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Community Waste Diversion Fund Funding Guidelines

(Submission Deadline: Friday, October 27, 2023, 4:30 p.m. NDT)

General

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

Description

Newfoundland and Labrador Municipalities, Indigenous 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. Projects that demonstrate strong potential for significant waste reduction or diversion, collaboration, and sustainability are eligible for funding to a maximum of \$25,000.

Funding for each project will be allocated for a one-year term and projects **must** be delivered within the one-year time frame.

Guiding Principles

This program supports 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

- Costs that are essential to the start-up and/or operation of the project.
- 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 **must** 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 the 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:

- Utilization of surveillance cameras and supporting activities (i.e., monitoring and reporting) for the purpose of deterring and supporting enforcement of illegal dumping within community boundaries.
- 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 hazardous and recyclable materials that would otherwise be waste and have the potential to contaminate land or water.

Ineligible Projects and Costs

Ineligible projects include but are not limited to the following:

- Projects unrelated to solid waste.
- Primarily benefit a for-profit enterprise or individual.
- Cleanups
- Projects that intend to compete with a program offered by a Regional Waste Management Authority (e.g., materials managed under the Used Beverage Container Recycling 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:

- Any costs not considered essential to the project.
- 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.
- 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.

Application Process

Submit the following required documents by the deadline.

- Completed **Application Form** - available at <https://mmsb.nl.ca/funding-for-community-waste-diversion-project/>. 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.
- Completed **Project Budget** (template provided in **Application Form** above).

Applicants are encouraged to contact the Business Development Officer at MMSB (709-757-0782 / moton@mmsb.nl.ca) to discuss the grant application in advance of applying.

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. Project aim/guiding principles.
2. Effort/knowledge (knowledge of the project concept)
3. Impact to the waste management hierarchy (i.e., expected amount of waste diverted)
4. Community engagement
5. Project sustainability/longevity (potential to become an ongoing service or program).
6. 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 relates 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 notified of final decisions and successful applicants will receive a funding approval letter. Unsuccessful applicants will receive feedback and recommendations.

All decisions are final, and no appeals will be considered.

Funding Limitations

- MMSB has a limited budget for this program and not all projects that apply and meet the established criteria will receive funding.
- Applicants may receive full or reduced funding or no funding.
- MMSB and the selection committee reserve the right to refuse any application received.
- MMSB and the selection committee will approve a higher contribution to a project (to a maximum of \$25,000). Projects requesting more than \$10,000 should demonstrate strong potential for significant waste reduction or diversion, collaboration, and sustainability.

Condition of Funding

- 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).
- Successful applicants will receive 50% of the approved sum upon execution of the contribution agreement.
- The remaining 50% will be disbursed upon submission of an acceptable final report by the recipient at the end of the project.
- Applicant must be in good financial standing with the MMSB in order to receive funds. No money can be disbursed to parties indebted to the MMSB.

Reporting Requirements

As a condition of receiving upfront funding, the successful applicants must:

- Submit quarterly reports (including a summative evaluation of their project).
- 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.

Ownership of Project Information and Access to Information

- All documents, including funding applications and project information, submitted to MMSB become the property of MMSB and are potentially subject to disclosure under the Access to Information and Protection of Privacy Act Section (NL).
- By applying and providing documents to MMSB, the applicant agrees and consents to public disclosure of this content. Any information the applicant considers 'personal information' or 'confidential information' which the applicant wants to be



kept confidential should be marked as “confidential,” and this will be given appropriate consideration.

- Please note that MMSB cannot guarantee protection from disclosure regardless of any wishes regarding confidentiality. All contracts entered into with MMSB are public documents.
- MMSB maintains the right to share application and project information with its personnel, and other entities for the purposes of program planning, evaluation and review, audits, and generating statistics.
- MMSB may publish or otherwise disclose in its internal and external communications (including press releases and on its website and social media channels) information on approved funding applications and reports. The purpose of these communications is to advise and inform the public of projects that are funded by MMSB. The disclosure may include the names, titles and affiliations of project leaders, amount of funding, and a summary of the project. By providing any such information to MMSB you agree and consent to its disclosure as outlined.

Repayment of Funds

MMSB may request the return of funds if:

1. The project is not complete within the allowable timeframe.
2. It is shown that funds were not used for the stated purpose of the approved project.
3. The recipient fails to submit their report.

Application forms will be accepted until 4:30 p.m. NDT Friday, October 27, 2023.