



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 (WRRRI) 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 existing GNWT 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; and
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 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 WRRRI 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 or individuals

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

Eligible projects and costs

- Must be essential to the start-up and/or operation of the project.
- Project costs must represent fair market value.
- If applicant has received, or will receive, money from another source, it should be clear which portions will be funded by the WRRRI and which ones will be covered by other sources. Any overlap in funding for the same items 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.
- Projects must address priority materials listed below. Non-priority materials may be accepted, **but must be approved in advance before submitting application**. The priority materials are listed below in random order:

Priority Materials	
Organics	Scrap metal
Paper and Cardboard	Lead-acid batteries
Tires	Paint
End-of-life vehicles	Large appliances
Air conditioning and refrigeration equipment (i.e. fridges, freezers)	Reusable materials (such as construction, renovation and demolition (CRD) materials)
Used oil	Single-use items

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).

Examples of Eligible WRRRI Project Ideas (other projects using priority materials are also eligible)	
Priority Material	Examples of Projects Eligible for WRRRI Funding
Organics	<ul style="list-style-type: none"> Development of community and backyard composting Compost education Food waste reduction program
Paper and cardboard	<ul style="list-style-type: none"> Use locally as a carbon amendment in compost Use locally as an energy source <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"> Safe packaging, preparation for shipment, and transport to a recycler
End-of-life vehicles	<ul style="list-style-type: none"> Safe handling and removal of hazardous fluids, batteries, mercury, refrigerants, and tires Removal for reuse or recycling
Tires	<ul style="list-style-type: none"> Removal for recycling or processing for reuse
Used oil	<ul style="list-style-type: none"> Safe removal for reuse or recycling <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"> Safe removal for reuse or recycling
Air-conditioning and refrigeration equipment (e.g., fridges, freezers)	<ul style="list-style-type: none"> Safe removal of CFCs, HCFCs and other ozone-depleting substances by a certified service technician for reuse or recycling Transportation of fridges and freezers from remote communities to recycling markets

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 (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); and
- 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;
- 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; and
- 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 for municipalities, community governments, Indigenous 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, Indigenous 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.
- 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 to apply

Complete the WRRRI application form and submit it by the deadline.

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

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; and
- 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.

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 Appendix B.

1. Meets WRRRI objectives (see above)
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 applicants who:

- Show collaboration with municipal, community and/or Indigenous governments, either through a joint submission or a partnership; and
- Have not received WRRRI funding in previous years.

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: 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 fax: (867) 873-0221

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

Questions?

For assistance completing your application, or if you have questions, please call (867)767-9236 ext. 53176, or e-mail rethinkitnwt@gov.nt.ca. Website: www.rethinkitnwt.ca

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 Department of Environment and Natural Resources 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:

Evaluation Rubric

Rating Criteria Description
Environmental Impact (50 points)
<p>1. Meets WRRRI objectives (10)</p> <ul style="list-style-type: none"> • Does project meet one or more of the following objectives? <ol style="list-style-type: none"> 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. Increase awareness about of the importance of reducing waste and encourage environmental stewardship of waste resources 6. Recover a useful benefit from waste
<p>2. Environmental impact (30)</p> <ul style="list-style-type: none"> • For each of the WRRRI objectives that the project will meet (above), to what magnitude will these be met? <ol style="list-style-type: none"> 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?
<p>3. Clear environmental benefits (10)</p> <ul style="list-style-type: none"> • Over and above the WRRRI 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? • Will information or results of the project be communicated? If so, what is the intended reach of the communications? (e.g., 10, 100, 500 people, more? Number of communities to be reached or proportion of a community's population that will be reached?) What specific audiences may be reached through this project?

Likelihood of Success (50 points)
<p>4. Detailed project implementation schedule (10)</p> <ul style="list-style-type: none"> How detailed is the project implementation schedule? 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?
<p>5. Detailed project costs and funding sources (10)</p> <ul style="list-style-type: none"> How detailed is the project budget and associated funding sources? Does the level of detail and information about costs provide assurance that the project is achievable? Will the WRRRI funding be supplemented by other sources of funding and/or in-kind support over and above the minimum required in the WRRRI 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.)
<p>6. Practicality/feasibility (30)</p> <ul style="list-style-type: none"> 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 WRRRI 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, long-term project, how will the applicant sustain the remainder of the project? (funding, personnel, other required resources)

Legal Requirements	Yes	No
<i>(Note: projects that are significantly deficient in this section may be discarded)</i>		
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 (bonus points) (6)		
<p>The applicant:</p> <ul style="list-style-type: none"> Has community support for the project (provided supporting documentation)? Shows collaboration with municipal, community and/or Indigenous governments, either through a joint submission or a partnership Has not received WRRRI funding in previous years 		