

# Recommendations for Waste Reduction Initiative Fund

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## Introduction

In order to stimulate private waste reduction initiatives, the RDNO would like to develop a Waste Reduction Initiative Fund (WRIF) that would operate similar to a grant that could be awarded to individuals, community groups, or non-profit organizations based on a set of pre-determined criteria.

The RDNO has already reserved \$10,000.00 in the current (2008) fiscal year budget for the purpose of the WRIF. Amounts would be allocated in the Waste Management Budget for each future budget year to make the total value of the fund up to a maximum of \$10,000.

This section describes the fund, its purpose and outlines an implementation plan.

## Purpose

The purpose of the WRIF is to help fund programs developed by local community groups or other organizations that will further waste reduction in the RDNO. This program will help foster local initiatives and create a better connection between RDNO waste management policy and local communities.

## Program Details

The program will consist of the following phases:

- Determine need
- Secure budget financing
- Develop program and criteria
- Solicit applications
- Distribute Funds
- Review fund allocation

## Determine need

The RDNO should engage local community groups and motivated individuals to determine the need for, and the interest in a waste reduction grant program. A list of projects undertaken in Santa Cruz County is provided for consideration in Appendix A.

### **Secure budget financing**

An amount of \$10,000 was secured for the 2008 budget which is considered to be a good start for the program. This amount will be made available for grant awards each year, but does not preclude the total amount being changed in the future. The total amount available for grant funding will be determined prior to making WRIF applications available and should be published as part of the application package.

### **Develop Program and Criteria**

Keeping in mind that the goal of the WRIF program is to stimulate community projects that can help the RDNO with its waste reduction goals, the RDNO should adopt a consistent set of criteria that can be applied uniformly when determining if a WRIF grant should be awarded. This set of criteria should be published along with the application package. An example of some selection criteria for a similar fund is included in Appendix A.

### **Solicit Applications**

Like any new waste management program, the Waste Reduction Initiative Fund will require promotion and advertising so that individuals and community groups are aware of the program and those interested in applying have the opportunity to do so. The advertising and promotion of the program will likely be an annual activity that could tie in well with other RDNO waste reduction promotions, for example: the Environmental Mind Grind, or have information distributed with the curbside recycling calendars.

The RDNO will need to generate an application package that should be available both from the RDNO offices and from the RDNO's website (a draft application form is included in Appendix B as an example). The package should include the following information:

- Eligibility
- Evaluation criteria
- Application requirements
- Application deadline
- Information on past winners.

### **Distribute Funds**

Depending on the interest in the fund, the RDNO may have to decline some applications or reduce the value of the amount requested in others. Staff would review the applications comparing them to the evaluation criteria and make recommendations to the RDNO's committee responsible for the Solid Waste Function. This Committee would then recommend to the Regional Board the list of recipients to receive funding.

### **Review Fund Allocation**

The RDNO should include a provision in the program that would enable them to review the allocation of the WRIF to ensure that the money was spent, and that it was spent on the activity that was specified in the recipient's application. This process would also allow the RDNO to measure the effect that the WRIF has in stimulating waste reduction activities in the community. Information gathered through this could be used to showcase successful projects to publicize the initiative in future years and would be appropriate in waste reduction or general RDNO newsletters or on the RDNO webpage.

## Resources Required

The following Exhibit 1 illustrates an estimation of the RDNO staff resources (FTE) that would be required to fully implement the WRIF program. Further consultant services are not considered further for this program.

<b>EXHIBIT 1</b> Unit Cost, Staff Resources, and Budget Associated with the WRIF	
<b>Item</b>	<b>Staff Resources</b>
Determine Need	1 Week
Develop Program	1 Week
Solicit Applications	1 Week
Distribute Funds	Minimal
Review Fund Allocation	1 Week
<b>Total</b>	<b>4 Weeks</b>

## Appendix A

### List of Adapted Example Projects Taken from the County of Santa Cruz, California

- Organize a training workshop on waste prevention for office managers.
- Establish collection of reusable items at RDNO disposal sites.
- Establish a waste exchange facility for materials donated by local business.
- Establish a disassembly business for un-repairable furniture.
- Promote the use of locally produced compost or mulch on agricultural lands in the county.
- Provide recycling collection service to commercial generators not served by existing recyclers.
- Develop new collection methods for wine bottles for reuse.
- Establish collection and composting of food waste from grocery stores and restaurants.
- Manufacture wood products (furniture, toys, landscaping accessories) from waste lumber.
- Set up cooperative marketing of scrap materials generated by a local business sector (e.g. plate glass from window companies).
- Manufacture molded paper fiber packaging materials from locally collected waste paper.
- Organize local direct mailers to reduce unwanted junk mail.
- Promote reusable packaging in warehouse operations.
- Promote the use of cloth diapers.
- Your innovative proposal could be here.

### Adapted Example Selection Criteria Taken from the County of Santa Cruz, California

- Will the project reduce the volume of waste entering RDNO landfills, either directly through physical diversion or indirectly through a change in habits or practices?
- Will the project's success be measurable?
- Is the project's implementation schedule feasible?
- Is the project's total budget including all other public and/or private resources reasonable?
- Does the organization and/or project team have the experience to implement this project?
- Is the project compatible with and will not negatively impact existing or planned waste reduction and recycling programs?
- Will project funding avoid giving unfair economic advantage to grantee in relation to existing or competing operations?
- Will the project avoid duplication of other County-funded work?
- Does the project employ innovative solutions or approaches?
- Will the project result in the creation of jobs or the stimulation of economic development locally?
- Does the project leverage other public or private resources?

