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to a greener future

2022-23 Solid Waste Management Innovation Fund Guide and Terms of Reference

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

General

This guide contains all the information you need to submit a proposal under the 2022-23 Solid Waste Management Innovation Fund (SWMIF).

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.

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:

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 involve innovation or uniqueness to the province of Newfoundland and Labrador will be given priority.
- For equipment, service, or materials purchases over \$500, Proponents must attach three quotes and at least one user reference for purchases over \$5,000.
- 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.

Ineligible Projects and Costs

Ineligible projects include but are not limited to the following:

- Clean-ups
- Projects unrelated to solid waste

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
- Gifts and donations
- Alcoholic refreshments for any occasion
- Land
- Advertising costs (excludes signage and public education)
- 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 Evaluation

Proposals will be assessed by a Selection Committee comprised of representatives from econext (formerly Newfoundland and Labrador Environmental Industry Association), Department of Tourism, Culture, Arts and Recreation, the National Research Council (Industrial Research Assistance Program), Atlantic Canada Opportunities Agency and MMSB.

The selection committee will rate proposals based on the following criteria;

1. Concept/experience (knowledge of the project concept)
2. Impact to the waste management hierarchy (e.g., expected amount of waste diverted).
3. Innovativeness/uniqueness
4. Demonstrated capability to successfully undertake the project (resources committed by applicant, partnerships created to enable project success)
5. Local economic benefit

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 31, 2022**.

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. Organizational Profile and Executive Summary

Please give a summary of your project, include project title, and amount requested.

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 – please include how you plan to measure this impact**)
- vi. Demonstrated uniqueness of work/innovativeness to the province
- vii. List of project deliverables ((A project deliverable is a result of a project activity, it can be a product/service, update reports, documentation that is part of the project closure)
- viii. Demonstrated consideration of risks to project implementation

D. Project Budget (Table)

- i. List project costs 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. For In-kind contributions, please specify the estimated dollar value
- iv. Status of requested funding from other organizations where applicable
- v. A suggested budget format is shown below:

Item	Costs		Funding Sources				
	# of units and costs	Total Cost* (\$)	Requested Contribution from MMSB	Proponent's Contribution		Other Funding Source	
			Cash (\$)	Cash (\$)	In-Kind	Cash (\$)	In-Kind
Equipment (Shredder)		10,000	10,000				
Professional Services (installation)		2,000		2,000			
Operator’s Salary	\$20/hr*10 hrs/week * 30 weeks	6,000				6,000	
Totals		12,000	10,000	2,000		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 required.

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

21 Kings Bridge Road, St John's A1C 3K4

You will receive an email confirming that your proposal has been received. **Proposals will be accepted until 4:30 p.m. NDT, Monday October 24, 2022.**

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 proposal received.

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)

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.