



**REGIONAL DISTRICT  
NORTH OKANAGAN**

*One Region, One Future*

**2021  
ReTHINK Waste  
Project Grant Application Package**

Application Deadline: October 31, 2020

## 2021 ReTHINK Waste Project Grants

### Scope and Eligibility for Funding

The Regional District of North Okanagan (RDNO) supports initiatives that help support the goals and objectives of the RDNO Solid Waste Management Plan. Funding is available for innovative projects that contribute to reducing waste in assisting the RDNO achieve its refuse disposal goal of 350kg/capita/year or less.

Individuals, businesses, community groups and non-profit organizations, including school groups, are eligible to apply for funding.

Project Grant funds may be requested for up to 50% of the total cost of a project. A total of \$50,000 yearly in funding has been approved. An effort will be made to award funding to a number of projects from the predetermined funding allocation.

Funding is available for the development and implementation of innovative programs, projects, events, processes, technologies, arts and culture displays and/or methods (herein referred to as 'project') that contribute to the reduction of waste generated in the RDNO and support the development of a localized circular economy. Some example projects include: community sharing initiatives, reducing food waste, salvaging materials for reuse, research projects, waste reduction education events, product repair events/courses, policy amendments, and waste reduction equipment development.

Primary elements that projects will be evaluated for are:

- Defining a clear project description that features Rethinking Waste
- Setting specific, measurable, achievable, relevant and timely goals
- Presenting a unique and innovative approach to waste reduction (preference for projects that prioritize the first two R's of Reduce and Reuse)
- Being accessible to the broader community
- Collaborating with individuals and organizations in the community
- Being a financially sustainable project after the grant period
- Demonstrating sound management and fiscal responsibility

Applications may be submitted for more than one project per group, individual or organization per year. Previously selected projects may be eligible for funding as long as the funding requested is being allocated to a different budget component or the opportunity for waste reduction has significantly increased. However, eligible first time applicants will be given preference.

Note that these grants have a project focus. An organization's operating costs are **not** eligible for funding.

## **Media Exposure**

Recipients of funding will be required to authorize the release of their application package to the media and prepare a media release regarding the results of their project.

## **Funding Disbursement and Project Completion**

Fifty percent (50%) of the eligible funding amount will be provided upon selection. Projects for which funding was provided must be substantially complete within the calendar year that the initial 50% was disbursed. A follow up visit by RDNO staff will take place to confirm that the project for which the funding was provided was completed as described in the recipient's application package. Failure to complete the project as described in the recipient's application package will result in the second 50% disbursement being withheld. Under certain circumstances where a financial hardship can be demonstrated, 100% of the funding will be provided upon selection. A project report will be required upon completion of the project describing the outcomes. Projects are funded based on annual funding. If a project extends beyond a year funding applicants will need to apply in future years for consideration of funding

## **PROJECT GRANT DEADLINE: October 31, 2020**

*Funding is intended to support project expenses during the calendar year beginning January 1, 2021.*

For more information, contact:

Regional District of North Okanagan  
Darren Murray, Environmental Coordinator  
[darren.murray@rdno.ca](mailto:darren.murray@rdno.ca) / 250-550-3784

**2021 Regional District of North Okanagan  
Rethinking Waste Project Grant Application**

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**Submission Deadline: October 31, 2020**

Mail or deliver completed and signed application form, along with supporting materials by the deadline to:

Rethinking Waste Project Grant  
Regional District of North Okanagan  
9848 Aberdeen Road  
Coldstream, BC, V1B 2K9

Applications will also be accepted by email at [solidwaste@rdno.ca](mailto:solidwaste@rdno.ca)

**Declaration**

Note: This declaration is to be signed by two signing officers of your organization. I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. Information about an applicant's operations is collected for the purpose of adjudicating the application and for administrative purposes. It is collected under the authority of the Local Government Act, Community Charter, and the Freedom of Information and Protection of Privacy Act.

**Organization**

**Name:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

<b>For RDNO Staff Use Only</b>							
<b>Date/Time Rec'd</b>	<b>Complete</b>	<b>Sent to CFO</b>	<b>Adjudication Complete</b>	<b>Recommended Amount</b>	<b>Notification Letter Sent</b>	<b>Payment Made</b>	<b>Final Report Rec'd</b>

## Applicant Information

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Registered Non-Profit Society Society No.: \_\_\_\_\_

Yes  No

Date of Incorporation: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Has your organization applied for a RDNO Grant in the past?

New Applicant\*  Previous Applicant

The Regional District reserves the right to request additional background documents, such as a copy of the applicant organization's constitution and bylaws, or evidence of good standing.

