



---

## FUNDING GUIDELINES

### Waste Reduction and Recovery Program Initiative

#### Targeted Product: Paper-based Materials

---

#### **BACKGROUND AND PURPOSE**

The Northwest Territories Waste Reduction and Recovery Act provides for the establishment of programs for the reduction, recycling, and reuse of waste materials. The purpose of this initiative is to provide financial assistance to NWT-based municipalities, organizations, businesses, and individuals to develop innovative, alternative end of life uses for significant volumes of paper-based materials recovered or diverted from the waste stream.

The environmental and economic benefits of recycling decreases when bulky materials must be shipped long distances for recycling. Often, more energy is used to get materials to recycling markets than is saved by the actual recycling process.

Many remote or sparsely populated jurisdictions face similar problems. Around the world, innovative end-uses for paper-based materials are being developed to reuse materials and recycle in local markets.

#### **FUNDING**

\$100,000 in non-repayable loans is available each year for a period of three years, beginning in 2009. The amount of funding available for any one project will not exceed \$50,000.

#### **ELIGIBLE MATERIALS**

Funding will be available for initiatives that divert paper-based materials from the waste stream. Paper-based materials include (but are not limited to) white paper, brown paper, coloured paper, boxboard, corrugated cardboard, magazines, catalogues, newspapers, egg cartons, etc.

## **ELIGIBLE APPLICANTS**

Eligible applicants include individual businesses, business associations, private and non-profit organizations, municipalities and local governments, educational institutions, and collaborative partnerships. Applicants must hold the necessary licenses, leases, and permits, where applicable. Applicants and/or project activities must be based in the NWT, unless specifically approved by the application reviewers.

Preference will be given to municipalities, community governments, and applicants who show collaboration with municipalities, either through a joint submission or a partnership.

## **ELIGIBLE PROJECTS**

- Pilot or demonstration of new technology for the collection, diversion, processing, manufacturing and distribution of materials recovered or diverted from the waste stream.
- Commercialization of new technology, products or services for materials recovered or diverted from the waste stream.
  - Value-added manufactured products from paper-based waste materials,
  - Development of new paper-based waste processing and handling technologies, and
  - Processing and marketing paper-based waste materials

Project eligibility is dependent on a strong business case and the degree to which the project reflects the purpose of this initiative. Project applications will be evaluated according to the amount of expected waste diversion, market development potential, job creation, practicality, feasibility, innovation, and other economic factors.

## **ELIGIBLE COSTS**

Costs considered eligible for financial assistance under this initiative must be essential to the startup and success of the project, represent fair market value, and do not qualify for sufficient assistance through other programs. Eligible costs include:

- Capital costs related to construction, acquisition, or development of capital assets;
- Participation in education or training programs (including travel to attend training programs, conferences, etc.);
- Development of new products;
- Policy development;
- Marketing;

- Other costs approved by applicant reviewers.

### **INELIGIBLE COSTS**

Ineligible costs include:

- Ongoing operational costs such as salaries, benefits, and administration;
- Land;
- Depreciation and amortization of capital costs;
- Any costs that are not considered essential to the project;
- Costs incurred prior to the date on which the application was approved.

### **PROJECT ASSISTANCE**

- Financial assistance is provided in the form of a non-repayable grant.
- The maximum contribution for an individual project will be no more than 50% of total costs of the proposed project, to a maximum of \$50,000. Exceptions may be considered and approved by the GNWT.
- Funding is awarded annually. Multi-year projects may be considered.
- Project applications will be reviewed and approved on an annual basis.
- Full disclosure of other project financing is required.
- New resulting technologies or processes must be shared as tools or models for similar or future projects. **Projects resulting in proprietary knowledge to be held exclusively by the applicant will not be approved.**

### **RECIPIENT OBLIGATIONS AND DELIVERABLES**

1. The recipient must provide interim and final financial reporting of the project funds, as stated by the terms of the agreement. Financial reports may include:
  - a) Financial statement showing expenditure of contributions;
  - b) Audited financial statement, if required;
  - c) Copies of receipts and invoices, if required;
  - d) Statement of contributions from other sources.
2. Interim and final project reports or other deliverables may be required at certain milestones, and will be stated in the terms of the agreement. Project reports may include:

- a) Accomplishments to date;
- b) Barriers and challenges encountered;
- c) Work plan and timelines for next phase of the project;
- d) Photos with descriptions.

### **APPLICATION EVALUATION**

The application (attached) must be filled out completely. Applications must be supported by a detailed project proposal or business plan.

