

## Zero Waste Recycling Funding Application Guide

*Please allow 5-6 weeks for processing.*

Application Submission Deadline: December 14, 2020, 12:00pm.

### Introduction

The Regional District of Nanaimo (RDN) is pleased to announce a funding program aimed at increasing recycling of materials that are not currently commercially viable and are calling this action “zero waste recycling”. The RDN is proposing to contribute funding to this activity for 2021 and it is contemplated that the program will continue through to 2023. Both non-profit and private sector ventures are eligible for funding through this program.

The program is intended to stimulate innovation and develop markets and processes for end of life materials which will assist the region in meeting the 90% waste reduction goal over the next 10 years.

This Zero Waste Recycling Funding Application Guide has been prepared to assist in the preparation of applications.

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## Background

The Regional District of Nanaimo (RDN) Solid Waste Management Plan (SWMP) is a 10-year plan whereby municipal solid waste and recyclable materials are managed with the goal of diverting 90% of waste from 1980's baseline disposal rate. The SWMP proposes a Zero Waste Recycling (ZWR) program which makes funding available to target the recycling of materials that are currently not part of a stewardship program or are not part of an established commercial market and end up in the landfill. Grants are available to organization(s) that meet the following objectives:

- Maximize waste diversion;
- Encourage non-profit and private sector innovation to develop markets and processes; and
- Improve convenience for recycling materials.

It is envisioned that this program will fund organizations in a wide a variety of innovative initiatives that increase waste diversion through the development of a circular economy, not only through recycling, but through actions further up the zero waste hierarchy of highest best use, included but not limited to:

- Acting as a research and recycling hub for hard to recycling items;
- Conducting programs including reduction and redesign of materials;
- Re-using, repairing and reprocessing of materials; and
- Investigating barriers to recycling.

### ZW Hierarchy of Highest & Best Uses



- Reduce, reuse & return
- End subsidies for wasting
- Product & packaging redesign
- Clean production & takebacks
- Reuse, repair, remanufacture
- Recycle, compost & digest
- Regulate (bans, biological energy recover, landfills with re-processing)
- Not ok: incineration, bioreactor landfills

Figure

1. Zero Waste Hierarchy for highest and best uses.

**Funding available**

The RDN is making funding available for 2021. It is anticipated that the funding program will continue at the same value for 2022 and 2023. Funding will initially be committed for only 2021, however, applicants are encouraged to identify future funding needs. Regardless, new applications will be required for future years grant programs. Funding will be committed to applicants through Regional Board approval. Other than funding committed by the Board, the RDN may modify or cancel the grant program at any time.

**Eligibility***Eligible Organizations*

Proposals from all parties will be considered. Preference will be given to non-profit organizations, including partnerships between organizations (government, non-profit and private)

*Eligible Projects*

The RDN proposes to provide ZWR funding to innovated programs that increase waste diversion through development of circular economy through actions in the zero waste hierarchy of highest best use, such as reduction, redesign, re-use, repair and reprocessing of materials.

*Submission Timeline*

2021 Funding: The deadline for proposal submissions is December 14, 2020 at 12:00pm for access to 2021 funding. Late applications will not be accepted. Successful applicants will be notified in January 2020.

Residual funding: funding not exhausted may be allocated through an additional ZWRF application process in February 2021

**Proposal**

Appendix 1 provides a proposal outline to assist applicants in preparing their submissions. Separate applications should be submitted for each distinct project.

**Evaluation Criteria**

The RDN will evaluate the proposals to determine the most advantageous to the RDN SWMP's diversion goals.

Selection will be based on the RDN's sole discretion in evaluating:

- The waste diversion potential

- The potential to achieve increased convenience and participation in waste diversion
- The potential to stimulate markets or practices, or remove barriers for highest and best use
- The potential as a catalyst for a future sustainable program that does not rely on ongoing funding
- Innovation
- The establishment of partnerships
- The quality of proposal and applicant's experience and qualifications
- Available funding, others sources of revenue or funding, proponents' contribution and in-kind contributions (e.g. staff time)

The RDN will rank the proposals on a comparative basis, evaluating proposals by comparing one applicant's proposal to another applicant's proposal, to determine the proposal judged to be most advantageous to the RDN based on the aforementioned criteria.

#### **Grant Award**

- Evaluated proposals will be presented to the RDN Board for review and consideration.
- The proposals will be ranked and the eligible funds will be distributed amongst highest ranked successful proposals in the order of their ranking until the funds are drawn down.
- Upon approval of the Board, approved submissions will be made public.

#### **Freedom of Information**

All submissions will be held in confidence by the RDN. The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to provisions of this legislation.

#### **Submissions**

Submit via email to Nikita Kitagawa at [nkitagawa@rdn.bc.ca](mailto:nkitagawa@rdn.bc.ca)

#### **Contact Person**

Questions and inquires can be directed to Nikita Kitagawa at [nkitagawa@rdn.bc.ca](mailto:nkitagawa@rdn.bc.ca)

#### **SWMP**

Information regarding our SWMP can be found at, [www.rdn.bc.ca/solid-waste-management-plan](http://www.rdn.bc.ca/solid-waste-management-plan)

**Appendix 1: Example Proposal Outline:** your proposal does not need to follow this format but should, at a minimum, cover the following topics.

**Project Name:**

**Project Description:** describe your project. What do you plan to do? How have you ensured its success? What kind of market research have you done that supports the success of your project? What “gaps” will this project fill? Be sure to describe in detail what this project entails and what unique success factors it has.

**Applicant or Company:** describe the experience or qualifications of the applicant (e.g. resume, company profile, organization chart, experience).

**Is your organization registered as a non-profit in BC:**

**Charitable registration number:**

**Mailing Address and Contact person:**

**Partnerships:** describe any partnerships (please provide any partnership agreements) and why you chose to partner with these organizations.

**Subcontractors:** describe the involvement or any subcontractors and how procurement will be carried out.

**Describe how the project is consistent with the objectives of the funding and how you plan to reach those objectives:**

For instance:

What outcomes are expected? (amount of waste diversion, convenience, behavior change)

How does the project lead to highest and best use?

How does the project contribute to the circular economy?

What are the innovations?

**Project Execution:**

**Roles and Responsibilities:** inclusive of staff, partners, contractors

**Timeline:** describe the project timeline and key milestones (e.g. Gantt chart, roles and responsibilities of staff, partners, volunteers, etc.)

**Reporting:** describe how, when, what will be reported to the RDN. At minimum, reporting should take place at any key milestones presented in “Project Execution” timeline.

**Requirements for Successful Candidates:** successful candidates will be required to present bi-annual reports that illustrate progress of programs or initiatives as a result of this funding. Bi-annual reports should include at a minimum:

- Title and structure of program
- Program directors and participants
- Budget of allocated funds
- Program/initiative progress

**Budget:** describe the budget for the project including other sources of revenue or funding. Describe in-kind contributions. Please include any disbursements or markups.

**Payment of Funding:** typically the RDN does not provide funds in advance of receiving goods and services. Please describe your desired payment schedule (e.g. upfront, key milestones, project completion).

**Implication of Partial Funding:** describe the implication to the project if only partial funding is awarded.

**Partnerships:** describe any partnerships related to this project

*Award of funding will be at the unlimited discretion of the Board of the Regional District of Nanaimo and such discretion will not be fettered by this application process. The RDN reserves the right to only partially proceed with this funding program or to abandon the program. All information submitted through this application process is subject to the Freedom of Information and Privacy Act.*