



Calgary



Circular Economy Grant Guidelines

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Program Overview

Background

The City of Calgary Waste & Recycling Services' mission is to enable Calgarians to reduce and manage their waste responsibly now and into the future. By supporting leadership, education, services and programs, partnerships and capacity building initiatives, Waste & Recycling Services will enable Calgarians to move towards zero waste and a circular economy.

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.

Purpose

The City of Calgary is introducing a Circular Economy Grant program for non-profit organizations to support innovative work in local waste reduction, reuse, recycling, and composting to help Calgary move towards 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.

Objectives

Proposed projects should meet one or more of the following:

- 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

Funding

The City of Calgary will accept grant funding applications for a minimum of \$5,000 up to a maximum of \$25,000.

Funds for each project will be allocated for a one-year term and projects must be delivered within the one-year timeframe.

Eligibility Criteria

Eligible Organizations

To be eligible for funding, applicants must be a not-for-profit organization or Society registered in Alberta, or extra-provincially registered in Alberta (e.g. if a Federal not-for profit) or a Business Improvement Area (BIA) established through a City of Calgary bylaw, and have the intent of providing the proposed project within the city of Calgary.

Eligible non-profit organizations could include:

- Community associations
- Community organizations
- Registered charitable organizations
- Environmental organizations
- Social recreation organizations (e.g. senior clubs)
- Business Improvement Areas (BIAs)
- Festivals and events' organizers

Other considerations:

- Organizations should have a mandate that benefits Calgarians
- Organizations not registered in Alberta, or extra provincially registered in Alberta (e.g. if a Federal not-for profit), may be eligible if partnered with a registered entity
- Organizations must be registered in Alberta, or extra-provincially registered in Alberta to be eligible to apply for the grant so long as the proposed project is located within the city of Calgary
- Non-profit organizations should provide a corporation/non-profit search result showing the organization is an active entity (no more than 30 days old) with their application, if they are chosen to receive funding
- Documentation showing the Bylaw number BIAs are established under is a requirement
- 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
- Organizations must have insurance coverage meeting the requirements for the agreement (this must be secured prior to receiving funds)

Preference will be given to projects that:

- Clearly define the issue or waste challenge that is being addressed through the project
- Demonstrate why the project is important and the link between the project and how it directly helps move Calgary to a circular economy in a positive way
- Outline a clear plan for the project
- Are community-based
- Display innovation and/or new ideas
- Place value on community partnerships
- Emphasize access, equity, and diversity

- Clearly demonstrate an understanding of success of the project and how activities can be measured
- Are sustainable over the long term

Ineligible Applicants:

The following applicants are ineligible to apply:

- Individuals
- For-profit and private sector organizations*

*For-profit and private sector organizations may be eligible if they partner with a non-profit organization that is the lead for the project.

We value diversity of expertise, talent and opinion which creates an innovative and collaborative environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified organizations.

Eligible Projects:

The Circular Economy Grants will provide funding for projects to support community-based actions that have the potential to contribute to the circular economy in Calgary including the following examples:

- Sharing, borrowing, fixing, repair or other initiatives that help extend the lifecycle of goods and services (e.g. lending library, clothing swaps, sports or toy exchange events, bike repair, sewing hub, makerspace)
- Recycling, repurposing, reusing, repairing of materials (e.g. electronics, clothing)
- Waste reduction and/or diversion training, education, and engagement (e.g. workshops to provide residents education about the circular economy and/or waste reduction, training to build skills and knowledge to repair or upcycle goods)
- Targeted, focused initiatives for specific materials (e.g. activities developed to reduce home renovation waste, initiatives that reduce single-use disposable items)
- Food waste beneficial reuse or reduction (e.g. resources with ideas and solutions on reducing, reusing, re-purposing food waste and other waste materials, community composting)
- Innovative ways to create new items that use local waste materials
- Development of technology that assists with waste reduction
- Applying behavioural change strategies that result in waste reduction/diversion

Ineligible Projects:

The following projects are ineligible for project funding:

- Projects without the potential to contribute to the circular economy in Calgary

- Community clean-up events' waste collection services, volunteer supplies, and reimbursement for advertisements
- Waste collection services for festivals and events
- Litter control and litter picking events

Eligible Expenses (examples only):

Grant funds can only be used for the costs associated with the direct delivery of the proposed project.

