

Greenbelt Foundation 2021 Funding Guidelines



Possibility grows here.

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INTRODUCTION

The Greater Golden Horseshoe is Canada’s most urbanized and rapidly developing region. Its population is projected to grow to 15 million people by 2051, making the role of the Greenbelt in providing clean air and fresh water, a reliable local food source, and accessible greenspace, more important than ever.

The Greenbelt currently contributes \$9.6 billion to Ontario’s annual GDP, supports 177,700 full-time or full-time equivalent jobs, and provides \$3.2 billion per year in ecosystem services, like flood prevention. While these numbers illustrate the great success of the Greenbelt, there is ongoing work to be done by the Foundation to maintain these benefits and realize the Greenbelt’s full economic, social and ecological potential.

Over the past 16 years, the Greenbelt Foundation has been the champion of Ontario’s Greenbelt, promoting its benefits and helping it to provide measurable contributions to quality of life in the Greater Golden Horseshoe. During this time, the Greenbelt Foundation has leveraged and invested over \$100 million in strategic grants and programs, research and policy initiatives, as well as engagement and outreach activities. This work has contributed to a thriving local food and agriculture sector, strong rural economies, climate-resilient communities, and accessible greenspace for the one in three Canadians who call the Greater Golden Horseshoe home.

In February of 2020, the Greenbelt Foundation expanded its mandate to incorporate the priorities and work of the Oak Ridges Moraine Foundation. This integration paves a promising road forward for the continued stewardship, protection, and enhancement of the Oak Ridges Moraine—one of the Greenbelt’s most important natural features and a crucial source of freshwater for millions of Ontarians.



Ontario's Greenbelt

At the centre of Ontario's most urbanized region, the Greenbelt permanently protects over 2 million acres of agricultural and environmentally sensitive lands, clean and abundant freshwater supplies and a vibrant rural economy. The Greenbelt also extends into the region's major city centres through 21 urban river valleys.

Greenbelt lands are the territory of the Anishinaabe and the Haudenosaunee peoples and is home many First Nations, Metis and Inuit peoples.

The Greenbelt is vital to the quality of life of Ontarians. Its unique landscapes including the Protected Countryside, Niagara Escarpment, Oak Ridges Moraine and 21 Urban River Valleys enjoy unprecedented public support, inspiring excellence in how we live, plan and grow.

The Greenbelt is a leading example of positive climate action, demonstrating that sustainability is possible and makes us more prosperous. Through investments in the Greenbelt and the efficient planning of our cities and rural towns, we can strive to increase resilience and reduce vulnerabilities to climate change in the region.



