



Solid Waste Management Innovation Fund Funding Guidelines

General

This guide contains all the information you need to apply to the Solid Waste Management Innovation Fund (herein after referred to as the SWMIF). Please read the information provided before completing the application form.

Guiding Principles

The SWMIF 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 with an emphasis placed on innovative projects.

As part of this partnership, government and its agencies such as the 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, repair or refurbish** materials and products rather than discard them.
3. **Recycle** waste into another useable form.
4. **Recover** some useful benefits from waste.
5. **Dispose** of waste material that has no further economic or environmental benefit.

Eligible Applicants

Provincially owned 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 \$50,000. Applicants must confirm at least a 20% cash or in-kind contribution to the project to be considered for funding.



Applications requesting the maximum contribution must demonstrate strong potential for innovation, sustainability impact to the waste management hierarchy or strategic value to the Provincial Waste Management Strategy.

MMSB encourages collaboration and partnered applications for new products, services, equipment, technologies or processes of province-wide significance and benefit.

Applicants and project activities shall be based in Newfoundland & Labrador. Funding will be allocated for a two-year term and projects must be delivered within the two-year time frame.

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.

Ineligible Projects

Ineligible projects include, but are not limited to the following:

- Projects unrelated to the management of solid waste.
- Projects previously approved under the SWMIF (note that previously approved proponents may reapply).
- Clean-ups.

Eligible Costs

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

- Costs that are essential to the start-up or operation of the project.
- Costs, which are incurred to acquire, construct, develop, install or improve a capital asset.
- Costs that represent fair market value.

If the applicant has received or will receive funding from another source, it must be clear which costs will be funded by MMSB and which ones will be covered by other sources. Any overlap in requested funding for the same costs could disqualify the project.

For equipment or material purchases, please provide:

- Documentation supporting three quotes or price comparisons for purchases over \$10,000.
- If only one source for the equipment or material purchase, verification that no other source could be found. At least one user reference for purchases over \$5,000.



Ineligible Costs

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

- Hours of work performed by the applicant or by a member of the applicant's immediate family such as a child, stepchild, ward, spouse, parent, sister or brother. (Note: Any requested contribution to hours of work performed by an existing employee must not exceed 50% of the total requested amount for the project).
- Gifts and donations.
- Advertising costs.
- Land.
- Alcoholic refreshments for any occasion.
- Costs incurred prior to funding approval.
- General purpose vehicles.
- Depreciation and amortization of capital costs.
- Refundable portions of HST.

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

Condition of Funding

Upon receiving an approval letter, 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.
- Successful applicants will receive 50% of the approved sum upon execution of the contribution agreement and submission of any requested documentation.
- Subsequent disbursements to a maximum of 40% must be accompanied by an itemized statement of all eligible expenditures incurred on the project.
- The remaining approved funds (10% to 50%) will be disbursed upon submission of an acceptable final report by the recipient at the end of the project.

Funding Limitations

- MMSB has a limited budget for this program and not all projects that meet the established criteria will receive funding.
- Applicants may receive full or reduced funding or no funding.
- MMSB reserves the right to refuse any application received.

Reporting Requirements

As a condition of funding, the successful applicant must:

- Provide quarterly reports during the project.



- Submit a final report of activities and results achieved at the end of the project (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.
- Provide photos of project activities with signed Media Usage Consent Forms of any people appearing in photos.
- Provide 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 could be subject to disclosure under the Access to Information and Protection of Privacy Act (NL).
- Upon application and document submission to MMSB, the applicant hereby consents to the public disclosure of the provided content. Any information deemed 'personal' or 'confidential' should be clearly marked as such for due consideration. Please note that MMSB cannot guarantee protection from disclosure regardless of any wishes regarding confidentiality. All contracts entered into with the 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 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, the 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:

- The project was not completed within the allowable timeframe.
- It is shown that funds were not used for the stated purpose of the approved project.
- The recipient fails to submit a final report.

Application Process

- Complete the **Application Form** - available [HERE](#).



