



# Waste Reduction and Recycling Initiative

## Funding and Application Guidelines

### Overview and objectives

Do you have an idea to reduce waste or increase recycling in your community?

The Waste Reduction and Recycling Initiative (WRRI) provides financial assistance for projects that support the following waste reduction objectives:

1. Reduce the amount of waste generated in communities in the Northwest Territories (NWT)
2. Reuse materials and products, rather than discard them
3. Recycle materials not already collected through an NWT recycling program
4. Reduce waste and prevent pollution from recyclable hazardous waste
5. Increase awareness about of the importance of reducing waste and encourage environmental stewardship of waste resources
6. Recover a useful benefit from waste

### Environment Fund

Funding for this initiative comes from the Government of the Northwest Territories' Environment Fund. Revenue generated from the Beverage Container Program, Single-Use Retail Bag Program, and Electronics Recycling Program goes in the Environment Fund, and is used to operate these programs and develop and implement waste reduction initiatives in the NWT. \$150,000 is available for WRRI projects for the 2017/18 fiscal year.

### Who can apply?

- NWT municipal, community and Aboriginal governments
- NWT-based educational institutions and non-profit organizations
- NWT-based businesses, business associations, groups or individuals

Preference will be given to applicants who show collaboration with municipal, community and/or Aboriginal governments, either through a joint submission or a partnership. Preference will also be given to applicants who have not received WRRI funding in previous years.

Applicants and/or project activities must be based in the NWT, unless specifically approved prior to submitting the application.

### Eligible projects and costs

Examples of projects eligible for funding include:

- Development of programs and/or infrastructure to make waste reduction, reuse and recycling available to NWT residents
- Educational programs to increase waste reduction, reuse and recycling
- Projects that safely remove and recycle materials that would otherwise be waste and have the potential to contaminate land or water (e.g., recyclable hazardous materials)



<b>Examples of Eligible WRRI Projects</b> (other projects may also be considered)	
<b>Priority Material</b>	<b>Examples of Projects Eligible for WRRI Funding</b>
Organics	<ul style="list-style-type: none"><li>• Development of community and backyard composting</li><li>• Compost education</li><li>• Food waste reduction program</li></ul>
Paper and cardboard	<ul style="list-style-type: none"><li>• Use locally as a carbon amendment in compost</li><li>• Use locally as an energy source</li></ul> <p>Note: Projects should use paper and cardboard locally. Funding will not be provided to pay for transport to southern recycling markets.</p>
Lead acid batteries	<ul style="list-style-type: none"><li>• Safe packaging, preparation for shipment, and transport to a recycler</li></ul>
End-of-life vehicles	<ul style="list-style-type: none"><li>• Safe handling and removal of hazardous fluids, batteries, mercury, refrigerants, and tires</li><li>• Removal for reuse or recycling</li></ul>
Tires	<ul style="list-style-type: none"><li>• Removal for recycling or processing for reuse</li></ul>
Used oil	<ul style="list-style-type: none"><li>• Safe removal for reuse or recycling</li></ul> <p>Note: Local reuse of waste oil must comply with the territorial <i>Used Oil and Waste Fuel Regulations</i></p>
Scrap metal	<ul style="list-style-type: none"><li>• Safe removal for reuse or recycling</li></ul>
Air-conditioning and refrigeration equipment (e.g., fridges, freezers)	<ul style="list-style-type: none"><li>• Safe removal of CFCs, HCFCs and other ozone-depleting substances by a certified service technician for reuse or recycling</li><li>• Transportation of fridges and freezers from remote communities to recycling markets</li></ul>

Applicants and/or project activities must have, and remain in good standing with, all applicable licenses, leases, and permits. Funding must be essential to the start-up and operation of the project. Project costs must represent fair market value, and the applicant may not qualify for assistance through other programs that would deem the WRRI funding unnecessary.