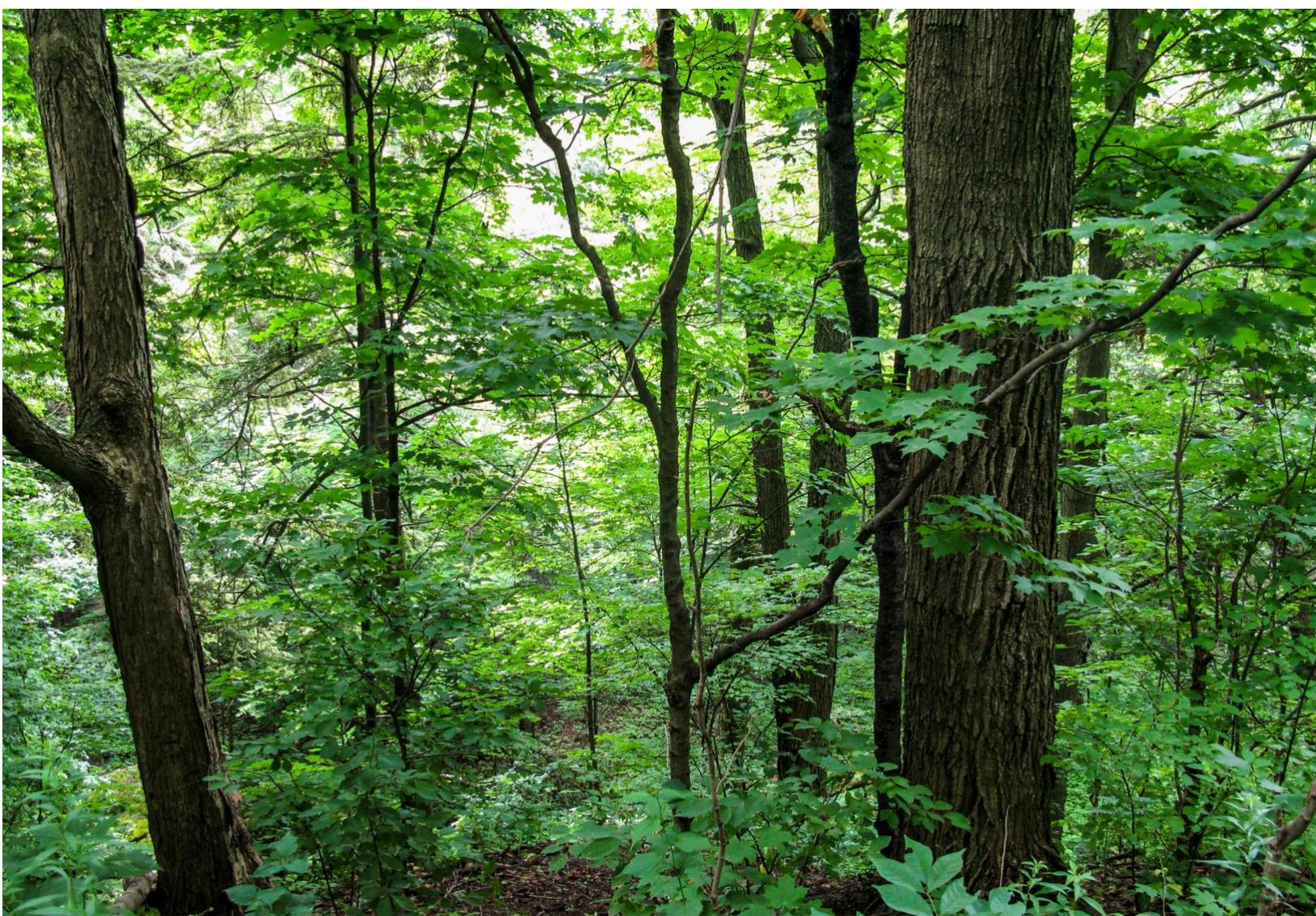
The Greenbelt's numerous lakes, wetlands and forested areas connect to the wider Great Lakes Basin. Its natural system is the main ecological corridor supporting connectivity and biodiversity across the region.

Nearly half of the Greenbelt is agricultural land, home to over 5,000 family farms. The Greenbelt's local agricultural sector is diverse and maintains a local food economy and jobs. Agriculture, alongside agri-food and culinary tourism and nature-based recreation, form the bedrock of the Greenbelt's rural economy.

Healthy Returns:

- The permanence of the Greenbelt ensures its agricultural, natural heritage and water resource systems continue to provide local food and clean air and water residents, replenish groundwater supplies, and support rural life and economies.

- The Greenbelt contributes \$9.6 billion in economic activity to Ontario's economy each year and supports 177,700 jobs. It also provides \$3.2 billion in ecosystem services each year.
- The Oak Ridges Moraine and Niagara Escarpment house many species-at-risk. The Moraine provides critical migratory routes for birds and mammals, contains the headwaters of more than 65 rivers and streams and is home to the most continuous forest cover in the GTA.
- Every year the Greenbelt stores and sequesters almost 102 million tonnes of carbon, the equivalent of taking almost 32 million cars off our roads.
- The Greenbelt's natural water filtration systems save \$189 million a year in drinking water filtration costs; its wetlands save another \$379 million a year in flood control costs; and the pollution-removing activity of its tree canopy is a \$69 million a year value.



FUNDING PROGRAM

The Greenbelt Foundation values greatly the efforts of a broad range of stakeholders and community partnerships to enhance the Greenbelt. With responsibility for implementing land use plans, relationships with municipalities will be key to achieving the goals outlined in each funding area and building complete communities in the Greater Golden Horseshoe.

Indigenous communities have strong cultural ties to the Greenbelt's agricultural and natural landscapes. The Foundation is committed to building relationships with Indigenous peoples and acknowledge and respect the important contributions of Indigenous knowledge and leadership.

The Funding Program invests in projects that protect the Greenbelt and increase environmental, social, cultural and economic benefits, enhance the health of the Greenbelt's systems, support farmers and foster a sustainable rural economy. Projects that leverage and enhance the Greenbelt to address the cumulative impacts of the pandemic, climate change and urban development pressures are a priority.

