



## **APPLICANT'S GUIDE**

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## CONTEXT

The Caisse Alliance Green Fund's mandate is to participate in the realization or maintenance of ecological projects that have a positive long-term impact on the community. A financial contribution is granted by the Fund to a group, organization, or association for the purpose of carrying out such a project.

## GENERAL INFORMATION

### **Structuring Community Project**

We define a structuring community project as a project that has a long-term impact on a community for the maximum number of people, allowing the community to improve the quality of life of its citizens, promote economic growth or to encourage cultural or linguistic development. A structuring project usually provides new infrastructure or equipment that has a life span of several years. In some cases, a structuring project can also make it possible to improve or update existing infrastructure or equipment.

### **Long-term Community Impact**

We encourage sustainability. The project receiving a donation from the Fund should have a long-term impact in the given community.

### **Impact on Large Scale**

Project activities should have an impact for as many citizens as possible in each community.

### **Respond to Crisis Situations or Extraordinary Needs**

Requests for donations from community organizations involved in crisis management following exceptional events to meet the needs of disaster victims or members in need may be considered (e.g., pandemics, major floods affecting several families).

## ELIGIBILITY CRITERIA

Groups, associations, or organizations that are eligible to receive financial support from the Caisse Alliance Green Fund are any individual, group, association, or non-profit organization working in the following fields of activity:

- Education;
- Health;
- Economic development;
- Culture;
- Youth;
- Community service organizations;
- Recreation and sports.

## SELECTION CRITERIA

In selecting the application, the following criteria will be considered:

- Characteristics of the applicant (recognized organization, administration guaranteeing the project, etc.);
- Recipients, groups or individuals with no income will be given priority;
- The possibility of obtaining full information on how the Fund's financial contribution will be used.

### Other Consideration:

The percentage of members and the number of non-members of the Alliance Fund who will directly or indirectly benefit from the donation as the Fund is intended to have a positive impact on Alliance Fund members first. Projects receiving a donation from the Fund should reach as many members as possible.

**Note:** Since the Fund wants projects that receive a donation to have a long-term impact, funding for projects for which the recipient has also received other sources of funding will be prioritized. A project with community support is more likely to succeed in the long term.

Since the Fund aims to have a significant impact in the realization of structuring projects, it will favour projects requesting a contribution from the Fund of \$50,000 or more. Projects requiring less than \$50,000 should usually apply directly to the nearest Caisse Alliance branch.

## HOW TO APPLY

Eligible groups, associations or organizations may apply by completing the form available on the Caisse Alliance website or by obtaining a form from a Caisse Alliance branch.

All donation requests must be submitted using the form provided, at any time during the year, and will be presented to the Caisse Alliance Sustainable Development Committee for review.

## AFTER SUBMITTING AN APPLICATION

The Green Fund agrees to make a pledge for the project with the following conditions:

- The donation will be made once the recipient has secured the remaining funds (or cash donations) needed to complete the project;
- The pledge is valid for a period of 12 months. The decision will be reviewed after this period if the project does not appear to be going ahead;
- Details regarding the recognition/visibility offered for this donation will be finalized prior to the disbursement of the donation;
- Caisse Alliance is responsible for making a public announcement, in conjunction with the recipient, to acknowledge the Fund's donation;
- The Green Fund brand image will be used in all campaigns and will be prominently displayed (where deemed appropriate by Caisse Alliance) on a permanent basis by the recipient;
- All submissions are evaluated each trimester. Deadlines every year are:
  - April 30<sup>th</sup>
  - July 31<sup>st</sup>
  - December 31<sup>st</sup>

We look forward to seeing your innovations and projects.