



WASTE REDUCTION AND RECYCLING INITIATIVE – APPLICATION FORM

Overview

Use this form to apply for funding from the Waste Reduction and Recycling Initiative (WRRRI). Before completing the form, please make sure you have reviewed the WRRRI Funding and Application Guidelines, and that the proposed project follows these guidelines.

For answers to questions about the application process or potential projects call (867)767-9236 ext. 53176, or e-mail rethinkitnwt@gov.nt.ca.

The level of detail in this application is expected to match the size, cost and complexity of the project. Relatively small and simple projects do not require as extensive a project description as more expensive and/or complex projects. The answer boxes can be expanded as needed. Attach additional sheets to this application form if required. More information may be requested upon receipt of this application.

Mandatory criteria:

- Received by the deadline – April 6, 2020 at 3 pm
- Application is complete – clearly states the project costs, sources of financing, and total funds being requested
- Meets at least one WRRRI Objective
- Applicants and/or project activities based in the NWT

Note: If the mandatory criteria listed above are not met, the application will not be evaluated.

Part A. The Project Team

1. Applicant

Name:

Organization:

Mailing address:

Phone number:

Fax number:

E-mail address:

2. Applicant type

- Municipality/Community government/Indigenous government Educational institution
- Non-profit organization: NWT Society # _____ Community group: Number of members _____
- Business: Incorporated Partnership Sole proprietor
- Other (Please describe) _____
- GST #: _____

3. Project manager: This person is responsible for the delivery and maintenance of the project on behalf of the organization, and is the primary contact for this application.

Name:

Position/title:

Phone number:

E-mail address:

4. Other contacts: If applicable, list any other relevant or alternate contacts, their role in the project, and their contact information.

Other Contacts	Role in Project	Contact Information

5. Who will conduct the work?

Staff (list names): _____

Community volunteers (list group(s) and/or name(s)): _____

Contractors (list businesses): _____

Others (specify): _____

6. Who will be responsible for completing the final report (including the financial report), and submitting it to the satisfaction of GNWT Department of Environment and Natural Resources (ENR)?

Name: _____

Position/title: _____

Phone number: _____

E-mail address: _____

Part B. Project Objectives

7. Project objectives

- What are the project goals and objectives? When the project is complete, what achievements will be made? Include objectives that are specific, measurable, achievable, realistic, and time bound.
- How does this project meet the WRRRI objectives as described in the Funding and Application Guidelines?

8. Results and reporting

- What will the results of the project be?
- How will you measure and monitor the success of your project?
 - Examples: conducting surveys before and after project implementation to determine changes in awareness, knowledge, and/or behaviour. Other examples of measurements include actual mass or volume of waste prevented or diverted, the numbers of participants engaged, website visits, emails received, media impressions, etc.
- What quantity of materials will be reduced, reused, recycled, or recovered?
- How much will the project reduce risks of pollution from hazardous waste?
- What environmental risks, hazards and/or liabilities will be avoided as a result of this project?
- Are there other environmental benefits of the project? If so, what are they? (e.g., greenhouse gas reductions? Other benefits?)

Part C. Project Work Plan

The questions below help lay out a work plan that lists and describes the activities to be carried out during the course of the project.

a) Time frame of project

When will the project start? _____ When will the project finish? _____

List major project events and the date they will be completed.

Description of major project events	Date to be completed

b) Where will the project be located?

- Where is the exact location of the project in or around the community?

c) Activities

- What are the specific activities to be completed?
- How will the work be carried out?
- Who will do the work?

d) Resources and approvals

- What materials, supplies and equipment are needed to carry out the project?
- Who will be providing the materials, supplies and equipment and how will they be secured?
- Include quotes from suppliers and contractors if these need to be purchased/rented.
- Are there any approvals or regulatory permits required for the project? If so please describe steps to be taken to obtain these.

e) Community involvement

- What individuals or groups will participate in the project, and in what way?
- Who will the project serve and benefit?
- Is there community support for this project – for example, from municipal, community or Indigenous government, local organizations?
Please provide supporting documents, such as letters of support specific to the proposed project.
- If the applicant is not a municipality or community government, please indicate how the municipality or community government will be involved, if applicable.

f) Project management and personnel

- How will the project be managed to ensure tasks are completed on time and as planned? For example, who will coordinate activities, and how and when will they communicate with other people involved to keep the project on track?
- Who is responsible for bookkeeping and managing funds?

g) Potential challenges

- What potential challenges or barriers might the project encounter? How could these be avoided or overcome if they are encountered?

h) Communication, education and awareness

- How will information about the project and its results be communicated to the community – for example, public event, website, signage, radio program?
- If there is an education and awareness component to the project, how will this be delivered?
- What is the intended reach of any communications? (e.g., how many people will be reached by project communication, education and awareness? What is their current knowledge of the subject?)

i) Project sustainability (if applicable)

- Describe the long-term maintenance requirements of the project – for example, how will they be undertaken and how they will be funded?
- How will the project be maintained after the portion funded by the WRRF is complete?

j) Health, safety and environmental risks

- Identify any health and safety risks associated with people involved in the project – for example, staff, volunteers and the general public. How will their safety be ensured?
- Describe any environmental risks involved with the project – for example, contaminated land from a used oil spill. How will these risks be minimized?