Grant Funding Program Objectives

The following are the Foundation's funding objectives for 2021-2023. Our Call for Proposals, announcing each grant round, may provide more details on areas of interest for that round. Please check our website regularly for updates: https://www.greenbelt.ca/apply_for_a_grant

Priority Objectives:

1. Native tree, shrub and other vegetation plantings to increase natural cover;
2. Enhancing opportunities to experience nature and increasing numbers of people experiencing the Greenbelt; and
3. Maintaining and enhancing natural infrastructure and climate resilience.

General Objectives:

- Protect, maintain and enhance: Greenbelt systems, natural features and biodiversity and unique values and features of the Protected Countryside, Niagara Escarpment, Oak Ridges Moraine, Urban River Valleys;
- Foster and promote a sustainable Greenbelt: recreation and tourism, agriculture and agricultural products; rural economy; and cost-effective climate change resilience solutions that leverage Greenbelt natural systems;
- Improve understanding and awareness of: Greenbelt benefits including economic; effectiveness of the Greenbelt Plan; and approaches to achieving the vision and goals of the Greenbelt;

- Relationships & Partnerships: engage and collaborate with First Nations, Indigenous communities, major stakeholders and community organizations.

PROGRAM AREAS

In Fall 2021, the Foundation has two funding streams of focus for its Funding Program:

- Prosperous Greenbelt
- Resilient Greenbelt

Our funding streams invest in projects that protect the Greenbelt and increase environmental, social, cultural and economic benefits, enhance the health of the Greenbelt's natural and agricultural systems, support farmers and foster a sustainable rural economy.



Grant Program Area 1: Prosperous Greenbelt

Supporting Sustainable Agriculture and Rural Vitality in the Greenbelt

The unique character of the Greenbelt’s agricultural, natural landscapes, and water features—along with the stability provided by its protection—supports \$9.6 billion in economic activity every year and 177,700 jobs. From farming and agricultural activities to hunting, fishing, sustainable tourism, and outdoor recreation, the Greenbelt is the bedrock of rural economies across the region.

With more than 9 million Ontarians living within 20km of the Greenbelt, its urban river valleys, and coastal wetlands, there is a tremendous opportunity to increase visits to the Greenbelt and enhance access to nature, local food, hiking, cycling, fishing, and enjoyment of all the landscape has to offer. Local farm businesses benefit from unique natural and locational advantages: a moderate climate, highly productive soil types, and proximity to Ontario’s largest consumer market and key food processing industries.

Local economies tied to maintaining and restoring the Greenbelt’s natural systems, water resources and healthy agricultural soils are also a significant contributor to the region’s rural economy from managing forests for firewood and maple syrup to native plant greenhouses and nurseries. Ontario’s green infrastructure sector was responsible for nearly 122,000 jobs and \$8.33B in GDP in 2018. Growth scenarios project the sector could grow between 22-73% by 2030.

Strengthening these activities supports the long-term prosperity of the region. The global pandemic has impacted and restrained Greenbelt economies while demand for local food and access to nature has grown exponentially. Within the parameters of our charitable objects, this funding stream will support pandemic recovery focusing on the strong return of local visitors to the Greenbelt while also continuing to support projects that enhance and strengthen the rural economy through agriculture and restoration activities.

Fall 2021 Priority Objectives:

1. Support pandemic recovery, focusing on the strong return of local visitors to the Greenbelt and rural economy by enhancing visitor experiences and increasing visits during off-peak times.
2. Champion meaningful Greenbelt-related experiences around outdoor recreation, agri-food and culinary destinations, and authentic Indigenous cultural tourism experiences.
3. Increase capacity for tourism partnerships and collaborations to offer and/ or promote Greenbelt experiences for local residents including Black, Indigenous and People of Colour (BIPOC) communities.

General Objectives:

4. Support the Greenbelt's agriculture, ecological restoration and recreation and tourism economies.
5. Support Indigenous-led projects that align with the funding stream, including collaborations, convening activities and/or learning frameworks to build Indigenous relationships across the region.
6. Increase public awareness of the Greenbelt's contribution to the rural economy, jobs, community health and well-being.

