 2020. Upon review by KEAC at the October 17, 2024, meeting, a recommendation will be presented to Council on the project.

The 2024 call for proposals for the KCCAF ran from August 21, 2024, to September 16, 2024. Two valid applications were received, the first from several partner organizations being Bloom Skills Centre, Little Forests Kingston & KASSI: Kingston Area Seed System Initiative, and the second application from Extend-A-Family Kingston. A summary of the applications received are attached to Report Number KEAC-23-002 as Exhibit A and an evaluation guide, attached as Exhibit B, will assist KEAC in reviewing the application.

October 17, 2024

Page 2 of 7

Upon the approval of the projects by Council, staff will prepare a summary outline of the project to be posted online for the public donation campaign. The fundraising campaign is expected to launch on December 1, 2024, and will run through March 2025.

City Council established the KCCAF to support community projects grants that will reduce GHG and/or air emissions; increase energy conservation or efficiency; reduce or divert organic waste; or assist with Climate Change adaptation and technology innovation. City staff believe the application this year is financially feasible and represents a community project that will result in decreased GHG emissions in the community.

Recommendation:

That the Kingston Environmental Advisory Committee recommend to Council:

That the Kingston Community Climate Action Fund applications, attached to Report Number KEAC-24-001 as Exhibit A, meet the objectives and eligibility criteria, and be approved for public donation.

October 17, 2024

Page 3 of 7

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Paige Agnew, Commissioner,
Growth & Development Services**

p.p. ORIGINAL SIGNED BY COMMISSIONER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

October 17, 2024

Page 4 of 7

Options/Discussion:

On June 25, 2024, a webinar was held to attract and provide guidance to potential applicants on the process and requirements of the fund to stimulate interest, as well as strategic email outreach, and social media marketing. The 2024 call for proposals for the KCCAF ran from August 21, 2024, to September 16, 2024. Two valid applications were received for the 2024/2025 campaign.

The following table summarizes the applications received. Exhibits A and B provide the details of the projects as submitted by the applicants.

Organization Name(s)	Project Focus	Funds Requested
Bloom Skills Centre, Little Forests Kingston & KASSI: Kingston Area Seed System Initiative, Loving Spoonful	Construction of greenhouse and purchase of seed cleaning and seed propagation equipment.	\$33,323.62
Extend-A-Family Kingston	The Community GrowAbility project: hydroponic greenhouse upgrades	\$30,000.00

Based on the objectives of the KCCAF and the Canada Revenue Agency requirements for recipients of charitable donations, the following are the eligibility criteria for the Community Climate Action Fund program:

- A. Applicants are to be registered charities or non-profit organizations (including indigenous associations, churches/faith groups or registered not-for-profit co-operatives). Non-profits must partner with a registered charity to be eligible. Partnerships with the City could be considered to meet this eligibility criterion, such as Sustainable Kingston in years passed.
- B. Projects must be implemented within Kingston City boundaries and demonstrate substantial completion within 12 months of receiving financial support from the fund.
- C. Projects must be tangible and have direct and measurable GHG reductions (which are further described below) once the project is fully complete. Applicants must commit to monitoring impacts of the project and publicly reporting results. Preference will be given to projects that have direct and measurable GHG reductions that can also stimulate the economy in the near term. It is recommended that education programs and related events-based initiatives be ineligible at this time in order to prioritize actions achieving actual emission reductions.

October 17, 2024

Page 5 of 7

- D. Projects may require other viable sources of funding to complete the proposed initiative in case donations collected do not fully cover all associated costs. Proof of other pending grant applications or confirmed financial support from other sources of funding may be required prior to the launch of the donation campaign.

Staff can confirm for KEAC that Bloom Skills Centre is a registered non-profit charity organization and is partnering with KASSI (a registered non-profit organization, with support from Little Forests Kingston (a volunteer organization)). Staff can confirm that Extend-A-Family Kingston (EAFK) is a registered charitable organization, which has previously participated in the KCCAF in 2021, successfully funding the installation of a Dunya hydroponic greenhouse. Both projects will be implemented within Kingston City boundaries. Bloom Skills Centre, Little Forests Kingston & KASSI: Kingston Area Seed System Initiative, are operating at the Lakeside Community Garden, managed by Loving Spoonful (Registered non-profit charity). EAFK is operating at their location at 361 Montreal St.

Both projects fit within the specified guidelines of assisting with climate change adaptation and technology innovation, as well as avoiding ghg emissions from high carbon imported foods through local, sustainable production.

