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to a greener future

2022-23 Community Waste Diversion Fund Funding Guidelines

(Submission deadline Monday, October 24, 2022, 4: 30 p.m. NDT)

General

This guide contains all the information you need to enter the competition for the 2022/23 Community Waste Diversion Fund (herein after referred as the CWDF). Please read the information provided before completing the application form.

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 the implementation of initiatives or programs resulting in the diversion of solid waste from landfills. Programs could be at any 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 and Costs

- Projects that support the management of solid waste in Newfoundland and Labrador at any stage of the waste management hierarchy.
- Projects that show collaboration and demonstrated sustainability will be given priority.
- For equipment, service or materials purchases over \$500, proponents should attach three quotes.
- For purchases over \$5,000, proponents should attach at least one user reference.
- Project costs must represent fair market value.
- If you have received, or will receive, funding from other sources, it must be clear which portions will be funded by the MMSB and which ones will be covered by other sources. **Any overlap in funding for the same items must be explained or it could disqualify the project.**

Examples of projects eligible for funding include, but are not limited to:

- Development of infrastructure or programs to make waste diversion opportunities available to residents (for example, organic waste - development of community composting,
- Projects that safely remove and recycling materials that would otherwise be waste and have the potential to contaminate land or water (for example hazardous materials)



Ineligible Projects and Costs

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 (e.g., materials managed under the Used Beverage Deposit Program, the Electronics Recycling Program, the Waste Paint Recycling Program and Used Oil/Glycol Recycling Program).
- Projects related to landfill management or landfill gas capture

Examples of projects costs ineligible for funding include, but are not limited to:

- 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 applicant
- Gifts and donations
- Any costs not considered essential to the project
- 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

*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.

Additional Note on Eligibility

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

How to Apply

1. Applicants are encouraged to contact the Business Development Officer at MMSB (709-757-0782 or moton@mmsb.nl.ca) prior to submitting an online application form.
2. Applicants should fill out the online form available at <https://mmsb.nl.ca/funding-programs/community-waste-diversion-fund/>. Once submitted, you will receive an email confirming that your application has been received. Should you not receive an email, please check your junk mail.
3. Applications must include detailed responses and **must clearly identify the specific waste material to be addressed.**

Application forms will be accepted until 4:30p.m NDT Monday, October 24, 2022.



Application Evaluation

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

The selection committee will rate application forms based on the following criteria:

1. Effort/Knowledge (knowledge of the project concept)
2. Impact to the waste management hierarchy (e.g., expected amount of waste diverted).
3. Community Engagement
4. Project Sustainability/Longevity (potential to become an ongoing service or program)
5. Demonstrated Capability to Successfully Undertake the Project (resources committed by applicant, partnerships created to enable project success)

It is the responsibility of all applicants to clearly illustrate how the application form relate to the objectives of the CWDF. All applications will be ranked in order from highest to lowest score to assess the top applicants.

All applicants will be informed of funding decision by letter or email. **It is anticipated that successful applicants will be notified on or before December 31, 2022.** Letters to successful applicants will include the terms and conditions of the offer and details on payment and invoicing, records, reviews, and audits.

Reporting Requirements

- Upon receiving notification of funding, recipients must return an acknowledgement email to MMSB indicating their desire to move forward with the project.
- Funding will be granted through a contribution agreement, from which successful applicants must submit a final report of project activities and results achieved (due dates will be specified in the contribution agreement).
- The final report must include all invoices and receipts for expenses incurred throughout the project and validation that the Recipient has met its obligations as set out in the contribution agreement.
- An annual evaluation report to MMSB inclusive of data on weight or volume of material diverted for the five years following the commencement date of the agreement.

Please note that MMSB has a limited budget for this program and not all projects will receive funding. MMSB and the selection committee reserve the right to refuse any application 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, collaboration, and sustainability.