Project Examples:

- Promote and facilitate COVID-safe trips to the Greenbelt to enjoy socially distanced outdoor recreation activities including cycling and hiking opportunities on the Greenbelt Cycle Route, Oak Ridges or Bruce Trail.
- Develop and/or promote tourism experiences in off-peak hours, days or seasons.
- Educate or provide opportunities for Greenbelt tourism partners to collaborate and enhance visitor experiences.
- Create or enhance Indigenous-led tourism experiences and partnerships, such as the Greenbelt Moccasin Identifier Project.
- Enhance Greenbelt agriculture, including a regional local food system and access to food grown in the Greenbelt.
- Understand possibilities for growing ecological restoration economies in the Greenbelt, and Indigenous interests and opportunities.

Grant Program Area 2: Resilient Greenbelt

Working with Nature to Increase Public Benefits from Ontario's Greenbelt and Regional Resiliency

The Greenbelt's iconic landscapes - Niagara Escarpment, Oak Ridges Moraine, Protected Countryside and Urban River Valleys, include an abundance of healthy soils, important aquifers, coastal wetlands, old growth forests, marshlands, and savannahs that provide critical and irreplaceable ecosystem services to the country's largest population, which include rural and urban residents across the Greater Golden Horseshoe.

Its natural core and linkage areas are also critical to preserving wildlife and biodiversity in Southern Ontario, one of the most biodiverse regions in Canada. Maintaining and enhancing ecological connectivity between the Greenbelt, United States and northern Ontario is essential to support species migration in a changing climate.

Benefits from the Greenbelt's natural assets deliver a return of over \$3.2 billion annually in nature's benefits, including flood attenuation, carbon sequestration, temperature moderation, storage and filtration of fresh water and clean air, as well as important health benefits received through access to nature. As the region is expected to expand to a projected 15 million by 2051, the economic, environmental, and quality-of-life solutions delivered by the Greenbelt will only become more critical in sustaining a growing population and tackling climate change. Investments in protection, restoration, and strategic natural infrastructure projects will maintain ecological connectivity and biodiversity across the region and build climate resilience.

The Resilient Greenbelt funding stream leverages the Greenbelt's already available natural solutions to sustainably and cost-effectively, address our region's most pressing challenges of climate change and biodiversity loss. Indigenous Peoples have long understood the value of nature. Their leadership, knowledge and teachings are critical to understanding conservation and finding solutions. Greater public awareness of nature's benefits provided by the Greenbelt to communities will be key to building support and accelerating action.

Fall 2021 Priority Objectives:

1. Provide capacity for communities to identify or design natural infrastructure projects that strengthen climate resilience with a focus on stormwater management and flooding, heat management and biodiversity.
2. Increase awareness of the benefits provided by the Greenbelt, supporting community engagement to inspire activities and actions to enhance the Greenbelt and lead change (note: due to the pandemic digital engagements are encouraged).