Measuring the impact of the project will be the responsibility of the applicant as part of their agreement with the City prior to receiving donated funds. City staff will assist the applicant in developing the methodology to assess the impact of their project in terms of GHG reductions and or climate adaption. This will be an important supportive role that the City plays over time with administering KCCAF to help raise the capacity and understanding of the charitable/non-profit sector to do this type of monitoring and measurement for future projects.

The following table outlines the project impact from each applicant:

Organization Name(s)	Project Impact Overview
Bloom Skills Centre, Little Forests Kingston & KASSI: Kingston Area Seed System Initiative, Loving Spoonful	The Kingston area is threatened with extreme heat, extreme storms and other climate threats. This project will help with both GHG mitigation and climate adaptation: <ul style="list-style-type: none"> ● Grows our local seed capacity, builds climate resilience, increases biodiversity, regenerates soil, sequesters carbon, ensures genetic diversity, and supports a green economy. ● Eliminates fossil fuel emissions from growing, packaging, and shipping commercial seeds. ● Eliminates fossil fuel emissions from chemical fertilizers and pesticides used to grow the majority of seeds offered for sale

October 17, 2024

Page 6 of 7

	<p>locally.</p> <ul style="list-style-type: none"> ● Extends harvest season for accessible local food options provided in Bloom Skills Centre programming, supporting the greater Kingston community. ● Native plants are powerful in their ability to protect the water, air, and soil, supporting ecosystems and quality of life for all.
<p>Extend-A-Family Kingston</p>	<p>EAFK's sustainable hydroponic vertical farming greenhouses can grow 10,000 heads of produce annually. As an example, 10 thousand heads of lettuce are estimated to produce up to 6 metric tons of CO₂e when using traditional farming methods. It is estimated that hydroponic vertical farming systems produce between 2 to 3 metric tons of CO₂e, nearly 50-60% decrease in emissions.</p> <p>EAFK vertical farming units reduce water use, pesticide use, and transportation emissions, especially considering food is grown locally, all year round.</p>

The impact of the KCCAF project will be estimated based on the before conditions that the project aims to influence and the resulting outcome in measurable units directly related to the project after implementation.

2024 Project Outcome

The donation campaign launched on December 1, 2023, and concluded on March 31, 2024. Donations were received through Canada Helps and the Kingston Community Credit Union, and the City of Kingston Payment Centre. The total amount of donations raised, including the matching funds of \$5,000 from the Kingston Community Credit Union and the City committed funds of \$15,000, is \$27,179.47. The project has now been completed, and its ongoing impact can be viewed on a continuous basis on [All Our Relations Land Trust Website](#), highlighting total kWh generated, total rainwater pumped, total well water pumped, and pounds of CO₂e emissions saved.

Organization Name	Project Focus	Funding Goal Met
All Our Relations Land Trust	Installation of ground-mounted solar powered rainwater / well irrigation system for community garden.	\$27,179.47

October 17, 2024

Page 7 of 7

Public Engagement

On June 25, 2024, a webinar was held to attract and provide guidance to potential applicants on the process and requirements of the fund to stimulate interest, as well as strategic email outreach, and social media marketing.

Climate Risk Considerations

Through the proposed KCCAF projects, local climate resiliency will be increased, with EAFK's project providing low-carbon food to those in need, and with Bloom Skills Centre and KASSI's project improving adaptive capacity and access to local, sustainably produced edible and native seed species.

Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations

Both proposed projects increase local food accessibility and sustainability, supporting populations in need by increasing access to food and food growing capacity.

Financial Considerations

The City provides funds up to \$15,000 annually to match the community donations raised each year to encourage charitable contributions by others.

Contacts:

Julie Salter-Keane, Manager, Climate Leadership, 613-546-4291, extension 1163

Soren Christianson, Project Manager, Climate Leadership 613-546-4291, extension 1325

Exhibits Attached:

Exhibit A Kingston Community Climate Action Fund – Applications Received During Fall 2024 Call for Proposals

Exhibit B Evaluation Guide for Funding Applications for the Kingston Community Climate Action Fund

Submission for Kingston Community Climate Action Grant- Bloom Skills Centre, Little Forests Kingston, KASSI

Contact Information:

Amber Potter, Executive Director: Bloom Skills Centre
Phone: (343) 363-0433 Email address: amber@bloomskillscentre.com

