Municipal Partner Guidance

Many actions in Sustainable CT can be implemented in partnership with other stakeholders. We strongly encourage this! Below is some clarifying guidance and a checklist to help your municipality receive points for actions pursued in partnership.

1. **Collaboration with other municipalities**. When working with other municipalities, each municipality participating in a collaborative to implement a specific Sustainable CT action is eligible to receive points for implementing that action. Each municipality must submit the appropriate documentation for that action when submitting for certification.

2. **Collaboration with other stakeholders**. Some Sustainable CT actions may be implemented by other stakeholders. Your municipality may have a relationship with such stakeholders, but not control or authority over them. Such non-municipal stakeholders include but are not limited to:

   ❏ Schools
   ❏ Health districts
   ❏ Councils of governments
   ❏ Public utilities (e.g., regional water companies, etc.)
   ❏ State agencies
   ❏ Nonprofit organizations
   ❏ Academic institutions
   ❏ Businesses
   ❏ Sustainable CT Community Match Fund Project Leaders

   If your municipality requests points for an action completed with a non-municipal stakeholder, *you must articulate the role of the municipality in action implementation in your submission.* **See the checklist below for possible municipal roles.**

3. **Checklist**. To receive points, your municipality must demonstrate some meaningful role in action implementation; it is insufficient to rely solely on the work of a partner. This checklist is not exhaustive, but below are examples of municipal activity that, if documented in your application submission, would qualify your municipality for points.

   ❏ **Education and Outreach**. *Example: A nonprofit organization runs a textile collection program in your municipality. Your municipality conducts education and outreach to promote the program (e.g., information about the program is on the municipal website and is distributed at municipally-sponsored events).*
   ❏ **Municipal Staff Time**. *Example: An academic institution coordinates a local or regional Food Policy Council. A representative from your municipality regularly attends meetings.*

- ❏ **Use of Municipal Land**. *Example: A consortium of local businesses holds a sustainable business fair. Your municipality hosts the fair at town hall.*
- ❏ **Funding or Other In-Kind Support**. *Example: A health district conducts a health impact assessment. Your municipality partially funds the effort and prints hard copies of the reports in-house.*
- ❏ **Active Use and Education of a Partner-Created Plan or Product**. *Example: Your council of governments creates a regional watershed management plan. You actively use the plan and have integrated aspects of it into your municipal Plan of Conservation and Development.*
- ❏ **Participation in Process or Production**. *Example: A school in your municipality develops and implements a food waste reduction campaign. Municipal staff actively participated in the process of developing and refining the campaign concept and materials.*
- ❏ **Communication with the Project Leader**. *Example: a resident in your municipality creates a community garden. Municipal staff connected with the resident to provide permitting information, discuss available town resources, and suggest other groups with whom the project leader could collaborate.*

4. **What to Submit. P**lease provide a short description of the partnership in the action submission text box. Supporting documentation that makes the partnership clear--such as event flyers, agendas, and other documents that demonstrate your municipality's participation—are also welcome

If you have any questions, please contact certify@sustainablect.org.