

## **TERMS OF REFERENCE**

### **2016 Solid Waste Management Innovation Fund**

**Submission deadline August 25, 2016 4:00 p.m. NDT**

#### **GENERAL**

This guide contains all the information you need to apply to the 2016 Solid Waste Management Innovation Fund (SWMIF). Please read the information below prior to preparing a proposal.

#### **DESCRIPTION**

Provincially owned and/or operated businesses, industry associations and non-profit organizations are eligible for a non-repayable contribution to cover up to 80 per cent of eligible costs of projects that support the implementation of the Provincial Waste Management Strategy in Newfoundland and Labrador. A maximum of \$15,000 is available per applicant.

#### **GUIDING PRINCIPLES**

The Multi-Materials Stewardship Board's (MMSB's) Solid Waste Management Innovation (SWMIF) Fund supports a commitment made under the 2002 Provincial Waste Management Strategy to maximize economic and business opportunities through partnerships with businesses, industry associations, post-secondary institutions and the federal government.

As part of these partnerships, MMSB supports development of new and improved technologies, products, services or processes that support the management of solid waste in Newfoundland and Labrador – at any stage of the waste management hierarchy. The hierarchy is as follows:

1. Reduce the amount of waste created
2. Reuse materials and products rather than discard them
3. Recycle or reprocess waste into another useable form
4. Recover some useful benefit from waste
5. Dispose of waste material that has no further economic or environmental benefit

#### **ELIGIBLE PROJECTS**

Projects that support the management of solid waste in Newfoundland and Labrador at any stage of the waste management hierarchy are eligible. Projects that involve innovation or uniqueness to the province of Newfoundland and Labrador will be given priority. It is the responsibility of all applicants to clearly illustrate how a proposal relates to the principles of the SWMIF.

#### **INELIGIBLE PROJECTS**

Ineligible projects include but are not limited to the following:

- Clean-ups
- Projects previously approved under the SWMIF (note that previously approved proponents may re-apply)
- Hours of work performed by the applicant or by an immediate family member (child, stepchild, spouse, parent, sister or brother) of the applicant
- Gifts and donations
- Alcoholic refreshments for any event or activity
- Costs incurred prior to funding approval
- Refundable portions of HST



## PROPOSAL MANAGEMENT

Proposals will be assessed by a selection committee comprising representatives from the Department of Innovation, Business and Rural Development, Newfoundland and Labrador Environmental Industry Association, Research & Development Corporation, the National Research Council (Industrial Research Assistance Program), Atlantic Canada Opportunities Agency and MMSB.

The selection committee will rate proposals based on two overarching principles: possible impact to the waste management hierarchy (waste reduction or diversion) and innovativeness to the province. Demonstrated ability to successfully undertake the project will also be considered. All proposals will then be ranked in order from the highest score to the lowest to assess the top proposals. It is anticipated that successful proponents will be notified on or before September 30, 2016.

## PROPOSAL SUBMISSION PROCESS

1. Prior to submitting a proposal, proponents are encouraged to contact MMSB's Business Development Officer, Ashley Burke by phone at 709-753-0958 or email at [aburke@mmsb.nl.ca](mailto:aburke@mmsb.nl.ca).

2. Proponents will be assessed based upon the content of the proposal, which must include the following:

- a. Project Overview
- b. Company/Organization Profile
  - i. History
  - ii. Management and key staff description (attach resumes where applicable)
  - iii. Demonstrated financial stability (where applicable)
  - iv. Demonstrated capability to successfully undertake the project
  - v. Contact information (email, telephone and mailing address)
- c. Description of Project
  - i. List of activities to be carried out
  - ii. Location of activities to be carried out
  - iii. Implementation plan and timelines by activity
  - iv. Demonstrated maximization of local economic benefit
  - v. Demonstrated strategic importance of the project to the implementation of the Provincial Waste Management Strategy (impact to the waste management hierarchy)
  - vi. Demonstrated uniqueness of work/innovativeness to the province
  - vii. List of project deliverables
- d. Project Budget
  - i. Total project cost by item and activity
  - ii. List of all funding partners and their contribution including the requested contribution by MMSB and the proponent's contribution (monetary, in-kind, or a combination)
  - iii. Status of requested funding from other organizations where applicable

A suggested budget format is shown below:

Item	Requested Contribution from MMSB	Other Funding (If Applicable)	In-Kind
Equipment (shredder)	\$10,000		
Professional Services (installation)	\$2,000		
Operator's Salary (\$20/hr*10 hrs/week * 30 weeks)			\$6,000
<b>Total</b>	<b>\$12,000</b>		<b>\$6,000</b>

## PROPOSAL SUBMISSION PROCESS

3. For incorporated entities and sole proprietors/partnerships, attach:

- A letter of good standing/satisfactory account from the organization's banking institution.

For non-profit organizations, attach any one of the following:

- A bank statement; a line of credit statement; or a letter from the bank advising that the proponent can finance a portion of the project.

4. Include the proponent's Government of Newfoundland and Labrador vendor/direct seller license number (where applicable).

5. By submitting a proposal, proponents agree to a basic online credit check (business credit check for incorporated entities, personal for sole proprietors or partnerships). Proponents also grant permission to MMSB to conduct any required background or reference checks.

6. Submit the proposal to the Business Development Officer:

Ashley Burke

Tel: 709-753-0958 or Toll free: 1-800-901-MMSB

Email: [aburke@mmsb.nl.ca](mailto:aburke@mmsb.nl.ca)

Fax: 709-753-0974

Mailing Address: 6 Mount Carson Avenue, 3<sup>rd</sup> Floor, Dorset Building A1N 3K4

**Proposals will be accepted until 4:00 p.m. NDT, August 25, 2016.**

Upon receiving notification of funding, SWMIF recipients are required to send written acknowledgement to MMSB indicating desire to proceed with the project. Subsequently, a Contribution Agreement will be forwarded to each recipient to secure the contribution.

## SUBMISSION CHECKLIST

- ✓ Completed proposal including: company overview, project description and project budget.
- ✓ Letter of good standing or bank statement, line of credit statement or bank letter.
- ✓ Vendor/direct seller license number (where applicable).

*The budget for the Solid Waste Management Innovation Fund is limited and submission of a proposal does not guarantee funding. MMSB and/or the selection committee reserve the right to refuse any proposal.*