



2024 ReTHINK Waste Project Grant Program Application Package

Scope and Eligibility for Funding

The Regional District of North Okanagan (RDNO) supports initiatives that help support the goals and objectives of the RDNO Solid Waste Management Plan. Funding is available for innovative projects that contribute to reducing waste and facilitate the development of a localized circular economy. This involves ReTHINKING Waste by prioritizing the first two R's "Reduce" and "Reuse" by conserving resources and or utilizing resources already in circulation.

Examples of potential project initiatives include: community sharing initiatives, supporting reuse, reducing food waste, research projects, waste reduction education events, culture displays, product repair events/courses, and waste prevention equipment or technology development.

Individuals, businesses, community groups and non-profit organizations, including school groups, are eligible to apply for funding.

Project Grant funds may be requested for up to 50% of the total cost of a project. An effort will be made to award funding to a number of projects from a total funding allocation that will be reviewed and determined by the Regional Board each year.

Primary elements that projects will be evaluated for are:

- Defining a clear project description that features Rethinking Waste
- Setting specific, measurable, achievable, relevant and timely goals
- Presenting a unique and innovative approach to waste reduction (preference for projects that prioritize the first two R's of Reduce and Reuse)
- Being accessible to the broader community
- Collaborating with individuals and organizations in the community
- Being a financially sustainable project after the grant period
- Demonstrating sound management and fiscal responsibility

Applications may be submitted for more than one project per group, individual or organization per year. Previously selected projects may be eligible for funding as long as the funding requested is being allocated to a different budget component or the opportunity for waste reduction has significantly increased. However, eligible first time applicants will be given preference.

Note that these grants have a project focus. An organization's operating costs are **not** eligible for funding.

The RDNO will evaluate applications according to the RDNO ReTHINK Waste Grant Procedure (No: CS-004) and reserves the right to accept any or none of the applications submitted.

Media Exposure

Recipients of funding can expect that the RDNO will publicize information about the grant award and project highlights, including photos related to the project to the media.

Funding Disbursement and Project Completion

Fifty percent (50%) of the eligible funding amount awarded will be provided upon selection. Projects for which funding was provided must be substantially complete within the calendar year that the initial 50% was disbursed. Follow up by RDNO staff will take place to confirm that the project for which the funding was provided was completed as described in the recipient's application package. A Final Project Report will be required upon completion of the project describing the outcomes. Failure to complete the project as described in the recipient's application package and a Final Project Report will result in the second 50% disbursement being withheld. Under certain circumstances where a financial hardship can be demonstrated, 100% of the funding will be provided upon selection. Projects are funded based on annual funding. If a project extends beyond a year funding applicants will need to apply in future years for consideration of funding

As a condition of funding, grant recipients that are businesses may be asked to sign a Solid Waste Management Plan Services Declaration. A copy of this declaration is on page 5 of this document. This declaration will confirm an agreed vision, scope, cost and timeline for a partnering agreement between the RDNO and grant recipient based on the application and any agreed modifications.

Submitting a Grant Application

PROJECT GRANT DEADLINE: November 22, 2023, 4:00pm

You have two options for submitting your ReTHINK Waste Project Grant application:

1. An online application form on the dedicated grant webpage.
2. A project proposal that covers the topics on the following two pages of this document.

Mail or deliver completed project proposals, along with supporting materials by the deadline to:

ReTHINK Waste Project Grant
Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, BC, V1B 2K9

Applications will also be accepted by email at rethinkwaste@rdno.ca

Funding is intended to support project expenses during the calendar year beginning January 1, 2024.

For more information, contact:

RDNO Solid Waste Management
Email: rethinkwaste@rdno.ca
Phone: 250-550-3785

Topics on the following two pages are in the online application form or you have the option to prepare your own project proposal covering these topics.

Applicant Information

1. Organization Information: Name, Address, and Website.
2. If the organization is a Registered Non-Profit Society, please provide the Society Number and the Date of Incorporation.
3. Applicant Contact Information: Name, Title, Email and Phone Number.
4. Alternate Contact Information: Name, Title, Email and Phone Number.
5. Has your organization applied for an RDNO Grant in the past?

Scope of Grant Request

6. What is the Amount of your 2024 Project Grant Request?
7. What percentage of the Total Project Budget is your grant request (must be 50% or less)?

Project Description & Impact

8. Describe your project. What are the goals of the project and how will you define and measure the success of your project?
9. Describe how your project contributes to reducing waste in the RDNO.
10. Describe how your project prioritizes the first two R's "Reduce" and "Reuse" by conserving resources and or utilizing resources already in circulation.
11. Attach (separately) a brief timeline for your project, and any supporting material.
12. What makes this project unique and innovative?
13. Please describe potential impacts of your project to neighbours on adjacent properties and how issues will be resolved.
14. Please identify and explain any negative environmental impacts that may result from your project and how will you address them.

Project Management and Participants

15. What is the primary target audience or user group for your project?
16. Does this project involve collaboration with other local organizations? If so please describe.
17. Who are the members of the project management team or organization representatives? What role will they play? What similar experience/related skills do they have?
18. Will volunteers play a role in your project? If so please advise how many volunteers may be involved and describe any training you will provide to them.

Planning and Financial Information

19. How will the grant money be spent in your project? Please be specific and list your anticipated project expenses.
20. What other sources of project funding are you currently pursuing and what are other potential sources of project revenue (i.e. fees charged for services)? Identify any groups, agencies, or businesses that you have approached as donors or sponsors for this project.
21. Please outline how this project will be continued in future years (how will it be sustainable financially and operationally). Recipients of Project Grants may be able to re-apply for funding for the same project, if there is evidence of continued progress in waste reduction/prevention.
22. If the amount requested as part of this application is not fully funded, how will you proceed differently with this project (e.g. seek more sources of alternate funding, cancel certain aspects of the program, run the project from a different venue, etc.)?

APPENDIX A – Solid Waste Management Plan Services Declaration (Do not complete with initial application; this will be completed after grants have been approved.)

If this application is selected for funding the applicant and the RDNO agree to partner for waste reduction services that contribute to goals and strategies of the RDNO Solid Waste Management Plan for the term of the grant. The content provided by the applicant and the RDNO in this application will confirm an agreed vision, scope, cost and timeline for the service for the partnering agreement. If there are differences in approved funding from that which was originally applied for by the applicant, the applicant should note any modifications to project vision, scope and timeline in the dedicated section below.

RDNO approved grant funding for project (RDNO to complete only upon awarding a grant): _____

Modifications to project vision, scope and timeline if funding approved is different from funding initially applied for (applicant to complete):

Organization Name: _____

Signature

Title

Name (please print)

Date

Regional District of North Okanagan Authorized Signatory:

Signature

Title

Name (please print)

Date