

INTRODUCTION

The Regional District of Nanaimo (RDN) is pleased to continue the Zero Waste Recycling Funding program in 2023, which seeks to increase the diversion of materials away from the Regional Landfill and to increase the recyclability of materials across regional, national and global markets while promoting and supporting the circular economy. Non-profit ventures that operate within the RDN are eligible to apply for funding through this program. The total amount made available through the Zero Waste Recycling Funding program in 2023 is \$300,000.

The program is intended to stimulate innovation and develop markets and processes for end-of-life materials which will assist the region in meeting its 90 percent waste reduction goal over the next 10 years.

This Zero Waste Recycling Funding Application Guide is to assist in the preparation of applications.

BACKGROUND

In 2020, the RDN released its approved Solid Waste Management Plan (SWMP). Our SWMP is made up of programs and initiatives designed to improve how waste materials are recycled, composted, and reused in our region. It provides a ten-year vision to divert 90 percent of our waste from landfill by 2030. The RDN recognizes that a strong local waste industry is key to sustainable waste diversion practices and the development of a circular economy; however, while there is no shortage of innovative waste diversion ideas, there are barriers to making these ideas a reality, such as incomplete market knowledge, poor infrastructure and lack of access to funds.

The RDN's Zero Waste Recycling (ZWR) program was created to foster ingenuity and growth in the waste industry by reducing the financial risks that come with exploring new ideas. It provides initial funding to non-profit organizations to undertake projects to divert materials destined for the landfill into valuable commodities. The goal is for each project to become financially self-sustaining.

Project objectives may include:

- develop markets for diverted materials or products made of diverted materials;
- develop or utilize processes or technology to enhance recyclability;
- create or improve access to recycling services; and
- develop skills and knowledge that promote the Zero Waste Hierarchy of highest and best uses.

ZW Hierarchy of Highest & Best Uses



- Reduce, reuse & return
- End subsidies for wasting
- Product & packaging redesign
- Clean production & takebacks
- Reuse, repair, remanufacture
- Recycle, compost & digest
- Regulate (bans, biological energy recover, landfills with re-processing)
- Not ok: incineration, bioreactor landfills

Figure 1. Zero Waste Hierarchy for highest and best uses.

The vision of this program is to fund organizations in a wide variety of innovative initiatives that increase waste diversion through the development of a circular economy through both recycling and actions further up the zero-waste hierarchy of highest best use, including but not limited to:

- Acting as a research and recycling hub for items that are hard to recycle;
- Conducting programs that include reduction and redesign of materials;
- Reusing, repairing, and reprocessing materials; and
- Investigating barriers to recycling.

FUNDING AVAILABLE

Funding is provided annually and will be administered over the calendar year from January 1 to December 31; however, applicants are encouraged to identify future funding needs in their applications. Applications will be reviewed by RDN staff and presented to the RDN Board of Directors for approval. Funding will be committed to the successful applicants upon Regional Board approval and must be utilized exclusively for the items outlined in the application per terms provided by the RDN. The RDN may modify or cancel the grant program at any time.

ELIGIBILITY

Eligible Organizations

The RDN is prohibited from assisting for-profit businesses, as such only non-profit organizations that operate within the RDN, shall be eligible for grants. Please see Appendix 1 for required documentation.

Eligible Projects

The RDN proposes to provide ZWR funding to innovative programs that increase waste diversion in the RDN through the development of a circular economy through actions in the zero-waste hierarchy of highest and best use, such

as reduction, redesign, reuse, repair and reprocessing of materials. Project outcomes must not compete with nor favour an existing, viable business or industry in any way.

Eligible projects cannot include a waste reduction for products that have an existing stewardship program, or products that are included in the [Extended Producer Responsibility](#) program.

SUBMISSION TIMELINE

2023 Funding: Submissions are due by Oct 3, 2022, at 3 p.m. for access to 2023 funding. Late applications may not be accepted. Successful applicants will be notified in December 2022.

Successful applicants must fully utilize funds within the 2023 calendar year. Funding extensions may be granted if extenuating circumstances create an inability to fully realize grant utilization.

PROPOSAL

A proposal outline is provided in Appendix 1 to assist applicants in preparing submissions.

EVALUATION CRITERIA

The RDN will evaluate the proposals to determine the most advantageous outcomes to the RDN SWMP's diversion goals.

