Waste Reduction and Recycling Initiative

FUNDING AND APPLICATION GUIDELINES

Government of
Northwest Territories

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 in the Northwest Territories (NWT) that support the following six (6) **waste reduction objectives**:

1. Reduce the amount of waste generated in communities in the NWT.

2. Reuse materials and products, rather than discard them.

3. Recycle materials not already collected through an existing GNWT* recycling program.

* Government of Northwest Territories

4. Reduce waste and prevent pollution from recyclable hazardous waste.

5. Raise awareness about the importance of reducing waste and encourage environmental stewardship of waste resources.

6. Reclaim (or repurpose) waste.

Where does the funding come from?

Funding for this initiative comes from the GNWT's Environment Fund. Revenue generated from the Beverage Container Program, the Single-Use Retail Bag Program, and the Electronics Recycling Program goes into the Environment Fund, and is used to operate these programs as well as develop and implement waste reduction initiatives in the NWT. $150,000 in funding is available for WRRI projects annually.

Who can apply?

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

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

✓ What projects and costs are eligible?

Projects must address priority materials (see Appendix C). Projects that address non-priority materials may be accepted but **must be approved in advance before submitting your application**. To discuss eligibility for a non-priority material, please contact the GNWT Waste Reduction and Management Section.

- Costs that are essential to the start-up and/or operation of the project.
- Costs that represent fair market value.
- If the applicant has received (or will receive) funding from another source, it should be clear which costs will be funded by WRRI and which ones will be covered by other sources. **Any overlap in funding for the same costs could disqualify the project.**
- For projects that address end of life vehicles, appliances, or any materials that may contain hazardous materials, a record of disposal is required to be eligible for funding. Information required in a record of disposal can be found in Appendix A.

✕ What projects and costs are ineligible?

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 and demonstrates community support).
- Collect or recycle waste that is the subject of an existing territory-wide recycling program (e.g., materials managed under the Beverage Container Program, the Electronics Recycling Program, or the Single-use Retail Bag 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.

Costs not eligible for funding:

- Purchase of real property, land, buildings, or vehicles.
- Depreciation and amortization of capital costs.
- 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.

What sort of project could I get funded?

Examples of projects eligible for funding include, but are not limited to:

- 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; and

- 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).

See the **website** for project ideas for inspiration for your application!

Funding Considerations

- 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.

- Applicant must be in good financial standing with the GNWT in order to receive funds. No money can be disbursed to parties indebted to the GNWT.

How much funding can I apply for?

There are two funding categories:

1. Funding requests less than $10,000:

- Up to 100% project funding for municipalities, community governments, Indigenous governments, non-profit organizations, and schools.

- Up to 75% project funding for businesses and individuals.

Apply for this category using the **$0-9,999 Application Form**

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

- Up to 75% project funding for municipalities, community governments, Indigenous governments, non-profit organizations, and schools.

- Up to 50% project funding for businesses and individuals.

Apply for this category using the **$10K-50K Application Form**

How do I apply?

Submit the following required documents by the deadline:

☐ Completed and signed **Application Form**

☐ Completed **Project Work Plan and Budget** (see template provided)

GNWT Waste Reduction and Management Section may request additional information deemed necessary to evaluate the application.

Funding applications may be considered throughout the year on a first-come first-serve basis if funding remains after the initial intake period.

What are the reporting requirements?

Funding will be granted through a contribution agreement, from which 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 with signed Media Usage Consent Forms of any people appearing in photos.

Applicants and/or project activities must have, and remain in good standing with, all applicable licenses, leases, and permits.

How will my application be evaluated?

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 Appendix B.

1. Meets WRRI objectives (see page 2).

2. Environmental impact (e.g., expected amount of waste diverted).

3. Clear environmental benefits.

4. Detailed project implementation schedule.

5. Detailed project costs and funding sources.

6. Practicality/feasibility.

Preference will be given to:

- Municipal, community and/or Indigenous governments, or to applicants who show collaboration with municipal, community and/or Indigenous governments; and

- Applicants who have not received WRRI funding in previous years.

Applications will be evaluated by a panel of representatives of the GNWT and from the Waste Reduction and Recovery Advisory Committee.

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 should I send my application or questions?

Email: wrri-irrd@gov.nt.ca

Mail: Waste Reduction and Recycling Initiative
Environmental Protection and Waste Management Division
Government of the Northwest Territories
P.O. Box 1320, Yellowknife, NT X1A 2L9

Fax: (867) 873-0221

Phone: (867) 767-9236 ext. 53176

You will receive an email or phone call confirming your submission has been received.

Website: **https://www.ecc.gov.nt.ca/en/services/waste-reduction-and-recycling/funding-waste-reduction-and-recycling-initiative**

APPENDIX A: Information Required in a Record of Disposal

1. Generator, carrier, and receiver (disposal, recycling facility) are registered and identified with the following:
   a. Registration numbers (where applicable);
   b. Name of generator, carrier, and receiver, mailing address and contact information;
   c. Shipping and receiving site address is identified;
   d. Name of person(s) consigning the waste, transporting, and receiving;
   e. Telephone number; and
   f. Date of shipment.

2. Intended receiver is declared prior to transportation, and the receiver is authorized to receive that waste.

3. The hazardous waste is identified, and the description identifies the:
   a. Common name of the waste (e.g., used oil, contaminated soil);
   b. Amount of waste being transported in metric units (kg or L);
   c. Number and means of containment (e.g., drum, bulk, tank, etc.);
   d. Physical state, solid, liquid or gas (e.g., S, L, G).

