

# Application Guidelines

## Waste Reduction Community Grants

2018

## Table of Contents

<b>1. Program Overview</b>	<b>2</b>
1.1 Purpose	2
1.2 Grant Program Objectives	2
1.3 Expected Outcomes	2
<b>2. Program Details</b>	<b>2</b>
2.1 Available Funding	2
2.2 Timelines	3
<b>3. Eligibility for Funding</b>	<b>3</b>
3.1 Eligible Groups/Organizations	3
3.2 Ineligible Groups/Organizations	3
3.3 Eligible Projects	4
3.4 Eligible Project Costs & Budget Limits	4
3.5 Ineligible Project Costs	5
3.6 Important Notes	5
<b>4. The Application Process</b>	<b>6</b>
4.1 How to Apply	6
4.2 Applying with a Trustee	6
4.3 Step One: Expression of Interest (EOI)	7
4.4 Step Two: Full Application	9
4.5 Assessment of Full Applications	12
<b>5. Role of the Grant Recipient</b>	<b>12</b>
<b>6. Contact Information</b>	<b>12</b>

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**ABOUT THIS GUIDE:** This application guide will help you apply for the City of Toronto Waste Reduction Community Grants. Please read the guidelines to ensure your group/organization and project are eligible for funding. We also encourage you to read the City's [Long Term Waste Management Strategy](#). This comprehensive strategy, adopted in 2016, emphasizes the importance of community engagement and outlines the City's waste reduction and diversion priorities.

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## 1. Program Overview

### 1.1 Purpose

The City of Toronto's Waste Reduction Community Grants provide funding for innovative community-based projects that reduce residential waste and increase participation in the City's waste diversion programs. The grant program supports a commitment to community partnership set out in the City's [Long Term Waste Management Strategy](#) and will help the City achieve its residential waste reduction and diversion goals. Up to \$150,000 of grant funding will be invested per year in 2018, 2019 and 2020. Proposed projects must be located in the city of Toronto. A priority will be placed on investing in actions that address waste reduction in multi-residential buildings, multi-lingual communities, and Neighbourhood Improvement Areas.

### 1.2 Grant Program Objectives

Proposed projects must satisfy one or more of the following objectives:

- directly result in a reduction in the amount of residential waste produced or an increase in the amount of residential waste diverted from landfill;
- directly enhance the ability of individuals or the community group to engage in activities that will result in the reduction and/or diversion of residential waste; and/or
- foster long-term changes in behaviour that result in waste reduction or increased participation in the [City of Toronto's waste diversion programs](#).

### 1.3 Expected Outcomes

The City is interested in projects that meet the objectives listed above by:

- directly enhancing the knowledge and abilities of communities to engage in waste reduction and diversion behaviours;
- fostering long-term behavioural change;
- providing measurable results; and
- creating a project that others can replicate.

## 2. Program Details

### 2.1 Available Funding

The City will accept applications for a minimum of \$5,000 up to a maximum of \$25,000 in grant funding. It is our expectation that the grant will be used to complement and help leverage other resources to support the project. Applicants should do their best to raise 50% of the total value of the project in the form of secured funding from other sources, in-kind support, such as donations or volunteer time, or a combination of both. A maximum of \$150,000 per year will be distributed in 2018, 2019 and 2020.

## 2.2 Timelines

### Waste Reduction Community Grants Timelines – 2018

<b>Stage</b>	<b>Key dates 2018</b>
Applications Open - Expression of Interest (EOI)	January 2
Expression of Interest (EOI) submission <b>deadline</b>	March 2 at 5 p.m.
Notification to shortlisted EOI applicants	April 13
Full Application submission <b>deadline</b>	May 14 at 5 p.m.
Full Application reviewed by the Grant Review Committee	Late May
Funding decisions communicated	Early June

## 3. Eligibility for Funding

### 3.1 Eligible Groups/Organizations

To be eligible for funding, applicant groups/organizations must be non-profit. Applicants without this prerequisite may apply if they enter into a trusteeship agreement with a registered charity or non-profit organization. See Section 4.2 Applying with a Trustee, below.

Examples of **eligible** groups and organizations include:

- resident, tenant, neighbourhood, and business associations;
- service clubs;
- community organizations;
- registered charitable organizations and non-profit environmental organizations; and
- school groups, clubs, and parent councils.