Joyce Hostyn, Cofounder : Little Forests Kingston
Phone: (613) 893-4107 Email: joyce@littleforests.org

Cathy Christie: Chair, KASSI-Kingston and Area Seed System Initiative
Phone: (613) 217-0755 Email: cathychristie3@gmail.com

Organization Information:

Bloom Skills Centre, 1036 Waterbury Cres. Kingston, ON, Canada, K7M 8V5

Little Forests Kingston, 764 Meadowood Rd. Kingston, ON, Canada, K7M 5G5

KASSI, #602 Highway 95, Wolfe Island, ON, Canada K0H 2Y0

Project Information:

Provide a brief outline of your proposed project, including how it will meet the funds eligibility criteria:

Blooms Skills Centre, the lead applicant, is a registered charity and is partnering with Little Forests Kingston (registered non-profit), KASSI (Kingston Area Seed System Initiative) (registered non-profit), and Loving Spoonful (registered charity) to construct a greenhouse and purchase seed cleaning and seed propagation equipment to help grow Kingston's seed and food sovereignty. The greenhouse and equipment will help us build the seed growing, seed sourcing, and propagation skills needed to build a flourishing, climate resilient, biodiverse city.

Blooms Skills Centre: We are a skills training organization that supports continued learning for young adults with intellectual and developmental exceptionalities. A large part of our programming is teaching how to grow and prepare food locally, in an effort to reduce our global footprint and offset the high costs to those that are living on social supports, all while offering local nutritious and healthy food to our community. We recognize that offering low cost local produce sometimes isn't enough of a support, especially if a person doesn't have the mobility or capacity to prepare it. This often results in having to purchase packaged and transported food. As part of our

program we offer fresh meals for home to the community, which allows our students to gain food growing and preparation skills while providing low cost, local, healthy options, specifically for seniors and those living with exceptionalities.

The potential to build a shared greenhouse for our organizations, will allow us to extend our local growing season and provide these offerings for a longer period, helping others and continuing to reduce our carbon footprint.

By working together with Little Forests Kingston and KASSI, we are also hoping to expand our students' knowledge and skills set by providing additional learning on seed cleaning and saving, the knowledge of native seeds, and how to help foster a resilient ecosystem for our area. As our students develop skills best through hands-on learning, this joint venture between our three organizations will lend extra support to our partner organizations in their individual missions. Many hands make light work, as they say.

Little Forests Kingston: We're seeking to restore relationships with native trees, shrubs, and plants in the Kingston Area, towards our vision of a multispecies City in a Forest. However, native seeds, especially source identified local seeds from the Kingston area, are challenging to source in sufficient quantities (or at all). To realize our vision and preserve genetic diversity, we are building local capacity to collect, propagate, and grow open pollinated native wildflower, grass, shrub and tree seeds from wild, local communities who over centuries have formed deep relationships with other native organisms and who are adapted to local land and water. In addition, through the lens of survival ecology and the need for climate migration, we will also source seeds from seed zones further south. We are establishing a network of seed orchards (Mother Patches) in the Kingston area. To this end, several Little Forest volunteers have become FGCA certified seed collectors and we are partnering with the Land Conservancy KFLA on seed collection. We have also launched the Plant the Seed project, working with 9 local schools and 16 teachers to propagate native seeds. By prioritizing locally grown and sourced seeds, students will learn about our native species, the land, and each other. We are also sourcing seeds to propagate with the goal of establishing climate resilient food forests to increase food sovereignty. Food forest species we hope to propagate include pawpaws, persimmons, mulberries, and nut trees. climate change adaptation.

KASSI: Kingston Area Seed System Initiative: The locally-adapted seeds in the KASSI Living Seed Commons are part of a unique collection of seeds that have been growing and adapting to the conditions in our region for more than fifty years. We will keep growing them out for seeds on an ongoing basis so that they can continue to adapt to the changing growing conditions associated with the current climate crisis. Most of the vegetable seeds that are commercially available in Canada are grown somewhere else in the world and packaged in Canada. Growing, saving and sharing local seeds like the ones in the KASSI Living Seed Commons dramatically reduces fossil fuel emissions and builds climate resilience. Moreover the imported seeds usually do not survive the extreme changes in weather linked to climate crisis. Locally-adapted seeds like the ones in the KASSI Living Seed Commons do.

Seeds from hybrid plants often do not grow the same as their parent plant so you need to buy seeds every year if you want to grow them. It is illegal to save seeds from a plant with a patent. Open-pollinated seeds like the ones in the KASSI Living Seed Commons are the only seeds that you can legally save and share.

