

# Waste Reduction & Reuse Grant Guidelines

Edmonton

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2024

# Waste Reduction & Reuse Grant Guidelines



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The Waste Reduction & Reuse Grant provides funding for innovative initiatives that reduce residential waste and increase participation in the City of Edmonton's waste diversion efforts (the "WRR Grant").

The WRR Grant program supports the City's 25-Year Waste Strategy and Waste Reduction Roadmap goals.

A total amount of \$75,000 in funds are available under the WRR Grant program in 2024 for awards to one or more successful applicants.

## WRR Grant Program Objectives

Proposed initiatives must satisfy one or more of the following objectives:

- Directly result in a reduction of waste produced
- Increase the amount of materials reused locally
- Directly enhance the knowledge, ability and/or motivation of the intended audience to engage in activities that result in waste reduction and/or reuse
- Foster long-term changes in behaviour that result in waste reduction

## Expected WRR Grant Outcomes

The City of Edmonton is interested in initiatives that meet the objectives listed above by:

- Directly enhancing the knowledge and abilities of communities to engage in waste reduction and/or reuse behaviours
- Foster long-term behavioural change
- Provide measurable results
- Create an initiative that others can replicate

*The application deadline is March 1<sup>st</sup>, 2024*

## Timelines

Stage	Key Dates
Applications Open	January 1 <sup>st</sup> , 2024
Application Deadline	March 1 <sup>st</sup> , 2024
Application review by Grant committee	March, 2024
Funding decision communicated	May, 2024
Grant work must be completed	May, 2025
Receipt Submission Deadline	July, 2025

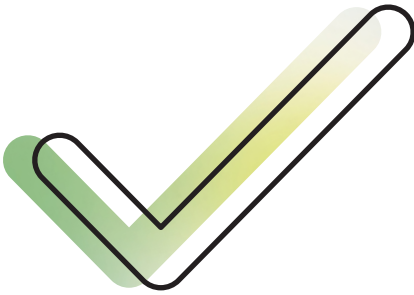


Expenses will only be reimbursed **after** the expense has been incurred by a WRR Grant recipient. Supporting documentation, including receipts, will be required before reimbursement is provided. Additional requirements for reimbursement of expenses will be provided in a Grant Funding Agreement entered into between the City and the WRR Grant recipient.

Only fully-completed applications will be considered.

WRR Grant initiatives are not City of Edmonton led or managed. Successful WRR Grant recipients must manage and coordinate all logistics for execution and completion of their initiative.

# WRR Grant Eligibility Requirements



- **To be eligible for WRR Grant funding, applicants must be City of Edmonton residents or operate within the Edmonton city limits. The initiative must be located in the City of Edmonton.**
- **The list of eligible expenses is not exhaustive and creativity is welcome and encouraged. Please [email](#) if you have any questions regarding possible eligible expenses.**
- **Eligible expenses for each WRR Grant initiative will be agreed upon by the City and the recipient prior to a WRR Grant award. Approved eligible expenses for an initiative will be specified in the Grant Funding Agreement.**

## Eligible Groups/Organizations

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Examples of **eligible** applicants:

- Residents, tenant, neighbourhood, and business associations
- Service clubs
- Community organizations
- Registered charitable organizations and non-profit organizations
- School groups, clubs and parent councils
- Individuals

## Eligible Expenses

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Examples of **eligible** expenses:

- Room/facility and event rental fees for an event
- Reusable materials to support initiatives to reduce use of single-use items (such as shopping bags, utensils, etc)
- Professional speaker fees related to waste reduction or reuse
- Professional skills instructor for repair initiatives
- Tool rental fees
- Communications (eg: flyers, social media advertising)
- Outreach expenses
- Project supplies
- Translation expenses



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- **The initiative cannot be for profitable gain.**

### **Ineligible Groups/Organizations**

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Examples of **ineligible** applicants:

- For profit businesses
- Building managers and property owners
- Academic institutions
- School board
- Organizations with active or incomplete initiatives funded through Waste Reduction grants

### **Ineligible Expenses**

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Examples of **ineligible** expenses:

- Food and refreshments
- Fuel charges
- Expenses related to personal or for profit initiatives
- Expenses unrelated to the intent described in the application form
- Purchases for basic waste management infrastructure, such as bin enclosures
- Community clean up events
- Attendance at conferences or courses
- Membership fees
- Administrative costs
- Costs to prepare the application for WRR Grant Funding

# Assessment Criteria

## Eligible Group/Organizations

All applications will undergo a technical review and evaluation by the WRR Grant Review Committee. Those most closely aligned with the assessment criteria in the opinion of the WRR Grant Review Committee members will be given highest priority.




