



Water Smart Business Grant Application Checklist

The purpose of the application checklist is to help guide applicants step by step through the process. There are general instructions for all projects, including project-specific instructions. Please follow the instructions for only the project type being proposed in your application.

The overall steps to the application process are as follows:

1. Use this checklist and **reference the Guide to the program** before you begin the application process.
2. Contact the Town (see Guide) to ensure your project is eligible.
3. Contact the necessary businesses (for quotes) or Town departments (irrigation assessment) to gather necessary information for the application.
4. Complete the application form with help from this checklist and the guide.
5. Attach all the necessary documentation to the application form.

Step 1 – Check Organization Eligibility

Please include the utility number that is associated with the project. For outdoor projects, this will be the utility account number associated with the irrigation system. For indoor projects, this will be the main utility account number. Many organizations will have just one utility account for the entire business. If your organization does not oversee the utility account, please speak with the Town representative for rebate payment information.

If there are multiple utility accounts that fall under the project, please submit a separate application for each of those projects. An example of this is if a condominium building is replacing toilets in most of its units, but each floor has a separate water meter/utility account; then each floor would need to have a separate application for the project. This way the water savings can be more easily tracked, and each application be associated with a specific utility account.

A. Application Information

Depending on how your organization is structured this section could be straightforward or need some thought. The contact person(s) should be a) the project manager, and b) an individual with signing authority who can approve changes to a building/landscape, or a business co-owner/partner.

B. Organization Information:

In what capacity does your business/organization operate within Okotoks? What is the key motivator to complete this project (Conserve water? Save money? Social value?)?



C. Project Information

Water Conservation Project description:

Does the proposed project description include details about the water saving measures that are being put in place?

Examples:

- How large is the area of grass that is being replaced with a xeriscape and will you be decommissioning the irrigation system or, alternatively, how will you be retrofitting the irrigation system?
- What type of older/high water using fixtures are being replaced and what are they being replaced with?
- How large is the irrigation system that you are decommissioning and how often has it been used in past summers?
- How will the project capture rain or storm water? Where will it be re-used in the landscape?

Other items to think about:

What is the project timeline, including any major milestones? Will the project be complete prior to October 31?

Are there any obstacles that could impede completion of this project?

Who will be installing the project? Is this a DIY project or will it be contracted out?

Are you applying on behalf of a condominium association/board? If yes, the board must provide a letter of approval for the project, including a contact number to confirm.

Water Calculations (Indoor Water Fixture/Equipment Upgrades only)

How much water does the current fixture/equipment use? Depending on the item it could be litres/gallons per minute, litres/gallons per flush, litres per load, etc. This information is usually included in the product specifications (if you still have them) or somewhere on the fixture/equipment. This information can sometimes be found online if you know the year and model of the item.

How much water does the NEW fixture/equipment use? This information can be found in the item specifications.

D. Eligible Expenses Estimate

Include the estimated cost for the project. If the estimate you receive is for the entire project, please input that amount. If the estimated costs are for different items from different vendors, please list all of the expenses that are estimated for this project, including the fixtures and/or



equipment to be purchased, labour costs, materials costs, etc. Reference the FAQ's on the website to ensure you list only the eligible expenses.

Attach any itemized quotes for eligible expenses to the online submission form and list the eligible expenses in the application form. Attach quotes to the Required Documents section of the online submission form.

E. Required Documents:

Indoor Water Fixture Upgrades

In the project description, describe the scope of the project (what will you be replacing, and where), indicating how the new fixtures will save water.

Provide photos of the fixtures/systems being replaced. Attach this to the document uploads section of the online application form.

In the project description, indicate that the fixtures are [CSA](#) and [WaterSense](#) (where applicable) certified.

To support the project description, you will list the old and new fixtures/equipment, including any specifications indicating how much water they each use. (e.g. Litres/flush, litres/minute, etc.).

Water-wise Landscape/Xeriscape

Note: If the grant is awarded, a landscape architect must be used to develop the landscape plan.

Before submitting your application, schedule an irrigation assessment with the Town of Okotoks by emailing or calling [Environment & Sustainability](#).

Include a general/sketched landscape plan based on the real property report or the development permit and indicate the exact area to be landscaped, including a measurement for the area (e.g. 908 m²) and where drought-tolerant plants/shrubs/trees will be added. If the grant is awarded to your project, the landscape architect will provide a detailed landscape plan to be approved by Town administration through the Development Permit process. A minimum of 40% of the landscaped area needs to be drought tolerant turf and/or perennials, shrubs, and trees.

Indicate on the landscape plan how and when the irrigation system will be decommissioned. Preferred time is during the mid-fall after the plants have established themselves and gone dormant. Please see details below and reference the Guide to the program.

Irrigation Water Efficiency Upgrades

Before submitting your application, schedule an irrigation assessment with the Town of Okotoks by emailing [Environment & Sustainability](#).



- In the project description, indicate which option is being pursued for decommissioning (removal or capping the system) and whether or not water-wise (xeriscape) landscaping is part of the project. If landscaping will be part of your project as well, please see the requirements above under 'Water Wise Landscaping Xeriscape'.
- For efficiency projects, provide all specifications, receipts and invoices for the project. ALL items related to the grant must be highlighted and, where necessary, a description included so that it is very clear what is included in the project.
- Take high quality photos of the irrigation controllers and any other implements you are able to photograph.

Rainwater/Storm Water Collection and Reuse

- Provide proof of project approval from the [Government of Alberta](#). Attach this to the Supporting Documents section of the online submission form.
- Specify the scope of the project and provide any specifications.
- Using the development permit landscape plan, provide a system outline/sketch indicating the location of water capture equipment/landscape on the property and show the projected flow of water into the capture system. Attach this in the Supporting Documents section of the online documents upload section of the form.

Other documents:

For all Applications:

- Letter of approval: For any project being applied for on behalf of a condominium building, a school, a non-profit, or when the building is not owned by the business, then a governing board or building owner/manager must provide a letter of approval for the project.

Note that if this letter is necessary but not included in the application, then it will be disqualified.