Applications can be submitted at any time during the year. However, the review panel will only meet once a year to review all applications for the following year. Therefore, all applications must be received by the deadline to be eligible for funding for the current year. The deadline for 2010 funding is **April 30, 2010**. Any applications received after April 30 will be filed for review the following year. Applicants will be notified in writing whether they are successful for 2010 funding in **May, 2010**.

As an option, applicants may submit an informal, two-page project description to the GNWT to get an early indication of project eligibility and funding availability. However, a formal application must be submitted for consideration for funding.

The applicant will be expected to operate under the principle of full disclosure and provide all information necessary to ensure a complete evaluation of the project. All information received will be treated as confidential. Requested information may include financial statements, copies of permits and licenses, Federal tax returns, etc.

All applications are evaluated by a review panel composed of:

- Director, Environment Division - Department of Environment and Natural Resources
- Manager, Environmental Protection, Environment Division - Department of Environment and Natural Resources
- Solid Waste Specialist, Environmental Protection, Environment Division - Department of Environment and Natural Resources
- Waste Reduction Coordinator, Environmental Protection, Environment Division - Department of Environment and Natural Resources

Applicants will be informed of the GNWT project funding decision by letter. Letter(s) to successful applicant(s) will include the terms and conditions of the offer and details on payment and invoicing, records, reviews, and audits.



# FUNDING APPLICATION

*Confidential*

## Waste Reduction and Recovery Program Initiative

**Targeted Product: Paper-based Materials**

**Application deadline for 2010 funding is April 30, 2010.**

Please provide the required information in the space provided. If more space is required, please submit additional information on a separate page.

### A. Applicant Information

Legal Name: \_\_\_\_\_

Registered Trade Name: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

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

Contact Email Address: \_\_\_\_\_

GST #: \_\_\_\_\_ S.I.N. (Sole Proprietor Only): \_\_\_\_\_

Bank: \_\_\_\_\_ Date of Birth (Sole Proprietor Only): \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Years in Business: \_\_\_\_\_

#### Type of Business

#### Shareholder / Owner Summary (Principal Owners)

<input type="checkbox"/> Incorporated <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Non-Profit  <input type="checkbox"/> Other (describe) _____	<b>Name</b>	<b>Community</b>
	_____	_____
	_____	_____
	_____	_____



7. List project milestones that could be used to trigger payment of any approved funding.

8. Does the project require Federal, Territorial and/or Municipal approvals or permits? If so, please provide details.

9. List any expected revenue that this project will generate.

**C. Project Costs**

(Attach detailed description if necessary)

<i>Eligible Costs</i>	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<i>Ineligible Costs</i>	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Project Costs</b>	<b>\$ _____</b>

**D. Sources of Financing**

(Attach detailed description if necessary)

Source	Cash	In-kind	Total
<b>Amount Requested from Initiative</b>			
<b>Total Expected Project Funds</b>			

**E. Previous Assistance** (GNWT / Government of Canada) (e.g. loans, grants, and contributions)

Year	Program	Purpose	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

## F. Declaration of Applicant

**I declare that I have personal knowledge of the matters discussed in this application and state that:**

I have contacted the appropriate Government representatives and supplied all requested information and appendices; to the best of my knowledge, all statements made and material provided by or on behalf of the undersigned are true and correct; the proposed business plan or project complies with all municipal, territorial and federal laws; I agree to permit access to the site and premises of the project described in this application to inspect books, accounts, records, to make inquiries and credit checks and to obtain any other information necessary to evaluate this application or the resultant project; and I make this declaration knowing it to be true and knowing that it is of the same force and effect as if made under oath.

**I further acknowledge and consent that, if my business enterprise receives any funds or investment as a result of this application, the information contained in the application may be publicly disclosed in Waste Reduction and Recovery Program publications. This information may include, but is not limited to, the name of the business enterprise including any of its trade names, the name of the owner(s) of the business enterprise, the total amount of financial assistance provided to the business enterprise, the name of the community in which the business enterprise is located and/or the location of its head office.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (dd/mm/yy)

\_\_\_\_\_  
Location

Completed applications may be mailed, faxed or emailed to:

Waste Paper Products Initiative  
Department of Environment and Natural Resources  
Box 1320  
Yellowknife NT X1A 2L9  
Fax: 867 873 0221  
Email: [nwtrecycle@gov.nt.ca](mailto:nwtrecycle@gov.nt.ca)