Selection will be based on the RDN's sole discretion in evaluating:

- The anticipated volume of waste diversion.
- The potential to achieve increased convenience and participation in waste diversion.
- The potential to stimulate markets or practices or remove barriers to achieving the highest and best uses as seen in Figure 1.
- The program sustainability, i.e., the sustainability of the program without external funding in the future;
- The potential for scalability in the program's range, scope, and capacity for diversion;
- Innovation;
- The potential to benefit the community's well-being;
- The establishment of partnerships;
- The quality of the proposal and the applicant's experience and qualifications; and
- Available funding, other sources of revenue or funding, proponents' contributions and in-kind contributions (e.g. volunteer hours).

The RDN will rank the proposals on a comparative basis, evaluating proposals by comparing one applicant's proposal to another applicant's proposal.

The Regional District will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.

GRANT AWARD

- Evaluated proposals will be presented to the RDN Board for review and consideration.
- The proposals will be ranked, and the eligible funds will be distributed amongst the highest ranked successful proposals in the order of their ranking until the funds are drawn down.
- Upon approval of the Board, successful submissions will be made public.

FREEDOM OF INFORMATION

The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to the provisions of this legislation.

SUBMISSIONS AND CONTACT PERSON

Questions and submissions are to be directed to Nikita Kitagawa at nkitagawa@rdn.bc.ca
Please allow 5-6 weeks for processing.

SOLID WASTE MANAGEMENT PLAN

Information regarding our SWMP can be found at rdn.bc.ca/solid-waste-management-plan.

SUGGESTED ITEMS FOR ZERO WASTE RECYCLING

Books – it is estimated that 35 – 50 tonnes of books are made available for recycling in the RDN annually. However, there are currently no viable recycling options available. Research has shown the most common way for recycling books is using a cutter to remove the spine and then recycling the paper. For hard-cover books, the cover is often removed before the spine can be cut as the blade may not be able to cut through the cover and it may dull or chop the blade.

Appendix 1

Example Proposal Outline: your proposal does not need to follow this format but should, at a minimum, cover the following topics.

Project Name:

Project Description: describe your project in detail- what does it entail and be sure to include associated unique success factors.

- What do you plan to do?
- How have you ensured its success?
- What kind of market research have you done that supports the success of your project?
- What “gaps” will this project fill?

Applicant or Company: describe the experience and qualifications of the applicant (e.g., resume, organization profile, organization chart, experience).

Non-profit Society Documentation:

Please include the following documents that are available to you through your account on <https://www.bcregistry.ca/societies/> :

- Statement of Directors and Registered Office (most recent copy)
- Annual Filing Report, 2021

Mailing Address and Contact person:

Partnerships:

- Describe the partnerships that will be involved in this project and what kind of group they are (business, non-profit society etc.).
- Describe the role of the partner(s).
- Please provide any partnership agreements.

Subcontractors: describe the involvement of any subcontractors and how procurement will be carried out. For-profit business subcontractors may be ineligible for consideration, per the Community Charter.

Describe how the project is consistent with the objectives of the funding and how you plan to reach those objectives:

For instance:

What outcomes are expected? (Amount of waste diversion, convenience, behaviour change)

How does the project lead to the highest and best use?

How does the project contribute to the circular economy?

What are the innovations?

Project Execution:

Roles and Responsibilities: inclusive of staff, partners, and contractors

Timeline: describe the project timeline and key milestones (e.g., Roles and responsibilities of staff, directors, volunteers, etc.)

Reporting: Successful candidates should expect to complete two reports. The first report will be submitted by July 28, 2023, that illustrates the progress or results of programs or initiatives as a result of this funding. This report should include, at a minimum:

- Title and structure of the program(s)
- Program directors and participants
- Budget of allocated funds
- Program/initiative progress

The second report will be submitted by January 31, 2024, that includes:

- The cumulative results and successes of the program or initiative and next steps.
- Identify challenges in carrying out this project
- What opportunity has the ZWRF provided
- Identify future funding needs for this project or other projects within your organization

Budget: describe the budget for the project including other sources of revenue or funding. Describe in-kind contributions. Please include any disbursements of markups.

Payment of Funding: Please describe your desired payment schedule (e.g., key milestones, project completion). Successful applicants' dispersal preferences will be considered.

Implication(s) of Partial Funding: describe the implication of receiving partial funding is awarded.

This program is a grant program only and no contract shall be formed between the RDN and an applicant upon submission of an application or between the RDN and a successful applicant after a grant has been awarded.

Award of funding will be at the discretion of the Board of the Regional District of Nanaimo and such discretion will not be fettered by this application process. The RDN reserves the right to only partially proceed with this funding program or to abandon the program. All information submitted through this application process is subject to the Freedom of Information and Privacy Act.