Seed sovereignty is the right to save, plant, exchange and sell seeds. It is a fundamental human right that is threatened by the industrial agricultural model. We want every person, every family, every community in Kingston to have locally-adapted, open-pollinated seeds in their homes that they know how to grow, save and share.

We are committed to supporting and being part of a vibrant sustainable network of local ecological growers producing local food and local seed that can be legally grown, saved and shared

2. How will your proposed project reduce greenhouse gas emissions?

The Kingston area is threatened with extreme heat, extreme storms and other climate threats. This project will help with both GHG mitigation and climate adaptation.

- Grows our local seed capacity, builds climate resilience, increases biodiversity, regenerates soil, sequesters carbon, ensures genetic diversity, and supports a green economy.
- Eliminates fossil fuel emissions from growing, packaging, and shipping commercial seeds
- Eliminates fossil fuel emissions from chemical fertilizers and pesticides used to grow the majority of seeds offered for sale
- Extends harvest season for accessible local food options provided in Bloom Skills Centre programming, supporting the greater Kingston community.
- Native plants are powerful in their ability to protect the water, air, and soil, supporting ecosystems and quality of life for all.

3. Project Budget Template

Greenhouse cost		
Greenhouse frame 24x100'	\$8,689.00	
Anchor posts	\$1,547.00	
Base brackets with lag bolts	\$321.00	
Wirelock inserts	\$251.20	
7 mil poly cover (roof)	\$1,915.68	
Inflator fan kit	\$500.00	
7 mil poly end walls	\$219.90	
End wall framing kits	\$1,280.80	
Hinged doors with lexan cover	\$2,228.00	

Roll up sidewalls	\$1,200.00	
Ventilation package	\$2,830.00	
Freight charge	\$510.00	
Installation labour	\$4,900.00	
Subtotal	\$26,392.58	
13% HST	\$3,431.04	
Total	\$29,823.62	
Greenhouse Equipment		
Seed Cleaning Screens	\$2,500.00	
Seed Starting Equipment	\$1,000.00	
Total	\$33,323.62	

Are the estimated costs in your proposed budget supported by quotes or some other form of proof?

Yes, Ayla Fenton, of Loving Spoonful, assisted in the formulation of our Greenhouse budget as their organization recently built a similar greenhouse. All the equipment information was taken from the company Multi Shelter Solutions here:
<https://multisheltersolutions.com/our-structure-options-coverings/structure-options/>

In addition, the seed saving equipment was sourced from these two sites:
<https://seedburo.com/products/3435>
https://seedburo.com/products/3439?pr_prod_strat=e5_desc&pr_rec_id=73a88ccb6&pr_rec_pid=1594771767351&pr_ref_pid=1593943457847&pr_seq=uniform

Have you applied for other sources of funding?

No

Do you have a letter of commitment from your organization's Board of Directors?

Yes, attached.

Notice of Collection

Personal Information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected on this form in accordance with MFIPPA. Your personal information will be used by City staff to process the Kingston Community Climate Action Fund application, and to contact you if necessary. Questions about the collection, use, or disclosure of your personal information should be directed to the Manager of Climate Leadership, jsalter-keane@cityofkingston.ca; or 613-546-4291 extension 1163.



BLOOM SKILLS
CENTRE

P 343-363-0433
E info@bloomskillscentre.com
P 1036 Waterbury Cres.
Kingston, ON, K7M 8V5

**To the City of Kingston,
Climate Leadership Division
Subject: Letter of Formal
Partnership for KCCAF**

Dear City of Kingston,

We, the Board of Directors of Bloom Skills Centre, hereby express our formal partnership as a registered charity with Little Forests Kingston and Kingston Area Seed System Initiative, to actively collaborate and support the 2025 Kingston Community Climate Action Fund.

As a registered charity, Bloom Skills Centre, we will handle any donations received through this campaign in compliance with all requirements from the Canada Revenue Agency (CRA).

Thank you for considering our commitment to the Kingston Community Climate Action Fund.

Sincerely,

**Annette Rzepczyk, President,
Bloom Skills Centre,
annette@bloomskillscentre.com**

**Liz Delarosa, Treasurer, Bloom
Skills Centre,
liz@bloomskillscentre.com**



Monday, September 16, 2024

Kingston Community Climate Action Fund

Contact Information

Name	Ian Cholmondeley
Position	Program Manager of Innovation, Equity, Diversity, and Inclusion
Phone #	(343) 333-8778
Email	icholmondeley@eafkingston.com

Organization Information

Organization Name	Extend-A-Family Kingston
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Provide a brief outline of your proposed project, including how it will meet the funds eligibility criteria.

