



Water Smart Business Grant

2024 GRANT APPLICATION FORM

Thank you in advance for applying for a Water Smart Business Grant from the Town of Okotoks. This document will take you through the application process step-by-step. If you have any questions, please contact the Environment & Sustainability Coordinator at **403-995-6316** or email sustainability@okotoks.ca.

Use the **checkboxes** at the bottom of each step to help you track the completion of your application. Once you finish a section, simply click the box to indicate completion and move on to the next section. See the [Application Checklist](#) for guidance through the process.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:

The personal information on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and will be used for the administration of the Water Smart Business Grant. Should you have any questions regarding the collection and use of your personal information, contact the FOIP Specialist at foip@okotoks.ca or 403.938.8944.

Name of Applicant
Organization/Business:



Step 1 – Check Organization Eligibility:

Eligible applicant is (please check one):

- a. a federally or provincially registered non-profit society or charitable organization operating in Okotoks; or
- b. a school located in Okotoks; or
- c. a commercially-zoned business located within Okotoks (note: home-based businesses not eligible).

The organization's water utility account number with the Town of Okotoks is _____

- **Ensure that the water utility number indicated on the application is the account used for type of project you are applying for (i.e. Regular indoor account or irrigation account)**
- **If you have multiple water meter accounts within the scope of the project, please do a separate application for each account number.**

The organization's business license number with the Town of Okotoks is _____

COMPLETE

Step 2 –Project Category & Eligibility:

The proposed project must fall under one of the following categories, must demonstrate water conservation benefits while following Town policies and bylaws, and may include 1 or more of the following:

- 1) Water-wise landscaping (Xeriscaping);
- 2) Irrigation system water efficiency upgrades;
- 3) Rainwater/Storm water capture/reuse;
- 4) Indoor water fixture upgrades

Project applications must illustrate the following (as outlined in the [Guide to the Water Smart Business Grant](#)):

- a. the project will result in a significant reduction in water use;
- b. the water conserving measures taken by the project are explained in depth;
- c. the process taken to complete the project is explained well;
- d. the project timeline is well laid out;
- e. the budget for the project is detailed and makes sense;
- f. the grant funding helps leverage funding from other sources in order to see more water savings; and
- g. where applicable, the project demonstrates decreases in costs for renters/residents not directly connected to the water utility of the landscape/building they inhabit.

Please note that if the project is not deemed to result in a significant reduction in water, the application may be denied. See the Application Rubric for guidance on the strength of your project.



Applications must score over 75% to be eligible, scoring no less than 25% in the Water Savings Estimate category.

For a detailed checklist to steer you through the application process, download the Water Smart Business Grant [Application Checklist](#).

The applicant has read Step 2, and has downloaded, read, and understands guide to the Business Grants and the application checklist.

Step 3 – Contact Town of Okotoks – Environment & Sustainability * Optional

To review eligibility of your project, you may consult with the Town of Okotoks Environment & Sustainability staff prior to submitting an application. You may contact the Coordinator by [email](#), phone or in person. **Please ensure that you read ALL supporting documentation before calling the Town.**

Step 4 – Complete Sections A through G

A. CONTACT INFORMATION

1. Name(s) of Organization/Business/School:	
2. a) Act under which Organization is incorporated (if applicable):	
b) Society/Not-for-profit/Charity Registration Number (if applicable):	
3. Contact Information	
Name of Primary Contact Person and Role:	
Address:	
Main Telephone Number:	
Email Address:	



Name of Secondary Contact Person and Role:	
Address:	
Main Telephone Number:	
Email Address:	
Indicate who, of the above, has signing authority:	
Contact Name:	
Phone Number:	

COMPLETE

B. ORGANIZATION DESCRIPTION

Describe your organization/business/institution and why you would like to complete this project. (See [Application Checklist](#) for guidance.)