Examples of eligible costs:

- Direct staff costs for delivery, implementation, monitoring, and evaluation of the project
- Direct non-staff costs for purchased services from contractors or consultants
- Communication tools and materials (e.g. website)
- Project materials and supplies including equipment rental or purchase (e.g. reusable materials to support single-use reduction initiatives, tool rental)
- Project-specific training
- Room/facility and event rental fees
- Professional speaker and professional skills instructor fees
- Translation expenses by professional translator
- Travel costs incurred by employees and volunteers directly related to the project

Ineligible Expenses (examples only):

- Purchases to provide basic waste management infrastructure and services, such as bin enclosures and bin washing
- Hospitality (e.g. food and refreshments)
- Any cost incurred prior to the receipt of an application for the grant funds
- Expenses and equipment unrelated to the intent described in the application form
- Fees and expenses for personal vehicles and parking, long-term rental of vehicles
- Gifts
- Lobbying or advocacy
- Mass market advertising campaigns
- Research, scientific studies, and unproven technologies
- Fundraising for costs not related to the project
- Contingency, a sum of money set aside at the start of a project to cover increased projected costs
- Direct financial compensation for the Board of Directors, individuals, or families
- Funding of staff positions or volunteer honorariums not related directly to the project
- Deficit or debt repayment
- Conferences
- Costs associated with the regular operation of your organization

Application Process

During the open application period, interested parties can submit their preliminary application through the City of Calgary website at calgary.ca/CEG.

Preliminary applications must include:

- Business contact information for the organization and project lead (only to be used for the purposes of the grant application)
- Alignment to eligibility criteria
- Funding request
- Project overview
- Organizational alignment
- Project goals and Circular Economy Grant objectives being met
- Applicant declaration

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 and attend one of the information sessions (as available).

Review and Approval Process

Applications are fully reviewed considering the Circular Economy Grant objectives, eligibility criteria, and supporting documentation provided.

Applications will be reviewed by the Circular Economy Grant review team, comprised of City of Calgary staff. Organizations may be contacted if further information or clarification is required. Select applicants from the Preliminary Application Stage will be invited to proceed to the Detailed Application Stage.

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. Incomplete applications will be returned.

All decisions are final and no appeals will be considered.

Applicants may not resubmit an application for the same project until written notification of the outcome of the current application is made by The City of Calgary.

The Circular Economy Grant will be reviewed after the first year of implementation with input from applicants and internal staff. Future grant reviews will be conducted as needed.

Grant Limitations

Due to limited funds and demand for Circular Economy Grant funding, not all requests meeting the established criteria will be approved for funding. Applicants may receive full, reduced or no funding for

their project depending on available funds. The Circular Economy Grant is one-time, project-specific funding and must not be considered an annual source of funding.

Reporting

Each grant recipient will be required to submit quarterly reports and a final report (including a summative evaluation of their project) as specified by The City of Calgary. Evaluations will determine whether funding recipients have helped move the goals and objectives of the Circular Economy Grant forward through their projects.

It is recommended organizations retain records for seven years from the date of grant closure letter from The City of Calgary. To maintain transparency and accountability The City will make all funding allocation amounts available publicly.

Videographs/Photographs

For The City to be able to use any videograph(s)/photograph(s), careful attention is paid to concerns of copyright and consent. To address both concerns, partners are required to complete both The City's Model Release Form (X626), and Copyright Release Form (X629). Both forms need to be completed in advance and at the time that videograph(s)/photograph(s) are being captured and these forms and videographs/photographs can be submitted via the final report. Partners may also have their own forms they want filled out and this may vary by partner, however, for The City to be able to use videograph(s)/photograph(s), both the X626 and X629 must be submitted with all videograph(s)/photograph(s). All necessary documents will be provided to successful applicants.

Repayment of Grants

The City of Calgary may request the return of Circular Economy Grant funding if the project is not complete within the allowable timeframe. The City of Calgary may request the return of Circular Economy Grant funding if it is shown funds were not used for the stated purpose of the approved project. The City of Calgary may recoup funding payments if an organization fails to submit their reporting.