The Community GrowAbility project aims to contribute to local greenhouse gas emission reduction goals while fostering a culture of environmental sustainability within our organization and the individuals we support. As a previous successful recipient of the CCAF grant, EAFK was able to purchase a hydroponic greenhouse unit capable of growing over 10,000 heads of produce a year, while using 90% less land and water compared to traditional farming methods. Additionally, this energy efficient greenhouse provides us the opportunity to teach climate resilience and sustainability to our program participants, ingenious community partners, and local schools. Our goal is to set a strong example of climate-conscious action for the community by using funds from the CCAF to buy environmentally friendly growing materials that will allow us to grow 10,000 heads of produce for the community, fund staff training in therapeutic horticulture, and to upgrade and retrofit our greenhouse spaces to increase their accessibility and sustainability. This funding will also allow EAFK to grow and donate food to the local community and feed over 2,500 people facing food insecurity through partnership with many organizations distributing food.

Project Objectives:

Reduce Greenhouse Gas Emissions Through Local Hydroponic Farming:

Using materials purchased with this funding, EAFK is projected to be capable of growing over 10,000 heads of produce locally, throughout the entire year. The environmental benefits stem from sustainable vertical farming methods, as well as the ability to grow food locally (particularly in the winter) to save emissions from transporting foods.

Increase Accessibility of Programs and Community Opportunities

In addition to growing produce, EAFK will use funding to increase the opportunities for educational programming being offered through training, and physical retrofits to the greenhouses to make them more accessible.

Help Address Food Insecurity in Kingston

Extend-A-Family Kingston will be in a position to donate a large amount of locally grown produce directly back to the community. Through a large organization of existing partnerships and food distribution networks, produce will be distributed at no cost to individuals in need.

How will your proposed project reduce greenhouse gas emissions?

EAFK's sustainable hydroponic vertical farming greenhouses are capable of growing 10,000 heads of produce with the help from the CCAF. As an example, 10 thousand heads of lettuce is estimate to produce up to 6 metric tons of CO2e when using traditional farming methods. It is estimated that hydroponic vertical farming systems produce between 2 to 3 metric tons of CO2e, a nearly 50-60% decrease in emissions.

EAFK vertical farming units greatly reduce water use, pesticide use, and transportation emissions, especially considering food is grown locally, all year round.

Describe your project plan.

The project plan for Extend-A-Family Kingston's GrowAbility Project, in its request for funding from the Kingston Community Climate Action Fund, is designed to retrofit and enhance the current greenhouse to produce 10,000 heads of fresh produce annually. EAFK will conduct a full assessment of the existing greenhouse infrastructure, identifying areas that require upgrades and increased accessibility features such as updating water systems. Following this, the project will source and install necessary retrofits and upgraded hydroponic tanks to optimize space and reduce water waste and increase efficiency.

Once the retrofits are complete, the next phase will focus on acquiring high-quality sustainable materials to grow and distribute our produce such as seeds, nutrients tailored for hydroponic growth, and compostable packaging. This will ensure the successful cultivation of 10,000 heads of produce, including leafy greens and herbs, throughout the year. The project will then establish a sustainable crop rotation schedule to maintain continuous production and meet local demand.

Staff and volunteers will receive specialized training on hydroponic techniques, maintenance, and sustainable practices to manage the greenhouse efficiently. Ongoing monitoring of energy consumption and environmental impact will be conducted to ensure the project aligns with climate action goals. Staff, participants, and volunteers will be involved in the distribution of the produce to those in highest need.

Are the estimated costs in your proposed budget supported by quotes or some other form of proof?

Have you applied to other sources for funding?

Do you have a letter of support from your organization's Board of Directors?

Do you have a letter of commitment for formal partnerships?