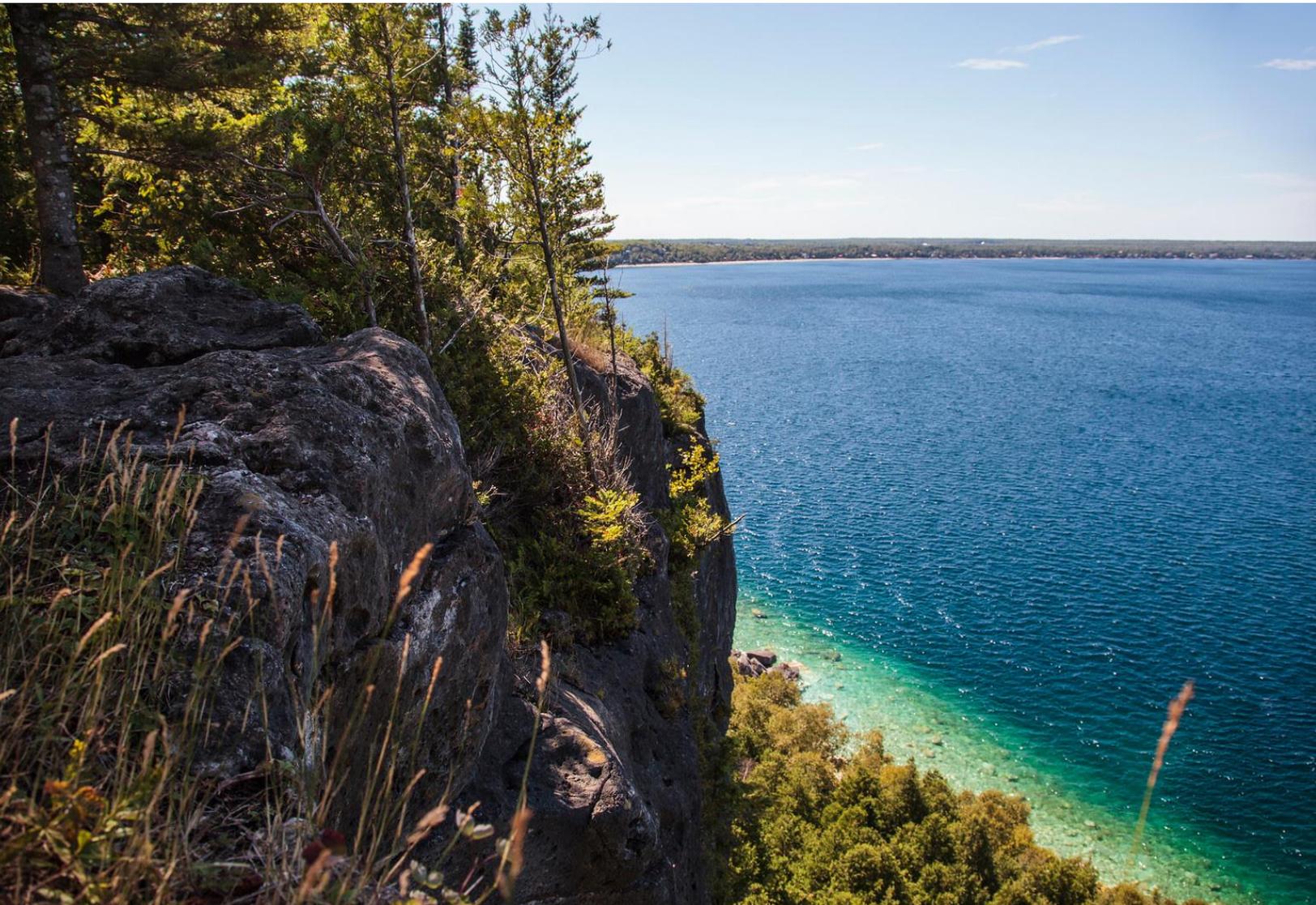
General Objectives:

3. Support activities to preserve biodiversity in the region.
4. Support priority actions to protect the critical water resource systems of the Oak Ridges Moraine.
5. Maintain and protect the ecological and hydrological health of the Greenbelt's agricultural soils.
6. Support Indigenous-led projects that align with the funding stream, including collaborations, convening activities and/or learning frameworks to build Indigenous relationships across the region.

Project Examples:

- Model natural infrastructure solutions within urban river valleys or other areas to address increasing flood risks or extreme heat due to climate change.
- Develop a business case for natural infrastructure to manage stormwater, flooding or heat related climate change vulnerabilities and risks.

- Develop or promote tools to help farmers enhance soil health.
- Host a podcast or webinar or use social media forum to engage community members and decision-makers on local Greenbelt-related issues.
- Create public awareness tools to communicate the benefits of the Greenbelt, including nature-based solutions and biodiversity actions.





FUNDING PROGRAM DEADLINES

The Funding Program will be managed by internal staff, led by the Program Director with support from the Senior Program Manager and Grants Officer. The following funding mechanisms will enable the Foundation to host open and competitive grant rounds, support timely opportunities to advance priorities, and host Calls for Proposals to advance specific 2021 Grant Funding Program objectives.

Fall Grant Round

We will begin receiving Letters of Intent (LOI) for this funding program starting **Friday, October 8, 2021**. Full proposals will be requested of select LOIs by **Wednesday, October 20, 2021**. Please note that all project activities and deliverables must be completed by December 15, 2023.

We encourage all potential applicants to contact the Foundation to discuss your idea prior to submitting a Letter of Intent. The Foundation's grant program staff can be reached at program@greenbelt.ca and at 416-960-0001 ext. 310 or 341.

Please note that the Greenbelt Foundation is a non-partisan registered charity, separate from government, and has no formal role in the government's consultation process.