### 3.2 Ineligible Groups/Organizations

Examples of **ineligible** groups and organizations include:

- building managers and property owners;
- for-profit businesses;
- individuals;
- grant making organizations;
- organizations allied with political parties;
- organizations without a clear distinction between religious and community service functions at the program and budget levels;
- academic institutions;
- school boards; and
- organizations with an active or incomplete project funded by the Waste Reduction Community Grants.

### 3.3 Eligible Projects

The Waste Reduction Community Grants will provide funding to support community-based actions that reduce residential waste and increase participation in the City's waste diversion programs. All proposed project activities must be located in the city of Toronto.

Examples of eligible projects include:

- community composting
- waste reduction and/or diversion education and engagement
- sharing/borrowing initiatives
- repair initiatives (e.g. electronics, clothing)
- initiatives that reduce single-use disposable items
- exchange or swap events (e.g. clothing, books, toys, sports equipment)

Priority will be given to projects that:

- are community-based;
- display innovation in terms of program design, audience reach and/or delivery mechanism;
- include community partnerships;
- clearly demonstrate how all activities can be measured;
- emphasize access, equity and diversity ([learn more](#));
- do not duplicate a program being delivered in the community by another organization or the City of Toronto;
- include plans to keep the project sustainable long-term;
- have a strong communications plan to engage the community in the project from start to finish;
- present opportunities to increase community engagement of people of all ages, abilities, economic levels and cultures;
- obtain all necessary approvals and/or permits before submission of the full grant application;
- can be completed in a one-year period; and
- address waste reduction in at least one of these three priority areas:
  - multi-residential buildings,
  - multi-lingual communities, and
  - [Neighbourhood Improvement Areas](#)

### 3.4 Eligible Project Costs & Budget Limits

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

Eligible staffing expenses include:

- implementation, monitoring and evaluation of the project;
- management and administration\*; and
- consultant\* fees (e.g. web design, translation, communications, etc.).

\* Costs subject to restrictions:

1. Up to 15% of the grant request may be used for the project manager and administrator (e.g. trustee) associated with the project; and
2. Up to 15% of the grant request may be allocated to professional consultant fees and honoraria associated with the project.

Other eligible costs:

- workshop expenses;
- communications (e.g. flyers, posters, printing);
- equipment rentals or purchase;
- outreach expenses;
- project supplies (e.g. paper, pens, etc.);
- space rental;
- training;
- training expenses;
- translation expenses; and
- public transportation costs for project participants.

### 3.5 Ineligible Project Costs

The grant program **will not fund** the following:

- purchases to provide basic waste management infrastructure and services, such as bin enclosures and bin washing;
- community cleanup events;
- conferences;
- costs associated with the regular operation of your organization such as office rental, utilities computer equipment, phones, fax, internet, accounting services, insurance, etc.;
- disbursement of City grant funds to provide additional grants to other parties;
- fees and expenses for memberships, courses, conferences, travel, personal vehicles and parking;
- gifts;
- lobbying or advocacy on behalf of for-profit entities;
- mass market advertising campaigns;
- one-off events and short-term projects
- pre-existing projects and/or events;
- projects already approved for funding from other City of Toronto grant programs;
- projects focused on industrial, commercial, and institutional waste;
- projects that use private sector waste collection;
- long-term rental of vehicles; and
- refreshments;
- research or scientific studies; and
- unproven technologies.

### 3.6 Important Notes

- Organizations with offices outside of Toronto, but still in the GTA, are eligible to apply for the grant so long as the proposed project is located within Toronto's borders.
- Projects in buildings/establishments that do not receive City waste collection services will be considered for funding but they must align with the Long Term Waste Management Strategy and support the City's aspirational zero waste goal.
- Organizations may apply for capital funding, but the grant must fund an innovative capital expense. For example, waste bins, bin enclosures and bin washing would not be eligible for funding.

## 4. The Application Process

### 4.1 How to Apply

The first step in the application process is to submit an Expression of Interest (EOI) before the deadline date. For 2018, the EOI deadline date is March 2, 2018. The EOI is a clear and concise overview of your proposed project. The EOI should provide information about your group, project, the rationale, preliminary budget and expected outcomes. All EOI submissions will be reviewed by City of Toronto staff. A limited number of applicants, who meet the eligibility criteria, will then be shortlisted and invited to proceed to Step Two: Full Application.