- Will the project be continued after the grant has ended if no future RDNO funding is available?
- Does the proposal demonstrate the existence of stable and accessible local markets for any recyclable, reusable, or remanufactured materials or products handled by the project?
- Will the project provide a model of waste reduction procedures or technology which will prove useful to other waste generators using RDNO disposal sites?

## **Minimum Eligibility**

- Applicant is a non-profit organization, community group, or small locally owned private business in the RDNO or member municipality.
- Proposal describes a source reduction, waste diversion, market development, or educational activity that is projected to reduce the volume of wastes received at RDNO Landfills.
- Proposed activity does not conflict with existing or planned RDNO waste reduction programs.
- Proposal includes a scope of work and budget.

## **Evaluation Criteria**

### **Methodology/Scope of Work 15 points**

Describe in detail the specific tasks, their sequence and estimated dates of initiation and completion, which will be undertaken to reach operating status and to successfully complete the proposed project. Demonstrate the efficiency of the proposed method. Clearly describe milestones and measurable results whose achievement will constitute success of the project.

### **Waste Stream Diversion 15 points**

For the project - as accurately as possible - estimate the tonnage or volume of material that will be diverted from the RDNO Landfills as a result of the proposed project. Identify the sources of materials to be diverted as from residential, commercial, or industrial waste streams. If possible, estimate the cost per ton from grant funding to divert specific materials. Estimate what fraction of each material presently landfilled in the region will be diverted by the proposed project. Show calculations and assumptions.

**Budget 15 points**

Specify how grant funds will be spent to carry out the proposed project. Prepare an itemized expense budget, including capital and startup, operation and maintenance, and labor costs. Prepare an itemized revenue budget including grant funding, sales or operating revenue, other grants, loans, investments, and cash. Identify and describe any non-monetary income such as volunteer labor, free rent, barter, exchange of services, and free advertising.

**Compatibility/Non-Competition 5 points**

Demonstrate how the proposed project will augment and not interfere with or duplicate existing or planned RDNO waste reduction and diversion programs. Demonstrate that the grant funding will not confer unfair economic advantage to grantee in relation to competing operations.

**Experience 5 points**

Describe experience relevant to the proposed project of the proposing organization and the individuals who will be responsible for carrying out the project. Provide references.

**Markets 10 points**

Demonstrate the existence of stable and of locally accessible markets or other end use for materials to be recovered and the availability of market capacity to handle projected quantities. Provide market prices and market specifications for each recyclable material.

**Future Self-Sufficiency 5 points**

Discuss what means will enable your project to continue after grant funding expires. Demonstrate anticipated sources of future outside funding or internal program self-sufficiency.

**Transferability 5 points**

Discuss what type of operating experience and information will be gained during the course of the project and how such information will be of value to other communities or organizations, particularly in the RDNO.

**Expansion Potential 5 points**

Discuss the potential of the proposed project to expand in scope in the future. Provide a timetable for such expansion and likely areas in which such expansion would occur. Provide projections for related increases in waste reduction and how such an expansion would be financed.

**Innovation 10 points**

Discuss new technologies or processes that will be employed, new materials that will be diverted from the waste stream, and any other innovative features of the proposed project.

**Jobs and Economic Development 5 points**

Discuss the effect of the proposed project on job creation and/or loss, business incubation, and secondary economic effects in the community.

**Matching Funds 5 points**

Specify sources and amounts of monetary and non-monetary funding for the proposed project in addition to this Waste Reduction Grants Program.

**Judging Protocol**

The point scale allows a maximum of 100 points. Not all criteria will be applicable to all proposals. The minimum score to qualify is 70% of applicable points (qualification does not guarantee full funding of proposal). Final score is the average of the evaluators' scores.

## APPENDIX B

The following draft WRIF application form was drafted by RDNO staff in April 2008 and has been introduced to the Regional Board. This provides an example on which to build.

### **REGIONAL DISTRICT OF NORTH OKANAGAN**

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG  
DISTRICT OF COLDSTREAM  
CITY OF ENDERBY

VILLAGE OF LUMBY  
TOWNSHIP OF SPALLUMCHEEN  
CITY OF VERNON

ELECTORAL AREAS:

"B" – SWAN LAKE  
"C" – B.X. DISTRICT  
"D" – LUMBY (RURAL)

"E" – CHERRYVILLE  
"F" – ENDERBY (RURAL)

## WASTE REDUCTION INITIATIVES FUND

# DRAFT

### GUIDELINES

#### **Why is this fund available?**

The Regional District of North Okanagan (RDNO) has made the Waste Reduction Initiatives Fund available to help further policies 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). The Fund is meant to assist community groups, non-profit organizations and individuals to develop programs, projects, events, processes, technology, 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 waste reduction equipment development. Communication and education is one of the primary focuses of this Fund.

#### **Who is eligible?**

This fund is intended for individuals, community groups and non-profit organizations including school groups to help with fund raising for a waste reduction project, program or event, or individuals who are developing technology or processes to introduce to the market place. Partnerships with local, provincial or federal government agencies are accepted and encouraged and groups can apply more than once and be accepted more than once but first time recipients will be given higher 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 asks for 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 groups 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:
  - why it is important;
  - the issues/problems that it is addressing; and
  - what makes it unique.
8. a) 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. Senior Environmental Engineer
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 partners? 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 will 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 Initiative 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 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 of your group (e.g. newspaper articles, etc).

Applications must be submitted by mail or courier and postmarked by February 28<sup>th</sup>. 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 RDNO 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 or refer to the RDNO web site at [www.rdno.ca](http://www.rdno.ca).

## **PART D – Waiver and Insurance**

Prior to the RDNO approving any application for funding, the applicant must sign a waiver releasing the RDNO from any and all liability associated actions resulting from approval of this application and that, the applicant will provide proof of proper insurance to the satisfaction of the RDNO based on these related activities.