The Greenbelt Foundation's Open Grant Rounds solicit large intakes and a wide range of proposals from diverse organizations across the region. These rounds are an opportunity for community groups and stakeholders to provide solutions that will enable the Foundation to meet stated goals and objectives under each funding stream. Please check the website for details on any areas of interest or priority for each Open Grant Round http://www.greenbelt.ca/applying_for_a_grant

Fall 2021 Grant Round:

- Call for Proposal Announcement: September 20, 2021
- Letter of Intent Due Date: October 8, 2021
- Decision on Request for Full Proposals: October 20, 2021
- Full Proposal Due Date: Early November 2021
- Advisory Committee Review: November 2021
- Final Approval: December 2021



APPLYING FOR FUNDING

Please read this guide in its entirety before submitting an application. We encourage all organizations to contact us at any time to discuss their idea. Staff can provide advice and guidance to assist groups to submit the best possible application. All funding applications are submitted online through the Foundation's grant portal.

A link to the grant portal is available at http://www.greenbelt.ca/applying_for_a_grant

In order to be considered for funding under the Funding Program, applicants must complete an eligibility quiz and provide the information requested in our application process via our grant portal, including details on the project goals and rationale, activities, results, how success will be measured, as well as a full project budget.

Organizational Eligibility: Organizations can apply individually or in collaboration with others. Lead applicants must be a registered charity or non-profit organization.

Registration: In order to be considered for funding, applicants must complete an eligibility quiz and register their organization via our grant portal.

The Foundation's Grant Program staff can be reached at program@greenbelt.ca or 416-960-0001 ext. 310 / 341 to schedule a call in advance.

The Greenbelt Foundation is a non-partisan registered charity, separate from government.

The Foundation's grant program has received funding from the Government of Ontario. Such support does not indicate endorsement by the Government of Ontario of the contents of the program.

APPLICATION PROCESS

Letter of Intent

To be considered for funding, applicants must first submit a Letter of Intent through the Foundation's grant portal that outlines a case for support and includes the following:

1. Project partners.
2. Key project personnel.
3. Project funders.
4. Overview of the project and stated goal and objectives.
5. Project results and planned outcomes.
6. Evidence of project need and how it aligns with the funding program goals.
7. Key activities.
8. Brief outline of your organization's history, objectives and current activities.

These letters are assessed on how your idea aligns with our goals, expected results of the work and level of impact, along with the strength of expertise involved in the project. The cost of the project is also taken into consideration. Our grant rounds are highly competitive, and this will also influence whether applicants are invited to submit a full proposal.

Please note: targeted microgrant programs such as the Growing the Greenbelt Funding Stream only require a Letter of Intent (LOI).

Full Proposals (Invitation only)

After reviewing Letters of Intent, the Foundation will contact successful applicants to request a full proposal. Applicants invited to submit a full proposal will upload their project and budget information through the Foundation's grant portal. Please review and consider the [Reporting Requirements](#) and [Proposal Review Process](#) sections of the Grant Guidelines before writing your proposal.

Information requested includes the following:

- **Executive Summary:** Summarize the goal(s), purpose, main objectives and expected outcomes of the project. i.e., tell us what you are trying to do and why it is important. Please limit your response to 250 words.
- **Project Description and Activities:** Outline what you are trying to achieve, how you plan to achieve your goals and expected outcomes for the Greenbelt. Please list a clear set of goals, objectives,

activities and results for your project. Please use bullets.

- **Key Applicant Project Personnel:** Identify the project personnel, including partners, involved in the project and describe their role, skills and expertise in relation to the project.
- **Project Partners:** Identify the project partner(s) and describe their role, skills and expertise in the relation to the project.
- **Project Funders:** Identify all the project funders.
- **Rationale and Fit:** Outline the need for your project and present an argument for why your methodology is sound and relates to your project goal. Describe how the project benefits the Greenbelt and aligns with the Foundation's vision and goals. Please limit your response to 250 words.
- **Assumption and Risk Assessment:** Please describe the main assumptions that the success of your project is based on. Also, provide a risk assessment and mitigation strategy in case project expectations change. Each risk should be followed by a mitigation strategy. Please use bullets.
- **Communication Plan:** Communication needs, and opportunities will vary with each project. Outline main communication messages; identify your target audience(s); provide detail on how you will communicate with your target audience(s); provide a timeline for communication; and explain what you hope to accomplish through these activities.