## Ineligible projects and costs

Projects **not eligible** for funding include those with the following characteristics (but are not limited to these):

- Primarily benefit a for-profit enterprise or individual (exceptions may be considered where waste is significantly reduced for an entire community)
- Collect or recycle waste that is the subject of an existing territory-wide recycling program
- Improve beverage container program depots or processing centres (depot operators can apply for support through the Beverage Container Program Depot Development Program)
- Result in proprietary knowledge to be held exclusively by the grant recipient



Project costs **not eligible** for funding:

- Purchase of real property, land, buildings or vehicles
- Depreciation and amortization of capital costs
- On-going operational costs such as salaries and benefits for full-time, continuous employees
- Any costs not considered essential to the project
- Costs incurred prior to the date on which the application was approved
- Items that will be owned by and primarily benefit individuals or for-profit enterprises
- Advertising for the benefit of private businesses or organizations

## Funding

There are two funding categories:

**1. Funding requests less than \$10,000:**

- Up to 100% project funding available for municipalities, community governments, Aboriginal governments, non-profit organizations and schools
- Up to 75% project funding for businesses and individuals

**2. Funding requests between \$10,000 and \$50,000:**

- Up to 75% project funding for municipalities, community governments, Aboriginal governments, non-profit organizations and schools
- Up to 50% project funding for businesses and individuals
- Funding will be provided as a non-repayable contribution
- Projects must be approved in writing before beginning
- Funding will be determined based on the number of proposals received and approved, available funding, and proposal strength (i.e., how it scored) and may not be equal to funding requested
- Full disclosure of any additional financing is required

## How to apply

Complete the WRRI application form and submit it by **5:00 pm on April 11, 2017**.

Applications must include detailed responses and must clearly identify the specific waste material to be addressed. Larger, more expensive and complex projects will require more detailed responses than smaller, less expensive and more straight-forward projects.

Additional funding applications will be considered throughout the year on a first-come first-serve basis if funding remains.

## Reporting requirements

As specified in the contribution agreement, successful applicants must submit:

- A final report of project activities and results achieved (due date will be specified in the contribution agreement)
- Financial reporting outlining how project funding was spent



- Copies of receipts and/or invoices showing how all funding was spent
- Statements of financial contributions from other sources
- Photos of project activities

## Application evaluation

To be eligible for consideration, applications must be filled out completely and submitted by the deadline. Projects will be evaluated using the following rating criteria, which is described in more detail in the WRRI Evaluation Form.

1. Meets WRRI objectives (see above)
2. Size of environmental impact (e.g., expected amount of waste diverted)
3. Clear environmental benefits
4. Community involvement/support
5. Shared funding and/or minimization of costs
6. Clear community benefits
7. Detailed project implementation schedule
8. Detailed project costs and funding sources
9. Practicality / feasibility
10. Innovative solution

All proposals must clearly address any legal requirements, such as required permits and licenses. Preference will be given to applicants who have not received WRRI funding in previous years. The success of past WRRI-funded projects for applicants who have received funding in the past will be considered.

Applications will be evaluated by a panel of GNWT representatives and a representative from the Waste Reduction and Recovery Advisory Committee. All decisions are final. All applicants will be informed of funding decision by letter or email. Letters to successful applicants will include the terms and conditions of the offer and details on payment and invoicing, records, reviews and audits.

## Where to send applications and reports

**By email:** nwtrecycle@gov.nt.ca

**By mail:** Waste Reduction and Recycling Initiative  
Environment Division  
Department of Environment and Natural Resources  
Government of the Northwest Territories  
P.O. Box 1320, Yellowknife, NT X1A 2L9

**By fax:** (867) 767-9236 extension 53194

You will receive an email or phone call confirming that we've received your submission.

## Questions?

For assistance completing your application, or if you have questions, please call (867)873-7654, or e-mail [nwtrecycle@gov.nt.ca](mailto:nwtrecycle@gov.nt.ca).

Website: [www.rethinkitnwt.ca](http://www.rethinkitnwt.ca)