Notice of Collection

Kingston Community Climate Action Fund

Project Budget Template

Eligible project expense	Estimated costs
Hydroponic Growing Supplies (Peat Moss, Nutrients, seeds, ect.)	10,000\$
Greenhouse Upgrades and Retrofits	15,000\$
Training	5000\$
HST	
A) Sub-total of eligible project costs:	\$ 30,000
Funding from other sources (if applicable):	
B) Total Funding from other sources:	\$
(Subtract B from A): TOTAL FUNDING REQUESTED from KCCAF	\$ 30,000



361 Montreal Street Kingston, ON K7K 3H4
660 Bagot Street Kingston, ON K7L 3E9
Tel (613) 544.8939

Monday, September 16th, 2024

To: The City of Kingston, Climate Leadership Division

Re: Commitment to Support Fundraising and Promotion Efforts for the KCCAF

Dear City of Kingston,

We, the Board of Directors of Extend-A-Family Kingston, hereby express our wholehearted commitment to actively collaborate and support our organization's participation in the 2025 Kingston Community Climate Action Fund.

Our Commitment:

- 1 . Fundraising: From December 1st, 2024, to March 31st, 2025, we will actively raise funds for our project in the KCCAF. Utilizing various channels and strategies, we will solicit donations and encourage our members, patrons, and partners to contribute to the fund.
2. Promotion and Awareness: We will use our communication channels, including social media platforms, newsletters, and events, to raise awareness about the KCCAF and our project, objectives, and progress. We are dedicated to spreading the message and garnering support from our community for this vital cause.
3. Transparency: We will regularly update fundraising progress and activities to ensure accountability.

Furthermore, EAFK confirms that we do not have the funds to move forward if the project isn't fully supported by funds raised by the public through the KCCAF.

We acknowledge the City's commitment to supporting our project through ongoing support and guidance, general promotion of the fund through City channels and traditional advertising, and specific support to attract and retain a primary sponsor(s) utilizing the City's pre-determined sponsorship packages.

We are excited about the opportunity to collaborate to enhance our organization's sustainability and contribute to Kingston's climate action goals.

Thank you for considering our commitment to the Kingston Community Climate Action Fund.

Sincerely,

Signed by:

Jonathan Batchelor
President

Application Review Tips:

Does the application meet the eligibility criteria of the Kingston Community Climate Action Fund?

- A. Applicants are to be registered charities or non-profit organizations (including indigenous associations, churches/faith groups or registered not-for-profit co-operatives). Non-profits must partner with a registered charity to be eligible. Partnerships with the City could be considered to meet this eligibility criterion, such as Sustainable Kingston.
- B. Projects must be implemented within Kingston City boundaries and demonstrate substantial completion within 12 months of receiving financial support from the fund.
- C. Projects must be tangible and have direct and measurable GHG reductions (which are further described below) once the project is fully complete. Applicants must commit to monitoring impacts of the project and publicly reporting results. Over the next 3 years, preference will be given to projects that have direct and measurable GHG reductions that can also stimulate the economy in the near term. It is recommended that education programs and related events-based initiatives be ineligible at this time in order to prioritize actions achieving actual emission reductions.
- D. Projects may require other viable sources of funding to complete the proposed initiative in case donations collected do not fully cover all associated costs. Proof of other pending grant applications or confirmed financial support from other sources of funding may be required prior to the launch of the donation campaign.
- E. Carbon sequestration projects, such as tree planting or land preservation, are ineligible for funding through the KCCAF due to the number of existing funding programs aimed at supporting this area. Please note: education projects and events are also ineligible in order to prioritize projects that achieve measurable emission reductions.

KCCAF Evaluation Rubric:

The following evaluation questions are based on the eligibility criteria:

Rate the proposal according to the criteria for each of the questions. Select your rating between 1 and 5.

1 = Strongly Disagree

2 = Disagree

3 = Neither Agree nor Disagree

4 = Agree

5 = Strongly Agree

If you have given a rating of 1 or 2, please make comments and provide rationale to identify areas for improvement.

Criteria:	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
<u>Project Need</u> There is evidence that this project/program is needed. Charitable donations will be the main funding source to support implementation.					
<u>Feasibility</u> The project is feasible. There are adequate financial, personnel and other resources to implement the project/program.					
<u>Sustainability</u> The fund may also prioritize selection of projects for fundraising that have i) sustained impacts (i.e. annual reductions versus one-time impacts) and/or ii) are scalable. The project demonstrates a reduction in GHG emissions but also results in incremental savings in energy costs and/or the investment in new technology.					
<u>Benefits of Projects</u> In addition to GHG reductions, the project demonstrates additional co-benefits such as affordable housing or addressing homelessness, food security, public health and transportation demand management.					
<u>Experience</u> The organization has adequate business experience and/or experience as it relates to the services to be provided and target group.					