## Scope of Grant Request

Total 2021 Project Grant Request: \$ \_\_\_\_\_

Percentage of Total Project Budget: \_\_\_\_\_%

Please indicate the focus of your project (can select more than one):

Reducing Single-Use Items

Reducing Food Waste

Producing Soil Amendments (ie. composting, biochar)

Communicating and Inspiring Rethinking and or Reducing Waste

Encouraging Reuse

Repairing Products

Encouraging Community Sharing

Waste Reduction Equipment and Infrastructure

Research on Reducing Waste

## Project Description & Impact

1. Proposed Project Location: \_\_\_\_\_
2. Proposed Project Date: \_\_\_\_\_
3. Describe your project. What is the purpose or objective?
  
4. Describe how your project contributes to reducing waste in assisting the RDNO to achieve its refuse disposal goal of 350kg/capita/year or less.
  
5. How does your project move beyond conventional practices of separating discarded materials for recycling or disposal and encourage rethinking consumption and or conserving resources.
  
6. Attach (separately) a brief timeline for your project, and any supporting material.
  
7. What makes it unique and innovative?
  
8. Please describe how your project addresses Climate Change, if applicable (maximum 100 words).
  
9. What is the primary target audience or user group?
  
10. Describe how this project complements other waste reduction initiatives in the community.

11. Does this project involve collaboration with other local organizations? If so please describe.

12. Is this a new project or expansion of an existing project?

New

Existing

13. If this is an existing initiative:

- a. How many years has it been going? \_\_\_\_\_
- b. If this is an existing project/initiative, what changes are you proposing to make this year? What went well that you are going to ensure stays the same?
- c. Describe how the initiative is growing. Has public participation or activity increased? Is there increased interest from other partners, organizations, artists, and/or sponsors?
- d. Describe how the grant will enable the expansion or improvement of the initiative. (Will it encourage further waste reduction in other areas or expand the reach of waste reduction to the broader community)

14. Describe how this project will have a lasting impact on our community.

15. Please describe potential impacts of your project to neighbours on adjacent properties and advise if these neighbours have been notified of your project and how issues will be resolved.

16. Please identify and explain any negative environmental impacts that may result from your project and how will you address them.

## **Project Management and Participants**

17. Who are the members of the project management team or organization representatives? What role will they play? What similar experience/related skills do they have?

18. Has your organization and/or members of the project management team successfully developed a project of similar magnitude to the one proposed? Please provide a brief description.

19. Outline the estimated number of volunteers needed to complete the project.

20. Describe any training that you will provide to the volunteers.



## Planning and Financial Information

21. How will the grant money be spent in your project? Please be specific.
22. What other sources of project funding are you currently pursuing? Identify any groups, agencies, or businesses that you have approached as donors or sponsors for this project.
23. Please outline how this project will be continued in future years (how will it be sustainable financially and operationally). (Recipients of Project Grants may be able to re-apply for funding for the same project, if there is evidence of a growth trend. The project will not be eligible for a third year.)
24. If the amount requested as part of this application is not fully granted, how will you proceed differently with this project (e.g. seek more sources of alternate funding, cancel certain aspects of the program, run the project from a different venue, etc)?
25. If you have a deficit, what is your plan to address it?
26. Please identify any other challenges or issues facing the proposed project. Please describe how these risks will be mitigated and any contingency planning that your organization has done.

27. Complete the financial information form on the next page, or provide a more detailed Project income statement in your own format. Project financial statements must be separate from your organization's operating financial statements.

Funds dispersed through a Regional District of North Okanagan Rethinking Waste Project Grant must be spent by the end of the year awarded. If the funds are not spent, they must be returned. If you are facing challenges carrying out your project, please contact the Regional District.

Eligible Expenses	Details	Cash Expense	In-Kind Contributions ( <i>est. value</i> )
Project Management Fees			
Design, Production, fabrication and Installation Fees			
Volunteer recruitment, training and support			
Permits / Insurance			
Other:			
<b>1. Total Eligible Expense</b>			
<b>2. Total Eligible In-Kind</b>			
<b>TOTAL PROJECT COST (Line 1 + 2 + 3)</b>			

<b>Total Grant Request</b> Total cash revenues from other sources Less total cash costs = Demonstrated financial need	\$
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## Evaluation & Reporting

28. How will you evaluate this project? How will you determine whether it has been successful?

29. As a condition of funding, grant recipients will be required to complete a follow-up report in a prescribed format for the RDNO, which should be submitted upon completion of the project or no later than December 31<sup>st</sup> of the funding year. Receipt of the final report is a precondition for consideration of an organization's future grant applications, in any category. Your final report will be used in analysis of future grant applications.

See the Regional District website ([www.rdno.ca/index.php/services/community/solid-waste/sw-grants](http://www.rdno.ca/index.php/services/community/solid-waste/sw-grants)) for the Final Report form.

## Checklist

### *All Applicants*

- Complete application – Signed original, plus electronic copy
- Financial Statements presented at last AGM (where applicable)
- Planning and Activity schedule or timeline for project
- Copies of construction quotes (where applicable)
- Letters of support from community partners (letters from elected officials and/or local government staff will not be accepted)