Additionally, the Foundation is interested in how your organization will communicate information about Ontario's Greenbelt through the project. In particular, describe how the project will broaden and deepen awareness and even increase support for the Greenbelt - a major priority for the Foundation.

Also consider how the Greenbelt logo and branding – representing the landscape and benefits to the region – can be integrated into your communication activities. If needed, the Foundation has multiple resources for organizations to use and distribute.

- **Evaluation Plan:** Outline what will change as a result of your organization's work. List expected results and describe a plan for tracking and measuring progress and the success of your project. Take the time to understand the difference between immediate outputs (the straight reporting of numbers - held 10 workshops, published a report); outcomes (how your target audiences have or will benefit from the project); and longer-term impact (what change has or will happen in the broader community). For additional evaluation requirements and/or insights see: [Reporting Requirements and Proposal Review Process](#).
- **Organization and Financial Information:** Please provide a brief outline of your organization's history,

vision and mission. Please limit your response to 200 words.

- In the “Upload Document” section on the portal, upload:
 - Your organization's Board of Directors, identifying each person’s affiliations.
 - A list of any relevant committees or advisory groups relevant to this project.
 - Most recent audited financial statement, copy of the operating budget for the current year, including expenses and revenues to date for your organization.

- **Background Materials and Additional Information:** Please limit the amount of additional materials (reports, Audio, Video, PDF booklets etc.) submitted with your application. Upload only background materials that are highly relevant to the project. Inquire among Foundation staff what, if any, additional materials may be useful or necessary.

Eligible Expenditures: When completing the project budget please review the list of Eligible and Ineligible Activities and Spending Restrictions on Eligible Activities detailed in Appendix A.

All projects will be subject to a 10 percent holdback payable upon successful completion of the project and the approval of a final report. Supplies, equipment, or services purchased by the recipient with funding supplied by the Foundation, must have gone through a process that promotes the best value for the funds spent. Non-profit organizations, that are not registered charities, must submit paid invoices and proofs of payment with their interim and final reports.

Charities are required to retain invoices and proof of expenditures, and provide it to the Foundation, on request. With adequate notice, the Foundation may inspect the work carried out by all funding recipients, including accounts, records and physical assets whose acquisition was financed by the Foundation.



REPORTING REQUIREMENTS

To report on results and track progress in meeting the goals and objectives of the Foundation’s grant streams, every recipient is required to submit satisfactory Interim and/or Final Project Reports. The specific requirements for these reports will be outlined for each applicant and dependent on the funding program. Generally, where applicable, an applicant is expected to report on the following:

1. **Protection and Enhancement:** increased protection or enhancement of Greenbelt systems, including the number of trees, shrubs or vegetation planted and area of Greenbelt lands protected, enhanced or restored.
2. **Climate Resiliency:** activities that advance climate adaptation and resiliency.
3. **Rural Economy:** actual or potential economic impact on rural communities, and/or Greenbelt agriculture.
4. **Implementation of Plans:** Identification of challenges and opportunities to realize objectives of the Growth Plan, Greenbelt, Oak Ridges Moraine and Niagara Escarpment Plans.
5. **Engagement Capacity:** number and organization of new partnerships generated, , and organizations involved in alliances, networks or collaboratives.
6. **Public Awareness and Support:** number of people reached through outreach efforts in the Greenbelt and Greater Golden Horseshoe, geographic spread, and level of awareness and support for the Greenbelt achieved, including and its various benefits to specific communities.
7. **Leveraged Funds:** amount of cash and in-kind leveraged by external sources for each project.



PROPOSAL REVIEW PROCESS

Each application will be reviewed and assessed by the Greenbelt Foundation staff and an advisory committee. External peer reviewers may also be used to assess individual proposals as needed. The Greenbelt Foundation Board of Directors makes funding decisions.

The following criteria guide the review and decision making process for each proposal: Feasibility - Likelihood of success is clearly evaluated and project need is well documented.

Demonstrate Impact - Projects must provide an evaluation plan that clearly identifies planned outcomes and how progress will be measured. Please review and consider applicable Reporting Requirements from the previous section.

Create Systemic Change - If applicable, projects should make changes in policies, operational procedures, and practices to ensure change is permanent and continues to progress.

Leadership & Expertise - Project leaders will be experienced and ensure the expertise required to achieve goals is engaged.