Part D. Detailed Project Budget

Please provide a detailed budget, using the table formats below. Projects demonstrating a higher amount of shared funding and minimization of costs will be scored higher. The numbers provided must be substantiated.

List all sources of funding including:

1. Funding requested from the WRRRI. Specify in detail how this funding will be spent.
2. Support from the organization applying for the WRRRI grant. This support can come in two forms:
 - **Cash:** Specify actual dollar amounts committed to cover project costs.
 - **In-kind support/donations:** Specify the estimated dollar value of contributions that are not cash – for example, staff members’ time spent on the project, equipment use, and materials. *You must demonstrate how these numbers were calculated.*
3. Support from other sources, including cash and in-kind. Identify the source of this funding in the table heading.

Please include, as an attachment to this application, **written quotes** from suppliers and contractors for all major goods and services to be purchased or provided for the project.

Project Budget

Project Element	Task or Expense	Total Cost (\$)	Sources of Funding or Support				
			1. WRRRI Request	2. Organization Contribution		3. Other Funding Source	
			Cash (\$)	Cash (\$)	In-kind	Cash (\$)	In-kind
	TOTALS						

Have the sources of support identified in columns 2 and 3 of the table above been confirmed? If no, please explain.

Revenue Sources (if applicable)

Project Revenues List any anticipated project revenues, including project sales	Revenue Amount (\$)
TOTAL Revenue	

Summary of Funding Sources

Complete the table below to summarize all funding. Use the blank spaces to identify additional sources of funding outlined in the table above (if needed).

Funding Sources	Cash	In-kind	Total
WRRRI Funding Requested			
Organization Contribution			
Total Project Revenue			
TOTALS			

** A sample budget is provided in the Appendix at the end of this document.

Part E. Signature

Please note: All personal information contained on this form is collected under the authority of the *Access to Information and Protection of Privacy Act* Section 40(c)(i) and is used for the purposes of assessing your application for Waste Reduction and Recycling Initiative funding. Any questions relating to the collection and use of personal information on this form may be directed to the program staff, (867) 767-9236 ext. 53176.

I, _____, am the authorized representative of _____,
(print name clearly) (Government/Organization Name)

and I certify that the information provided on this application form is correct and complete to the best of my knowledge.

X

Signature of Applicant

Date

Number of attachments: _____

Part F. Submit Your Application

Please send completed and signed application forms via e-mail, mail or fax as follows:

By email: rethinkitnwt@gov.nt.ca

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

By phone: (867) 767-9236 extension 53176

By fax: (867) 873-0221

Questions?

If you would like assistance completing your application, or have questions, please call (867)767-9236 ext. 53176, or e-mail rethinkitnwt@gov.nt.ca.

Website: www.rethinkitnwt.ca

Appendix: Sample Budget

Start a community backyard composting program

**** This budget is provided as an example only, please provide your own budget. ****

Project Element	Task or Expense	Total Cost (\$)	Sources of Support				
			1. WRRRI Request	2. Organization Contribution		3. Other Funding Source (Identify)	
			Cash (\$)	Cash (\$)	In-kind	Cash (\$)	In-kind
Planning and Organization	Purchase backyard compost bins	\$1,950 = \$65/bin * 30 bins	\$1,700	\$250			
	Ship backyard compost bins to community	\$250	\$250				
	Design and print educational materials	\$1,000	\$750	\$250			
Implementation <i>(Hold a facilitated backyard composting workshop)</i>	Facilitator's time	\$200			\$200 (5 hours labour @\$40/hr)		
	Refreshments	\$100			\$100		
	Hall Rental	\$100			\$100		
Analysis and Evaluation	Follow-up home visits to workshop participants	\$480			\$480 (12 hours labour @\$40/hr)		
Reporting	Complete and submit the WRRRI final report by deadline	\$160			\$160 (4 hours labour @\$40/hr)		
TOTALS		\$4,240	\$2,700	\$500	\$1,040		

Sample Summary Table of Funding Sources

Funding Sources	Cash	In-kind	Total
Community government – cash and in-kind support	\$ 500	\$ 1,040	\$1,540
WRRRI Funding Requested	\$ 2,700		\$2,700
Total Project Revenue	0		
TOTALS	\$ 3,200	\$ 1,040	\$ 4,240