- Attach a letter of good standing or bank statement, line of credit statement or bank letter. The letter should confirm that the applicant can finance its portion of the project where applicable.
 - Attach a detailed project proposal (word/PDF format; 25-page max.) including the following:
 - How the project meets the SWMIF guiding principles.
 - Concept and experience.
 - Impact on waste diversion.
 - Innovativeness/uniqueness.
 - Capability.
 - Local economic benefit.

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. Incomplete applications **will not** be considered.

To discuss the grant application in advance of applying, applicants can contact MMSB via email at apply@mmsb.nl.ca.

Application Evaluation

An internal MMSB reviewing committee will evaluate applications. The evaluation process starts with the Business Development Officer who makes recommendations to a management team at MMSB. This team will assess proposals using the rating criteria provided below. Any approved applications are sent to the Board of Directors for their consideration and final approval.

Applications will be evaluated using the following rating criteria:

1. Project scope (meets the SWMIF guiding principles).
2. Concept and experience (demonstrate knowledge of project concept).
3. Impact on waste management hierarchy (i.e., expected amount of waste diverted).
4. Innovation/uniqueness.
5. Capability (demonstrated ability to successfully undertake the project).
6. Local economic benefit.

Please refer to Appendix 1 for more details.

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



All applicants will be notified of the decision in writing through an approval letter. Unsuccessful applicants will receive feedback and recommendations. All decisions are final and no appeals will be considered.

Submission Deadlines

Applications can be submitted at any time. The MMSB reviewing committee meets quarterly or as required, depending upon applications received.

Appendix 1 – How the Solid Waste Management Innovation Fund (SWMIF) applications are evaluated.

Evaluation Criteria Description

Meets the SWMIF Guiding Principles:

Reflecting on the Provincial Waste Management Strategy's (PWMS) objectives and the waste management hierarchy, does the project involve:

- Reducing the amount of waste created in the first place.
- Reusing, repairing or refurbishing materials and products rather than discarding them.
- Recycling waste into another useable form.
- Recovering some useful benefit from waste (e.g., energy capture).
- Disposing of waste material that has no further economic or environmental benefit.

Concept and Experience:

- Describe the project and the service, technology, equipment or process that will be developed.
- Identify how the service, technology, equipment or process aligns with the SWMIF guiding principles and the PWMS.
- Detail the project objectives, including milestones, timelines and deliverables.
- Identify your organization's experience and strengths.
- Detail the project team's combination of skills, experience and education.
- Describe your organization's ability to develop and deliver an innovative service, technology, equipment or process.
- If the proposed project is part of a larger, longer-term project, describe how the remainder of the project will be sustained (consider funding, personnel or other required resources).
- If the project is a research piece, describe how the resulting recommendations will be implemented in the long term.

Impact to the Waste Management Hierarchy:

- Consider and describe the extent to which the project will achieve one or more of the PWMS objectives.
- Outline why the waste material is problematic and requires increased diversion.
- Describe how much waste the project will divert from landfills or have the potential to divert relative to the amount of material generated.
- If a certain amount of a waste material is needed to carry out the project, describe whether the source of the material is confirmed.
- If applicable, describe any efficiency benefits to new services, technologies, equipment or processes.

Innovation:

- Explain how the concept or initiative is innovative.
- If the concept is not new (e.g., the service, technology, equipment or process is being used elsewhere), describe how its use is unique to the province.
- Explain the marketability of the product, service, equipment or process.
- Specify any certifications or regulatory approvals required for the project to proceed.

Demonstrated Capability to Successfully Undertake the Project:

- Provide a detailed budget for the project.
- Describe the degree of perceived control you have over the outcome of the project.
- Detail other funding agencies supporting the project and if funds are confirmed.
- If applicable, describe any other partners providing in-kind support to the project.
- If you have previously received MMSB funding, describe whether you completed the past project and met the project objectives. Include a description of whether the final project reporting was completed and submitted in a timely and acceptable manner to MMSB.

Local Economic Benefit:

- Describe whether the project will create jobs or spin-offs now or in the future.
- Explain whether the project will increase your organization's revenue or lower costs.
- Describe any social benefits of the service, technology, equipment or process.
- If intended, describe how the service, technology, equipment or process will become market ready.
- Describe whether the service, technology, equipment or process will be manufactured or developed and sold in the province.