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# Community Waste Diversion Fund GUIDE AND TERMS OF REFERENCE

*(Submission deadline 12:00 p.m. NST December 3, 2018)*

## GENERAL

This guide contains all the information you need to enter the competition for the 2017 Community Waste Diversion Fund (herein after referred as the CWDF). Please read the information provided before preparing a proposal.

## DESCRIPTION

Newfoundland and Labrador Municipalities, Community Governments and Local Service Districts are eligible for a non-repayable contribution covering up to 80% of the eligible costs of projects that support the implementation of the Provincial Waste Management Strategy in Newfoundland and Labrador. Funding will be to a maximum of \$10,000.00 per project.

## GUIDING PRINCIPLES

Support research and development of value added products from solid waste at every stage of the waste management hierarchy as follows:

1. Reduce the amount of waste created in the first place
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. Projects that involve innovation or uniqueness and demonstrated sustainability will be given priority.

## ELIGIBLE PROJECT COSTS

- For equipment, service or materials purchases over \$500.00, proponents should attach three quotes.
- For purchases over \$5,000.00, proponents should attach at least one user reference.

## INELIGIBLE PROJECTS

Ineligible projects include but are not limited to the following:

- Projects unrelated to solid waste
- Cleanups
- Projects that intend to compete with a program offered by a Regional Waste Management Authority
- Projects related to landfill management or landfill gas capture

## INELIGIBLE PROJECT COSTS

Ineligible project costs include but are not limited to the following:

- Hours of work performed by the proponent or by a member of the immediate family (child, stepchild, ward, spouse, parent, sister or brother) of the proponent
- Hours of work performed by an existing employee of the proponent
- Gifts and donations
- Alcoholic refreshments for any occasion
- Land
- Advertising costs (excludes signage and public education)
- Waste collection vehicles
- Costs incurred prior to funding approval
- Refundable portions of HST (currently 10.714/15)

*\*Note: Communities may request a contribution towards labour in the instance that a new employee(s) or student(s) is being hired on a full-time, part-time or contractual basis for purposes of the project. New employee hours of work or hours of work performed by a consultant must not exceed 50% of the total requested amount for the project.*

## PROPOSAL MANAGEMENT

Proposals will be assessed by a selection committee comprising representatives from Municipalities Newfoundland and Labrador, the Department of Municipal Affairs and Environment, Regional Waste Management Authorities and MMSB.

The selection committee will rate proposals based on three overarching principles:

1. Possible impact to the waste management hierarchy (reduce, reuse, recycle, recover, dispose)
2. Uniqueness of the project
3. Sustainability of the project (potential to become an ongoing service or program)

All proposals will be ranked in order from highest to lowest score to assess the top proponents. It is anticipated that successful proponents will be notified on or before December 28, 2018.

It is the responsibility of all proponents to clearly illustrate how the proposals relate to the objectives of the CWDF.

## APPLICATION PROCESS

1. Proponents are encouraged to contact the Business Development Officer at MMSB (709-757-0782 or [moton@mmsb.nl.ca](mailto:moton@mmsb.nl.ca)) prior to submitting a proposal.

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

- a. Proponent Overview
  - i. Community profile (location, population size, demographics, current services offered, etc.)
  - ii. Brief history of the community as it relates to waste management
  - ii. Key staff description of those that will manage/oversee the project
  - iii. Demonstrated capability to successfully undertake the project
- b. Project Description

- i. Description of the project (the waste stream in question, how diversion from landfill or reduction of waste will be achieved)
- ii. List of activities to be carried out
- iii. Location of activities to be carried out
- iv. Implementation plan and timelines by activity
- v. Demonstrated maximization of local economic benefit
- vi. Demonstrated strategic importance of the project to the implementation of the Provincial Waste Management Strategy (impact to the waste management hierarchy)
- vii. Demonstrated uniqueness of work
- viii. List of project deliverables

c. Project Budget

- i. List project costs by item and activity
- ii. List of all funding partners and their contribution including the requested contribution from MMSB and the proponent's contribution
- iii. Status of requested funding from other organizations where applicable
- iv. Attach quotes for purchases over \$500.00
- v. A suggested budget format is shown below:

Item	Requested Contribution from MMSB	Other Funding (if Applicable)	In-Kind
Equipment (wood chipper – see attached quote)	\$10,000		
Site clearing			\$2,000
Operator's salary (\$20/hr*10 hrs/week * 30 weeks)			\$6,000
<b>Total</b>	<b>\$10,000</b>		<b>\$8,000</b>

4. Submit the proposal to the Business Development Officer:

Mfon Oton

Tel: 709-757-0782 Toll free: 1-800-901-MMSB

Email: [moton@mmsb.nl.ca](mailto:moton@mmsb.nl.ca) Fax: 709-753-0974

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

**Proposals will be accepted until 12:00p.m NST Monday, December 3, 2018.**

Upon receiving notification of funding, recipients must return a signed acknowledgement form to MMSB indicating their desire to move forward with the project. Subsequently, a Contribution Agreement will be forwarded to the proponent to secure the contribution.

*Please note that MMSB has a limited budget for this program and not all projects that submit a proposal will receive funding. MMSB and the selection committee reserve the right to refuse any proposal received.*

*MMSB and the selection committee reserve the right to approve a higher contribution to a project (to a maximum of \$25,000). Projects requesting more than \$10,000 should demonstrate strong potential for waste reduction or diversion, innovation and sustainability.*