



WASTE REDUCTION INITIATIVES FUND

GUIDELINES

Why is this Fund available?

The Regional District of North Okanagan (RDNO) has created the Waste Reduction Initiatives Fund to help further strategies listed in the RDNO Solid Waste Management Plan, which has a goal of reducing the amount of refuse disposed by 50% or more (0.55 tonnes/capita/year or less) compared to 1990 levels. The Fund will assist community groups, non-profit organizations and individuals to develop programs, projects, events, processes, technologies, and/or methods to, among other things, educate the public, promote a product, promote an event, design equipment, and invent processes that will further waste reduction in the RDNO. For example, community composting gardens, community recycling programs, waste reduction fairs, litter clean up events, community garage sales, and Styrofoam or fluorescent light bulb waste reduction equipment development are eligible projects. Communication and education is one of the primary focuses of the Waste Reduction Initiatives Fund.

Who is eligible?

Individuals, community groups and non-profit organizations (including school groups) are eligible for funding to help with a waste reduction projects, programs or events. Individuals who are developing waste reduction technology or processes to introduce to the market place are also eligible. Partnerships with local, provincial or federal government agencies are encouraged. Groups can apply more than once and may be accepted more than once but first time recipients will be given priority.

Media Exposure

A recipient of funding will be asked to authorize release of their application package to the media.

APPLICATION FORM

This application consists of 3 parts:

Part A consists of general questions about your organization and project.

Part B requests information on your budget and fundraising efforts.

Part C is a check list of required attachments to include with your application.

For **Parts A and B**, please:

- create a new document and type your response;
- indicate the question number before each response;
- do not exceed the specified word limits; and
- number all your pages.

PART A – General Information

About Your Organization

1. Organization Name:
 Contact Name and Address:
 Telephone:
 Fax/email/web site:
2. Is your organization legally incorporated and/or a registered charity?
3. Please tell us about your organization. What is its mandate/mission, when was it established and what community does it serve/represent (maximum 100 words)?
4. Describe your organization’s past experience planning and carrying out waste reduction projects (maximum 250 words).

About Your Project

5. Project Name:
6. Where is it located (municipality, region and watershed)?
7. In general terms (200 words or less), please describe your project with reference to:
 - o why it is important;
 - o the issues/problems that it is addressing; and
 - o what makes it unique.
8. More specifically, what are the primary goals of your project (five or less)? What tasks will be undertaken to accomplish them? When is each task expected to begin and end? Please provide your answers in a table as shown below:

Goal	Tasks to Achieve Goal	Expected Start Date	Expected Completion Date

9. When is the project expected to begin and end (month/year)?
10. Have you received funding from the RDNO in the past? If no, please proceed to question 12. If yes, please answer the following questions.
11. What year did you receive the funding? Please describe your most notable successes and challenges since you have undertaken this project and how continued funding will build upon your project’s success (maximum 200 words).
12. Describe the ideal outcomes of your project (maximum 150 words).
13. Who owns the land and buildings you will be using? Please attach a letter of permission from the landowner.

- 14. In planning the project, please describe how you have taken into account the plans and policies of the RDNO Solid Waste Management Plan and how your project contributes to the strategies of the Plan.
- 15. Do you have plans to recognize any other organizations or partners in helping with your project?

About your Partners

- 16. Who is/are your partner(s)? Please describe their roles (Please refer to the Guide on 'who can apply').

Community Involvement and Outreach

- 17. What types of volunteer opportunities will your project create? Please describe the activities that are planned with volunteers (maximum 100 words).
- 18. How will you promote the project to attract volunteers? Please describe any outreach activities you have undertaken to date (maximum 100 words).
- 19. Describe any opportunities your project will have for other community and employment groups such as Venture Training, summer students and Canadian Mental Health (maximum 100 words)?
- 20. How will you ensure that the project is maintained and cared for over the long term (maximum 200 words)? Please indicate who will be responsible for the on-going care of the project and what they will do.

Permits, Approvals and Potential Impacts

- 21. Identify the federal, provincial and municipal agency approvals your project requires. Please describe the steps you have taken to obtain them (maximum 100 words). Attach any approvals already received.
- 22. Please explain how you will address negative environmental impacts that may result from your project (maximum 200 words).
- 23. Please describe how your project addresses Climate Change if applicable (maximum 100 words).

PART B – Budget

- 24. Total amount requested from the RDNO \$ _____.

Project Revenues

- 25. In table format (as shown below) please list all confirmed sources of financial and in-kind support. (In-kind donations are all non-cash contributions to your project including supplies, services and equipment and volunteer labour).

Confirmed Source	Cash	In-Kind

26. Please list other sources of support that you have applied for and the amounts requested.

Project Expenditures

27. In table format (as shown below) list all the expenses that you are expecting to incur. Please indicate the expenses that the Waste Reduction Initiatives Fund will pay for, should your project be awarded funding.

Item	Approximate Cost

PART C – Attachments Checklist

Please be sure to include:

- Street map showing the location of your project in the community;
- Letter(s) from partner(s);
- Letter(s) of approval (or support in principle, specifying outstanding requirements to obtain full approval) from regulatory agencies;
- Letter(s) of permission from the landowner(s);
- A sketch plan of the project site;
- Photos that help describe the project;
- Background information, financial statements, annual report (if available) of the applicant organization; and
- Previous media coverage your group has received (newspaper articles, etc).

Applications must be submitted by mail or courier and postmarked by **April 22nd**. Faxed and emailed applications **will not** be accepted. Send your application package to:

RDNO Waste Reduction Initiatives Fund
 Regional District of North Okanagan
 9848 Aberdeen Road
 Coldstream, BC V1B 2K9

The Regional District of North Okanagan welcomes environmentally friendly application packages. If possible, please consider double sided printing, and limiting your use of non-recycled materials.

For more information please contact the Waste Reduction Coordinator at **250-550-3700**.