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to a greener future

2018-19 Solid Waste Management Innovation Fund GUIDE AND TERMS OF REFERENCE

(Submission deadline October 19, 2018 4:30p.m NDT)

GENERAL

This guide contains all the information you need to submit a proposal under the 2019 Solid Waste Management Innovation Fund (herein after referred to as the SWMIF). Please read the information provided before preparing a proposal.

DESCRIPTION

Provincially owned and/or operated businesses, industry associations and non-profit organizations 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 \$15,000.00.

GUIDING PRINCIPLES

This program is intended to contribute to the fulfillment of a commitment made under the Provincial Waste Management Strategy of 2002; to maximize the economic and business opportunities through partnerships with business, industry associations, post-secondary institutions and the federal government.

As part of this partnership, government and its agencies such as MMSB are to initiate and support directed research and development into value added products from solid waste at every stage of the province's 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 are eligible. **Projects that involve innovation or uniqueness to the province of Newfoundland and Labrador will be given priority.**

ELIGIBLE PROJECT COSTS

- For equipment, service or materials purchases over \$500.00, Proponents must attach three quotes and at least one user reference for purchases over \$5,000.00.

INELIGIBLE PROJECTS

Ineligible projects include but are not limited to the following:

- Clean-ups

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*
- Gifts and donations
- Advertising costs
- Alcoholic refreshments for any occasion
- Costs incurred prior to funding approval
- Refundable portions of HST

**Note: The requested contribution to hours of work performed by an existing employee must not exceed 50% of the total requested amount for the project.*

ADDITIONAL NOTE ON ELIGIBILITY

Where relevant, proponents may be required to complete any outstanding MMSB funded projects prior to being considered for a new award.

PROPOSAL MANAGEMENT

Proposals will be assessed by a Selection Committee comprised of representatives from the Department of Innovation, Business and Rural Development, Newfoundland and Labrador Environmental Industry Association, 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 December 28, 2018.

It is the responsibility of all proponents to clearly illustrate how the proposals relate to the principles of the SWMIF.

PROPOSAL SUBMISSION

1. Proponents are encouraged to contact the Business Development Officer at MMSB (709-757-0782 / 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. 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 (Table)

- 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
- iv. 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
Total	\$12,000		\$6,000

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

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

For non-profit organizations, attach:

A bank statement; a line of credit statement or

A letter from the bank advising that the proponent can finance its 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 background or reference checks MMSB may require on a proponent.

6. 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 Fax: 709-753-0974

6 Mount Carson Avenue, 3rd Floor, Dorset Building A1N 3K4

Proposals will be accepted until 4:30p.m. NDT, October 19, 2018.

Upon receiving notification of funding, recipients must send written acknowledgement 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.

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)

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.