



Green Economy Hub Application Form

Green Economy Canada's June 2018 Recruitment



Introduction

Green Economy Canada is a non-profit organization that works with community organizations to launch, grow, and promote Green Economy Hubs across Canada. There are currently seven Hubs in our network across Ontario, supporting local networks of businesses, called Green Economy Leaders, to set and achieve sustainability targets. We are currently recruiting up to two new Ontario-based organizations to take part in our Hub launch process and, when complete, join our growing network. To find out more about Hubs, what makes a strong applicant, and the recruitment process and timelines, please see our [Application Guide](#).

There are a number of criteria that we assess when deciding whether to accept a new applicant, which fall into three categories:

1. **Community Fit** - Assessment of the potential for a Hub to have large impact in the community.
2. **Community Support for a Hub** - Assessment of the potential for cross-sectoral support for and engagement in a Hub in the community.
3. **Quality of the Applicant** - Assessment of the stability of the applicant and competency to host a Hub.

These criteria are not absolute. Rather, we look at the degree to which each applicant aligns with them. Green Economy Canada developed these criteria based on lessons learned while launching and supporting the seven Hubs to date about the key factors that determine a Hub's success.

The application questions below are intended to assess many of these criteria. Others will be explored further with select applicants, who will be invited to a verbal pitch in early August.

To apply, please complete the following questions and submit the requested information to hubrecruitment@greeneconomy.ca by July 20, 2018 at 11:59pm ET.



Community Fit

1. What is the size of the employee workforce in your community?

2. What is the population of the community for which you are seeking a Green Economy Hub license? If your proposed geography would cross municipal boundaries, please break down your total by municipality.

3. Describe the extent is there a strong sense of identity in your community. (3,000 characters max) Factors you may wish to address in your response include:

- a. Whether people live and work in the community (vs. a commuter community)
- b. Whether the community has key anchor organizations: major academic institutions, a chamber of commerce, utility, municipality, and local media outlets
- c. How people in your community demonstrate their sense of pride living there



4. Describe the Hub's potential for impact by engaging your business community. Please ensure your response speaks to the diversity of sectors represented. (3,000 characters max)



Community Support for a Hub

5. What is the level of existing support for a Hub in your community? (3,000 characters max) In your response, please:
- Include any key non-profit organizations, trade associations, chambers of commerce, First Nation, Metis, or municipal governments, or businesses that have expressed interest in or support for developing a Hub.
 - Describe which key community organizations and businesses would need to be engaged to make your Hub work.



6. **Would a Hub fit well with existing municipal and community goals, plans, and initiatives?**

- a. Does your municipal government have a community-wide GHG reduction plan and target that includes the industrial, commercial and institutional (ICI) sector? What is the target (% reduction, target year, absolute or intensity-based)? (1,500 characters max)

- b. Please list any set municipal or community goals and plans that your Hub would support (i.e. a community energy plan or integrated community sustainability plan). (1,500 characters max)



Quality of the Applicant

7. If you are not a municipality, please skip this question.

If you are a municipality, we expect that you will create a non-profit corporation to run the Hub or assign responsibilities to an existing one (a Hub cannot be run by a department of the municipality).

Please name the non-profit that will run your Hub and describe its current role. (1,000 characters max)

Your answers to the questions that follow should be about that body.

If you haven't created this non-profit yet, please tell us about your planned approach. Answers the questions that follow to the best of your ability based on your expectations for that organization. (1,000 characters max)

8. Please attach a copy of your most recent income statement and balance sheet (audited, if available). This information will be kept confidential and not shared with anyone outside Green Economy Canada's application review team.

File name: _____



9. Please list the main financial controls that your organization uses to ensure its resources are well managed. (1,500 characters max)

10. Please list board members, roles, and terms. (1,500 characters max)



11. Please describe how your organization's board functions and ensures strong governance. For example, how often does it meet? What does it see as its role? Please attach any relevant board policies. (1,000 characters max)

File name: _____

12. Please attach a letter from your board chair confirming your board's support for Hub development.

File name: _____

13. Please share your Executive Director's LinkedIn profile.

LinkedIn: _____

14. Please attach an organizational chart and identify and describe the main roles, responsibilities, and qualifications of key staff that will support the Hub Launch Process.

File name: _____

15. Please describe your organization's experience working with the business community and convening cross-sectoral initiatives. Please attach any relevant samples of communications materials used to engage the business sector and/or other cross-sectoral groups. (1,000 characters max)

File name: _____



16. Please explain why you think a Hub would be a good fit with your organization's mission and strategy. Please attach your organization's strategic/annual plan (or key parts), if relevant. (3,000 characters max)

File name: _____

17. Please attach relevant media articles about your organization.

File name: _____



Thank you for your application and interest in helping build a more sustainable economy through a Green Economy Hub.

Please ensure your submission is signed off by your board chair, Executive Director or another authorized senior official.

As noted in the Application Guide, we will contact all applicants regarding their application by July 31, 2018.

Signature

Name

Position

Date