Demonstrate Sustainability - If applicable, projects must demonstrate how the activities conducted during this project will be carried on without continued financial contribution.

Communicate Greenbelt Benefits - Applicants must have a clear plan on how they intend to communicate the results of their project and benefits of the Greenbelt.

Budgets & Financial Health - Budget expenditures must be reasonable, and applicants must submit their latest audited financial statements or other acceptable documentation of financial health.

Assess and Mitigate Risk - Proposals will identify potential risks or challenges faced in meeting stated goals and acceptable mitigation strategies.

APPENDIX A

ELIGIBLE ACTIVITIES

- Overhead
- Contract and professional service costs
- Human resource costs, including salary and benefits
- Materials and supplies
- Planning
- Translation, printing, production, and distribution costs
- Travel

INELIGIBLE ACTIVITIES

- Primary research
- Buildings and infrastructure
- Capital campaigns
- Deficit financing
- Land claim disputes
- Endowments
- Establishment of new farmers' markets
- Projects occurring outside the Greater Golden Horseshoe
- Sponsorships, festivals and events
- Legal costs not necessary for the Project
- Costs of alcohol
- Costs of travel outside Ontario
- Costs associated with preparing and submitting grant proposals and letters of intent, unless funding is given for a planning grant or feasibility study

Eligible and Ineligible Expenditures

As the Greenbelt Foundation is a charitable organization, funding cannot be made to individuals and for-profit businesses. Funding can only be made to registered Canadian charities or other qualified donees such as, incorporated not-for-profit organizations with audited financial statements.

If you have an idea that meets our goals, but your group does not qualify, please contact us. We may be able to offer support and assistance in other ways. The Foundation reserves the right to support any appropriate initiative that we deem to be relevant to our mission.

Overhead costs of up to 10% of the total requested project budget will be supported. The Foundation requires that all funding recipients submit audited financial statements before funding can be approved.

Spending Restrictions on Eligible Activities

1. General Restriction

The portion of the HST or other expense for which funding recipients have received, will receive, or are eligible to receive, a rebate, credit, or refund – is not an eligible project expense.

2. Overhead and Administration

Eligible overhead and administration expenses include: rent and occupancy costs, telephone, internet; and disbursements such as computer equipment, equipment leases, postage/courier charges, photocopying and printing charges, general office supplies, volunteer appreciation, and financial institution service fees incurred in carrying out the Project.

Funds may not be used for avoidable financial institution service fees (e.g. NSF charges), or legal fees that are not connected to the Project.

3. Transportation

Eligible travel costs are limited to Ontario.

Transportation will be by the most practical and economical method; tickets (e.g. train, airplane) purchased must be for economy/coach class and when renting a vehicle, the Funds may only be used for a compact model or its equivalent unless approval for a different model is obtained prior to rental

Mileage Allowances:

- 40 cents/km; more than 200 kms recommended rental car.

Car rentals:

- A compact model is required.
- Any exception must be documented and guided by the principle that the rental vehicle is the most economical and practical size taking into account the business purpose, number of occupants and safety.

4. Accommodation

Accommodation refers to the provision of accommodation for meetings or events to the Recipient's staff or contractors or other meeting/event attendees if specified in the Budget.

- Accommodation will be in a standard room; the Funds may not be used for hotel suites, executive floors or concierge levels. Funds may not be used for:
- Accommodation for staff or contractors when the distance to the meeting or event venue is less than 24 km.
- Accommodation for meeting/workshop/event attendees when the distance to the meeting, workshop or event venue is less than 24 km; or
- Penalties incurred for non-cancellation of guaranteed hotel reservations.

5. Food and Beverage

Funds can be used for the provision of food or beverages during Project meetings/workshops/ events held with groups, organizations and the public:

Funds used to pay for meals during project-related meetings, workshops or events can be up to the following maximums:

Meal Allowances

- Breakfast: \$10
- Lunch: \$12.50
- Dinner: \$22.50
- Itemized receipts must be collected and retained to verify these expenditures.
- If the Funds are being used to pay for non-meal food and beverages (e.g. coffee, water, snacks) during project-related meetings, workshops or events the amount from the Funds used for these non-meal expenses can be up to the following maximums:
 - \$5/day per person for a half-day public Project meeting/event
 - \$10/day per person for a full day public Project meeting/event