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COMPLETE

C. PROJECT PROPOSAL

1. Indicate under which category the project will fall (more than one box may be applicable to your project).

For more details on the following categories please refer to the [Water Smart Business Grants Guide](#).

Water-wise Landscape/xeriscape

Irrigation System Water Efficiency Upgrades

Rainwater Harvesting System or Storm Water Reuse/Capture (*must have [Government of Alberta Approval](#)*)

Indoor Water Fixture Upgrade

COMPLETE

2. Provide a description of your proposed water conserving project.

See the [Application Checklist](#) for guidance.

COMPLETE

3. Indoor Water Fixture projects only - Provide a copy of the Item Water Use Information Document to help determine the degree of water savings your project will provide.

Notes:

COMPLETE

4. Letter of Approval: For any projects being applied for on behalf of a condominium building, a school, a non-profit, or if the building is not owned by the business, a governing board or building owner must provide a letter of approval for the project. **Note that if this letter is necessary but not included in the application, the application will be disqualified.** Submit the letter on the online application form.

COMPLETE – Attached to online application form as a supporting document / N/A

5. Rain/Storm water reuse projects: Approval from the Government of Alberta must be in place in order to apply for this grant. Submit the letter of approval on the online application form.

COMPLETE – Attached to online application form as a supporting document / N/A

D. PROJECT FINANCIAL INFORMATION

1. ELIGIBLE EXPENSES

(Examples of expense categories: equipment rental(s), list specific fixtures (faucets, toilets, irrigation controllers, mechanical systems, etc.), specific landscaping materials, plants, installation or landscaping labour/services, other specific materials; Please be as detailed as possible; See Water Smart Business Grants Guide for list)

You may choose to submit your budget as an attachment in the supporting document section. If so, type "Included in additional documents" in this box and submit under 'Additional Uploads' on the online submission form. If including a separate document, then still include the total amount of eligible expenses at the bottom of this form.

List your organization's expected project expenses below:

Quantity (if applicable)	Item Description	Amount (\$)
Total Eligible Expected Expenses		
Indicate the amount of Water Smart Business Grant funds being applied for (<i>up to \$10,000 per project</i>)		

External Funding Sources – Additional funding may help to further water savings if it allows the project to expand.

(Examples of funding: grants, cash donations, gifts in kind, requested funds from other specific sources)

List your projects expected external funding below:	Amount (\$)
External funding is from _____	
Total Expected External Funding	

COMPLETE

E. SUPPORTING DOCUMENTS – Refer to the application checklist and online submission form for necessary documentation

(Ensure you have put the name of your organization/business and the project category(s) on each attachment page)

- Written application form
- Itemized quotes
- Terms and Conditions (signed)
- Item Water Use Information Document (Indoor water fixture projects only)**
- Landscape plan sketch (Xeriscape only)
- System Description and sketch (Water Reuse projects only)
- Irrigation Assessment recommendations from Town of Okotoks
- Photos of fixtures/equipment to be replaced or removed (Indoor and Irrigation projects only)
- Letter of Approval (Condo Board, Business owner, Building manager)
- Government of Alberta project approval (Rainwater/Storm water Reuse only)

COMPLETE – Uploaded to online submission form

F. DECLARATION BY ORGANIZATION/BUSINESS

We the undersigned, do hereby declare that to the best of our knowledge this application:

- a. contains a full, current and accurate account of all matters stated herein,
- b. is made for and on behalf of the Organization or Business by the undersigned,



c. is representative of a project which is in the best interests of the Organization and which has been officially approved by a majority vote as defined by the constitution of the Organization.

By checking this box it is indicated that the organization is in agreement with the above statements.

THE GRANTING OF FUNDS IN ANY ONE YEAR SHALL NOT PRESUPPOSE AN AUTOMATIC CONTINUATION OF SUCH ASSISTANCE IN FUTURE YEARS.

G. HOW TO SUBMIT

Submit your completed application and supporting documents to the online submission form [here](#).

COMPLETE