

Provincial Community Wood Smoke Reduction Program: 2024/2025 Project Proposal Content

Communities or regions applying for funding for the first time are strongly advised to contact the program coordinator prior to completing and submitting their application.

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This information is for proposals prepared in 2024 and submitted in September 2024. Funding will be distributed to successful applicants in late 2024 to fund programs through 2025.

Note: Detailed program guidance is provided in a separate file

The following components must be included in an application:

- **Program Title**

- **Summary**

Outline the key elements of the proposal in two or three paragraphs.

- **Program Team and Leader**

List the participating organizations (municipality, regional district, community group, airshed management committee, etc.), and their interest in delivering a community wood smoke reduction program. List staff members who will be involved in the program delivery and their relevant experience. The project leader must be identified, and their full contact information (mailing address, email, and phone) must be provided.

- **Program Partners**

List any community partners who are not an immediate part of the delivery team, and describe their roles and responsibilities (e.g., partnerships with local retailers, credit unions, newspapers/radio, fire department, etc.)

- **Problem/Issue Statement**

Provide a concise statement of the local or regional need for the program. Supporting evidence could include measurements showing poor air quality during the heating season, a description of local geography susceptible to inversions, the number of homes heating with wood, and the number of old technology stoves currently in use. Anecdotal evidence or strong support from residents for the program could also be included.

Note: A wood heat emission inventory is available on the B.C. Air website. The data on emissions, wood heating prevalence, and attitudes towards wood burning may be helpful to communities applying for funding. https://www2.gov.bc.ca/assets/gov/environment/air-land-water/air/reports-pub/wood_burning_appliances_report.pdf and https://www2.gov.bc.ca/assets/gov/environment/air-land-water/air/reports-pub/woodstove_inventory_final_report.pdf

- **Airshed Management Level**

Communities with established monitoring of PM_{2.5} levels are compared each year to the Canadian Ambient Air Quality Standards (CAAQS). The CAAQS air zone reports are available at: gov.bc.ca/airzonereports. The latest reports available summarize the 2018-2020 period. In

the air zone reports, communities where measured levels of PM_{2.5} exceed the CAAQS will be assigned “red” management level and can thus be referred to as “Red Zone” communities.

Please indicate the following:

- 1) One or more communities exceeding (or recently exceeding) the CAAQS
- 2) Not exceeding the CAAQS
- 3) Monitoring not available or not reported (usually due to a short period of record)

- **Program Objectives**

The program objectives should clearly describe the number of old stoves targeted to be removed in 2024/2025, any other output (media materials, number of workshops, etc.), and awareness goals.

- **Other Community Actions to Address Wood Smoke**

Describe any other actions your community or region is taking to address wood smoke. (1) Does the community or region have or plan to develop clean air bylaws that address wood smoke? (2) Does the community or region have a bylaw that addresses what type of wood-burning appliances may be installed? (3) Does the community or region have an airshed management plan, or are they in the process of developing one? (4) Is the community or region taking any other actions? Provide links to bylaws or airshed management plans. (5) If the community or region is taking NO other actions to address wood smoke other than the community wood smoke reduction program, please note that.

- **Program Design and Schedule**

This section should outline the specific tasks which will be accomplished with the requested funds including public education on good burning practices and wood smoke health effects, participating in provincial surveys to increase the public awareness of the program. The program design and schedule can vary from community to community, such as planned community events, advertising and marketing strategies, and any other local community-based social marketing ideas. It should also describe how the program’s progress will be evaluated and how the overall objectives will be achieved. The proposal should include timelines for each task and a schedule for the whole project. The proposal should also outline any potential problems that may arise during the program and the suggested methods of resolution.

- **Continuous Improvement**

Provide plans for continuous improvement of the program, including program coordinators’ participation in meetings or webinars organized by B.C. Ministry of Environment and Climate Change Strategy (ENV) or B.C. Lung, supporting peer-to-peer learning.

- **Geographic Scope of Program**

Describe the area to which the program applies. This could be a single community, a group of communities, or an entire regional district.

- **Appliance Eligibility (optional)**

Communities may restrict what replacement appliances are eligible beyond the default requirements of the program. This restriction could apply to the program’s entire area or to a defined sub-region. Typically, this restriction would take the form of allowing only the cleanest replacement appliances in certain areas.

- **Designated areas for keeping wood stoves following the installation of a heat pump (optional)**

List the designated areas for keeping old wood stoves following the installation of a heat pump, if the community or region decides to make this an option in their area or parts of their area.

- **Citizen science projects (optional)**

Communities that express interest in conducting citizen science projects should engage in discussions with the ministry and B.C. Lung and provide detailed information about the project plan. It is required to show how the citizen science project will be used to support wood smoke reductions.

- **Estimated Total Costs of the Program**

The proposal should outline the budget^{1,2} for the project. A sample budget form is below.

Project Costs		Proposed Funding Sources			Remaining from Previous years
Project Period: specify Mar-Apr, all year or other	2024/2025 Total	B.C. Lung/ENV	Other: cash	Other: in-kind	B.C. Lung/ENV grant 2007-2024 ³
Salaries ⁴ (part time)					
Landfill fee for remote areas ⁵					
Advertising and Promotion					
Production of Materials					
Burn It Smart Workshops and Education Delivery					
Incentives/bounties					
Citizen science project					

- **Funding Requested**

The proposal should list all financial and in-kind (such as staff time) contributions that are committed or under serious consideration by any agencies or other partners towards the total costs of the program, and the amount requested from the B.C. Lung/ENV.

- **Funds Remaining from Previous Year(s)**

¹ Refer to the 2024/2025 program guidance for incentives per stove from provincial funds.

² The budget for Burn it Smart workshops and education delivery should usually be \$1000-\$1500.

³ For existing communities, report provincial funds remaining from previous years at the time of application (if any). ⁴ For 2024/2025, there will be very limited funding to support salaries – please only request if absolutely necessary. Funding preference may be given to regions that can obtain in kind or other contributions to support salary.

⁵ Only remote areas can apply for landfill fees, and the landfill fees can be used to transport the old wood stove to landfills or recycle places and demolish the old wood stoves. The local program is recommended to collect the old wood stoves and remove them all at once with 100\$ per stove and a total budget of less than \$3000.

For previous participants please report the total B.C. Lung/ENV funds from previous years remain at the time of application (if any).

- **Report on Previous Funding**

For previous program participants report on the annual funding and number of exchanges that have occurred in each complete previous year of your participation in the provincial program.

- **Appendices**

Appendices to the proposal may contain letters of support or endorsement for the program, confirmation or commitment of funding for the program from other agencies or partners, and any other items in support of the proposal.