Upon receipt of the applications the WRR Grant Review Committee will assess the applications. All applicants will be notified of the outcome. Successful applicants must enter a Grant Funding Agreement with the City to receive WRR Grant funds for their initiative.



## CORE REQUIREMENTS

**Yes/ No**  
 (if No, application will not be reviewed further)



- Complete application
- Satisfies one or more of the objectives:
  - 1) *Directly result in a reduction in the amount of waste produced*
  - 2) *Increase the amount of materials reused locally*
  - 3) *Directly enhance the knowledge, ability and/or motivation of the intended audience to engage in activities that result in waste reduction and/or reuse*
  - 4) *Foster long-term changes in behaviour that result in waste reduction*
- Measurable indicator of success
- Completed in a one-year period



## TECHNICAL MERIT

- Eligible applicant
- Clarity and conciseness
- Sound rationale
- Technical feasibility
- Demand/support from the target audience
- Innovative elements such as program delivery, communication method
- Well-thought-out plan (strategies, tools, and budget)
- Foster long-term behavioural change
- Address priority waste streams as identified in the Waste Reduction Roadmap
- Does not duplicate a program being delivered in the neighbourhood/ community or by the City of Edmonton



## COMMUNITY ENGAGEMENT

- Identified and engaged key stakeholders
- Include partnerships with local businesses, community programs or other groups
- Emphasize access, equity and diversity
- Community reach for impact & benefit
- Educate on one of the core requirements above



## INITIATIVE SUSTAINABILITY

- Capacity to deliver
- Replicability
- Potential risks/ challenges

## Application & Reporting Process

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### Apply:

Eligible organizations or individuals can submit an application as of January 1<sup>st</sup>, 2024 detailing the proposed initiative. The application deadline is March 1<sup>st</sup>, 2024.

Expenses up to the pre-approved amount will be reimbursed in accordance with the Grant Funding Agreement. Expenses associated with preparing the application will not be eligible for reimbursement. Only completed applications will be considered. Applications must be submitted online through the [Application Form](#).

### Approval:

WRR Grant funding is limited. The City, in its sole and absolute discretion, will evaluate applications using the criteria listed above. The City may award WRR Grants to any number of initiatives or no initiatives at all.

### Grant Funding Agreement:

After the City has approved an application, the parties must enter into a Grant Funding Agreement. The Grant Funding Agreement will at minimum include an agreed upon Work Plan and Budget of Eligible Expenses.

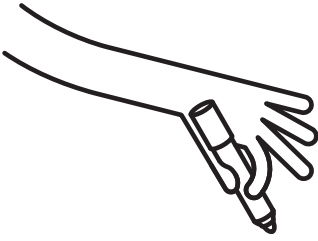
The Work Plan will provide a description of the initiative. The Budget of Eligible Expenses will establish eligible expenses approved for the initiative and maximum reimbursable amounts for budgeted expenses payable by the City.

Payment of any WRR Grant funding towards an initiative is contingent on the WRR Grant recipient meeting all program requirements and providing all required paperwork in accordance with the Grant Funding Agreement.

The City may require WRR Grant recipients to provide ongoing reports during the course of an initiative in accordance with the Grant Funding Agreement and the agreed upon Work Plan.







### Implementation:

Successful grant recipients are entirely responsible for the planning, management, and upfront funding of the proposed initiative.

### Submit Final Report:

WRR Grant recipients must [submit a final report](#) within one month after completion of the initiative or event as outlined in the Work Plan to be included with the Grant Funding Agreement.

This paperwork includes the Final Summary form, copies of paid invoices and/or original receipts and original proof of payment for eligible, pre-approved incurred costs.

*\*\*All receipts must be original and provide information including vendor name, amount paid, amount of GST included, and date of the expenditure.*



### Funding Provided:

The City will pay funds to the WRR Grant recipients or applying organization as per the Grant Funding Agreement.

### Right to Refuse Funding:

In the event that WRR Grant recipient fails to comply with any of the requirements in the Grant Funding Agreement, as determined by the City in its sole discretion, the City reserves the right to withhold or refuse payment of the Grant Funding or any portion of the Grant Funding. Failure to submit a completed final report with original receipts could affect eligibility for future funding.

