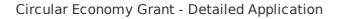# Circular Economy Grant - Detailed Application

The Circular Economy Grant (CEG) program provides funding for non-profit organizations to lead local waste reduction, reuse, recycling, and composting initiatives to help Calgary move to a circular economy.

Through this program, non-profit organizations can apply for $5,000 - $25,000 grants for projects. This pilot program will start in 2023 and run through 2026.

> *A circular economy eliminates waste and pollution, and conserves resources. It is a shift from a throw-away to a circular mindset to extend the lifecycle of goods, food, and resources through better design and continuous reuse, so nothing goes to waste.*

Proposed projects should meet one or more of the following objectives:
- Initiate innovative projects and new programs or services to support the movement towards a circular economy.
- Develop innovative methods of recycling or composting collection to reduce the amount of materials going to landfill.
- Enable, empower, and educate individuals, organizations and/or communities to participate in activities that result in the reduction, reuse, or diversion of waste.
- Support individuals, organizations and/or communities who are working towards a circular economy.
- Help individuals, organizations and/or communities that might otherwise be hard to reach and have limited access to programs.

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Application Checklist:

The following items are required to be submitted with this application:

- Completed Project Timeline and Activities Template
- Completed Budget Template

Applicants are encouraged to reach out to our team at circulareconomygrants@calgary.ca, to discuss the grant application and any questions in advance of applying.

Any personal information collected is under the authority of the Freedom of Information Protection and Privacy Act, Section 33(c), and is used solely for the purpose of determining grant eligibility. If you have questions about the collection or use of your information, please contact a City of Calgary Public Program Coordinator at (403) 809-3788 and specifically mention the "Circular Economy Grant Application" or send a letter to The City of Calgary, Mail code #27, P.O. Box 2100, Station M, Calgary, AB Canada T2P 2M5.

If you have any questions about the grant, please contact: circulareconomygrants@calgary.ca.
If you have any issues with the online form, please contact: Kristen Brown, Research Coordinator, at kristen.brown@calgary.ca.

Please start the application now by clicking on the "Start" button below. Due to unforeseen technical challenges with the "Save and Continue" feature, we encourage all applicants to draft and save their responses offline before copying them into the online form.

Contact Information

Contact Information

* Organization

* Project Title

Applicant Business Contact Information

* First Name

* Last Name

* Phone

* Email Address

* Position within organization

1. Confirm Funding Request

* Grant Request (minimum of $5,000 and maximum of $25,000)

$

2. Rationale (approximately 250 words)

* Describe how this project helps move Calgary towards a circular economy in a positive way. Why is this project important?

3. Project Plan

* Provide a summary of your project. (approximately 100 words)

* Define the goals and objectives of your project. (approximately 250 words)

* What is the anticipated start and completion date of the project? Project Start Date: must be between June 14, 2023 and October 31, 2023

Month ⌄ Day ⌄ Year ⌄

* Project End Date: must be between June 15, 2023 and October 31, 2024

Month ⌄ Day ⌄ Year ⌄

Download Project Timeline and Activities Template

* Complete the Project Timeline and Activities Template, and upload it here.

QuestionPro

1. Enter your project timeline, project activities, and project activity descriptions.

2. Add or delete rows as required.

Upload your file below.

Drag your file here

Or, If you prefer

[Browse]

* Provide a bullet-point list of deliverables (e.g. project activities)

4. Community Benefit and Engagement (approximately 250 words)

* Tell us about the community, people or geographic area that will benefit from this project and how this project will fill a current need in that community. Please do not include personal details.

How will people interested in and impacted by this project be involved? How will you let them know about your project?

5. New Ideas and Innovation (approximately 250 words)

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* Describe what makes your project innovative (e.g. project design, delivery or the audience). What makes your project unique in your targeted community?

6. Collaboration and Partnerships

* Do you plan to partner or collaborate with any other organization to deliver this project?

○ Yes

○ No

* If 'yes', state the name(s) of the organization(s) and provide an overview of their role in the project:

* Would you be open to collaborating with another organization that has a similar project idea?

○ Yes

○ No

The City reserves the right to request that applicants with similar project proposals consider making a collaborative submission.

7. Risks and Barriers (approximately 250 words)
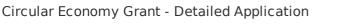
P QuestionPro

* What are the barriers and risks that you might come across when delivering this project and how will you address these? How will your organization eliminate barriers around access, equity and diversity (e.g. translation, childcare, honorariums, transportation, target specific neighbourhoods)?

8. Evaluation and Success Measures (approximately 250 words)

* How will you measure, monitor, and share the success of this project? Include both qualitative and quantitative indicators of success (e.g. number of participants, survey results, amount of waste reduced)? How will you know you've been successful?

9. Project Sustainability (approximately 250 words)

* Will the project be sustained beyond the timelines of this funding agreement?

○ Yes

○ No

* If so, please describe how.

P QuestionPro

*Identify any ongoing costs/maintenance and who will be responsible for the long-term success of the project.

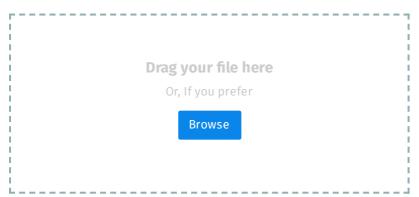*Preference will be given to projects that are sustainable over the long term.*

10. Budget Plan

Download the Budget Template

*Complete the Budget Template, and upload it here.

- List all the direct costs for each project activity, including, but not limited to materials, supplies, staffing, consulting, marketing, and communications.
- Review Circular Economy Grant Guidelines for budget exclusions and funding limits.
- Add or delete rows as required.

Upload your file below.

Drag your file here

Or, If you prefer

Browse

11. Eligible Organizations

*

Please check the one that applies to your organization (mandatory):

◯ Not-for-profit organization. [Not-for-profit organizations will be required to provide a Corporation/Non-profit Search result showing the organization is an active entity (no more than 30 days old). Organizations will only need to provide this if they are chosen to receive funding and can build this into their budget as an eligible expense].

◯ Business Improvement Area (BIA) established through a City of Calgary bylaw

12. Detailed Application Feedback

In the spirit of continuous improvement, what feedback can you offer us regarding this application process (optional)?

13. Applicant Declaration

* In making this application, I declare that to the best of my knowledge and belief, the information provided is truthful and accurate and I am truly authorized to make this application on behalf of the organization. (Please note, if you click "Disagree", your application will be terminated).

◯ Agree

◯ Disagree

14. Next Steps and Contact Information

Detailed Applications will be evaluated by the Circular Economy Grant review team, comprised of City of Calgary staff. Organizations may be contacted if further information or clarification is required.

All applicants will be notified of final decisions. Successful applicants will receive a funding approval letter and will be required to sign an agreement with applicable terms and conditions that will govern the funds provided before funds are distributed and the project begins. Applicants that are not successful will receive feedback and recommendations.

It is important applicants retain a complete copy of their application for their own records should The City of Calgary have questions regarding the application. After the application is submitted, you will receive an email from research@services.calgary.ca with a confirmation of your responses for your records. If your application is successful this document will form part of the agreement.

For questions, comments or concerns regarding the Circular Economy Grant or the Detailed Application please contact:

Nadine Sauder
Public Program Coordinator
City of Calgary, Waste and Recycling Services
Email: circulareconomygrants@calgary.ca

By clicking 'Done' below you will be submitting this application.

After the application is submitted you will receive an email from research@services.calgary.ca with a confirmation of your submission and a copy of your responses for your records. If you do not see an email, please check your Junk or Spam email folder.

QuestionPro