



REGIONAL DISTRICT OF NORTH OKANAGAN

PROCEDURE NO: CS-004

ReTHINK Waste Grant Procedure	
Approval Date:	October 16, 2019
Amendment Date(s):	August 5, 2021, October 8, 2026

PURPOSE

To provide guidelines for ReTHINK Waste Grants, including eligibility, application process, and reporting requirements.

DEFINITIONS

Capital Improvement is the addition of a permanent structural improvement or the restoration of some aspect of a property that will either increase its useful life or enhance its value for existing or planned use.

Circular Economy is an economic system where waste is designed out of the system rather than the conventional linear take-make-waste industrial model. It involves finding value in products, materials and resources to keep them in continuous circulation.

Pollution Prevention Hierarchy is a sequence of waste reduction opportunities that is prioritized to conserve resources and minimize pollution with Reduce and Reuse initiatives being prioritized over other initiatives.

Project is a series of structured tasks, activities and outcomes that are carefully designed to achieve a defined goal, that are additional to an organization's regular operations:

- an initiative that informs on and or facilitates waste reduction
- one-time capital improvement that will support on-going waste reduction initiatives
- new or innovative approaches to reducing waste

Publicly Accessible means all members of the public can access the benefits of the Service without discrimination.

ReTHINK Waste is a comprehensive approach to waste reduction that starts with purchase and consumption decisions that conserve resources and prevent waste. Decisions are made according to the pollution prevention hierarchy to value resources and advance a circular economy.

Reduce is a proactive approach to waste reduction that starts with purchase and consumption choices that avoid additional resources and products that may not be wanted or needed. It is the highest level of the pollution prevention hierarchy and typically has far

reaching benefits of conserving resources, preventing greenhouse gas emissions and avoiding the need for waste management.

Reuse is a resourceful approach to waste reduction that involves using products as many times as possible before recycling or disposing. It can also involve repairing, refurbishing, sharing, reselling or donating items that can be used again.

Recycle is an approach to waste reduction that involves processing a product into raw materials that can be manufactured into new products. The process can involve substantial energy to collect, transport, process and redistribute, manufacture and package compared to Reduce and Reuse approaches.

Waste Reduction Service is a service that supports ReTHINK Waste and the RDNO Solid Waste Management Plan.

PROCEDURE STATEMENTS

ReTHINK Waste Grants are intended to provide funding for projects that contribute to reducing waste in assisting the RDNO to achieve its refuse disposal goal of 350kg/capita/year or less.

Preference will be given to projects that prioritize reduce and reuse initiatives and have potential to support the local Circular Economy.

PROCEDURES

1. Funding Allocation and Disbursement

The budget for ReTHINK Waste Grants will be established annually by the Board of Directors.

Project Grant funds may be requested for up to 100% of the total cost of a project.

Grant funding will be approved by the Board of Directors based on recommendations from RDNO Staff.

Fifty percent (50%) of the eligible funding amount awarded will be provided upon selection and approval by the Board of Directors. The remaining fifty percent (50%) will be issued upon successful completion of a final project report.

2. Eligibility

In order to be eligible for ReTHINK Waste Grants, projects as defined above must:

- Be open and/or accessible to the public, and reach beyond the organizations members to the broader community;
- Promote environmental stewardship through ReTHINK Waste principles and support of the RDNO Solid Waste Management Plan;
- Be conducted within the budget year for the funding awarded;

- Be provided to RDNO residents without exclusion to anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income;
- Be able to demonstrate financial stability, sound administration and the organizational capacity necessary to carry out the project;
- Projects must be additional to an organization's regular operations; and
- Project must be based within RDNO boundaries.

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

The following organizations are not eligible to apply for funding:

- For profit businesses;
- Political parties and political advocacy groups;
- Religious groups; and
- Third parties raising funds solely for charity or their own purposes.

3. Application and Reporting Requirements

Organizations must complete the ReTHINK Waste Grant Application for the dedicated year. The application period will take place in the fourth quarter of the preceding year.

Eligible organizations will have the opportunity to apply for project funds annually.

Projects applying for multiple years of funding must demonstrate potential for growth or significant contributions to waste reduction in the region.

A Final Project Report will be required upon completion of a successful project and is due by the end of the year that the grant is awarded.

4. Evaluations

The evaluation committee for the ReTHINK Waste project grant will include the following:

- three RDNO staff members

RDNO staff will submit recommendations in a report to the RDNO Board of Directors for funding approval.

Applications will be evaluated based on three areas, as follows:

Excellence and Innovation (40%) – focuses on project clarity, prioritization of the pollution prevention hierarchy,, confidence in project success and project design and timeline.

Impact (30%) – focuses on the accessibility of the project to the RDNO community, community collaboration, waste reduction potential, environmental stewardship and financial efficiency.

Management (30%) – focuses on the history and ability of the applicant organization, volunteer support and fiscal stability.

5. Evaluation Results

Once applications have been evaluated using the developed evaluation criteria noted above, recommendations will be provided to the RDNO Board of Directors and awarded applications will be determined based on the direction from the RDNO Board of Directors.

Organizations approved to be awarded funding will receive a formal letter of funding approval.