4. Multiple copies are made and the generator, carrier, as well as the receiver all receive a copy of the record of disposal (like 6-part movement document) that confirms who is in control of the waste:
   a. Upon shipment;
   b. During transportation; and
   c. At the receiving facility.

5. The WRRI coordinator receives a completed and signed copy of the record of disposal upon:
   a. Shipment from the generator; and
   b. Receipt at the receiver.

APPENDIX B:
How Applications are Evaluated

Evaluation Criteria Description
Environmental Impact (50 points)

1. Meets WRRI objectives (10)
- How well will the project meet one or more of the WRRI 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 a GNWT recycling program.
    4. Reduce waste and prevent pollution from recyclable hazardous waste.
    5. Raise awareness about the importance of reducing waste and encourage environmental stewardship of waste resources.
    6. Repurpose waste for a useful benefit.

2. Environmental impact (30)
- For each of the WRRI objectives that the project will meet (above), to what magnitude will these be met?

    1. How much waste will the project reduce or divert? (estimated weight or volume)
    2. How much will the project reduce risks of pollution from hazardous waste that will be recycled from the project?
    3. What environmental risks, hazards, and/or liabilities are avoided?
    4. For projects with an education and outreach component, what is the expected environmental impact of any behavior changes being promoted (as these changes relate to the WRRI objectives)?

3. Clear environmental benefits (10)
- Over and above the WRRI objectives, what is the magnitude of the net environmental impacts and/or benefits from the project (e.g., greenhouse gas emissions reduced/avoided)?
- To what extent does the proposed solution provide local environmental benefits? (e.g., will materials be reused/recycled in the community?)
- Will the project increase awareness about waste reduction and stewardship? How?
- What is the expected impact of the awareness building activities? (e.g., number of people/businesses/communities that will be reached, specific audiences that will be reached, how will we know awareness has improved due to the project?)

Likelihood of Success (50 points)

4. Detailed work plan (10)
- How detailed is the project work plan?
- Does the project specify who will complete the work? Is there a dedicated person/team that has the skills, knowledge, and time to complete each task?
- Does the level of detail and information provide assurance that the project is achievable?
- Have steps been taken to obtain required permits?

5. Detailed project budget (10)
- How detailed is the project budget?
- Does the level of detail and information about costs provide assurance that the project is achievable?
- Will the WRRI funding be supplemented by other sources of funding and/or in-kind support over and above the minimum required in the WRRI guidelines?
- Does project demonstrate an effort to minimize costs where possible? (e.g., using volunteers rather than paying staff, using existing supplies in the community rather than buying new supplies, etc.)

6. Practicality/feasibility (30)
- Is there community support for the project? Can they show collaboration with municipal, community and/or Indigenous governments, either through a joint submission, partnership, or has community support (provided supporting documentation)?
- Does the project seem feasible given the proposed budget? Are costs fair market value and essential to project success?
- Does the project seem practical given the information provided in the application (e.g., have all aspects of the project been clearly thought out and have any potential challenges been identified with solutions?)
- What equipment/resources are needed and how will they be secured?
  (e.g., own assets, rental, contractors, etc.)
- Are there considerations that have not been addressed in the application that could limit the practicality/feasibility of this project (e.g., a project proposed to be complete in the summer that will need winter roads?)
- If the applicant has previously received WRRI funding, did they demonstrate in the past project their ability to complete the project and meet the project objectives? Was final project and reporting completed and submitted in a timely and acceptable manner?
- If the proposed project is part of a larger, longer-term project, how will the applicant sustain the remainder of the project? (funding, personnel, other required resources)

Legal Requirements *(Note: projects that are significantly deficient in this section may be discarded)*	Yes	No
Proposal addresses applicable legal requirements (e.g., required permits or licenses)		
Are environmental, health and safety risks and standards adequately addressed and realistically planned?		
Other Considerations	**Yes**	**No**
The applicant has not received WRRI funding in previous years		

APPENDIX C: Priority materials and project ideas (in no particular order)

Materials that make up a large volume of the waste stream

Organics (food and plant scraps)
- Start a composting program in your backyward or your community.
- Teach others in your community, at a local school, or at a local organization about the importance of composting.
- Collect food waste in your office or at your school.

Paper and Cardboard
- Collect paper and cardboard to use locally as a carbon amendment in compost.
- Collect paper and cardboard to burn it as an energy source for your community.

Note: Projects should use paper and cardboard locally. Funding will not be provided to pay for transport to southern recycling markets.

End-of-life Vehicles
- Safely handle and remove hazardous fluids, batteries, mercury, refrigerants, and tires from end-of-life vehicles.
- Remove end-of-life vehicles from your community for reuse or recycling.

Tires
- Remove tires from your community for recycling or processing for reuse.

Scrap Metal
- Safely remove scrap metal from your community for reuse or recycling.

Hazardous Waste

Used Oil
- Safely remove used oil for reuse or recycling.

*Note: Local reuse of waste oil must comply with the territorial **Used Oil and Waste Fuel Regulations***

Air-conditioning and Refrigeration Equipment (e.g., fridges, freezers)
- Safely remove of CFCs, HCFCs and other ozone-depleting substances by a certified service technician for reuse or recycling.
- Receive training to be certified to safely remove air-conditioning and refrigeration equipment.
- Transport fridges and freezers from remote communities to recycling markets.

Lead Acid Batteries
- Safely collect batteries and package them for transport to a recycler.