Applicants are strongly encouraged to contact us before submitting an Expression of Interest and Full Application so that we can discuss the proposed project and application process.

#### Important application rules:

- We will not process an incomplete EOI or Full Application.
- We will only process one EOI per organization per grant round. If more than one EOI is submitted by the same applicant, we will only review the submission that was received first.
- Organizations with an active project funded by the Waste Reduction Community Grants are ineligible to apply again until the first grant project is complete.

### 4.2 Applying with a Trustee

If your group does not have official non-profit status, and/or does not have a recent audited financial statement, you must work with a trustee/administrative partner organization to receive grant funding.

- A Trustee/Administrative partnership **is not required** when you submit your Expression of Interest; but **is required** for the Full Application.

The Trustee/Administrative partner must:

- meet all the organizational eligibility criteria (including non-profit status and audited financial statements);
- have a service mandate related to the proposed project;
- demonstrate effective management and administrative capacity;
- agree to take responsibility for the management of the finances and project proposed by the applicant organization; and
- report on the use of the project funds through their annual financial audit.

### 4.3 Step One: Expression of Interest (EOI)

The EOI is a brief overview of the proposed project. The form requires the following information:

#### **Sections 1-3: Contact Information: Group, Project Lead and Secondary Contact**

Complete all boxes (where applicable) about your group, project lead and the secondary contact. All contact information will be used strictly for grant application purposes only.

#### **Section 4: Project Information**

Provide a title/name for the proposed project; the specific location(s) where the project will take place; and the timelines of the project. It is our expectation that all grant projects will be completed within a 1 year timeframe.

#### **Section 5: Background Information**

Tell us about your group and your demonstrated experiences delivering community-based projects.

#### **Section 6: Project Description**

Provide a brief summary that includes:

- the waste challenge the community is facing;
- the project activities that will be delivered to address this challenge;
- the expected results/outcomes of the activities; and
- how the City of Toronto will benefit from these results.

#### **Section 7: Target Audience and Partner Groups**

Tell us who will directly benefit from this project and about the group(s) you will partner with on this project.

#### **Section 8: Rationale**

Provide a detailed justification/reasoning about why the City should support your project. Answer three key questions: why your proposed project is needed; why you think the project will be successful; and list the skills and experiences your group members possesses that will make this project a success. Be sure to include any background work you have done to justify the project's need and success.

#### **Section 9: Outcomes**

Outline the results/deliverables that your project activities will achieve, including any behaviour changes, and how you will measure success. Please include anticipated short and long-term results and state how they align with the City's [Long Term Waste Management Strategy](#).

#### **Section 10: Funding Request and Total Budget**

Tell us how much grant funding you require (refer to Section 2.1 for funding limits) and the total project budget. Your total budget should be a combination of the grant funding request, other project funding, and in-kind contributions.



**Section 11: Preliminary Budget**

Provide a preliminary, rough outline of your project's expenses. List each project activity, a description of the activity expenses, the total cost and how much grant funding request will be allocated to each activity.

**Section 12: Other Funding and Donations**

If applicable, list the other sources of funding (confirmed and pending) that will be allocated to the project. Also, please list all in-kind donations and the estimated value of this donation.

**Section 13: Submitting the Expression of Interest**

- The Submission Deadline is **March 2, 2018 at 5 p.m.**
- Submit the completed EOI application form, as a **Microsoft Word Document**, to: [livegreengrants@toronto.ca](mailto:livegreengrants@toronto.ca). Only electronic submissions will be accepted.
- An e-mail confirming the EOI has been received will be sent within two (2) business days of the Submission Deadline.
- City of Toronto staff will review the EOI applications and short-list the proposals that will proceed to the next stage – Step Two: Full Application.
- Applicants moving to Step Two: Full Application will be notified via email by April 13, 2018.
- Please note, an invitation to Step Two: Full Application stage is **not** a guarantee of funding.

## **4.4 Step Two: Full Application**

A short-list of selected applicants will be invited to submit the Full Application, a comprehensive and detailed overview of the proposed project. The Full Application form (Microsoft Word) and templates will be emailed to the selected applicants.

The Full Application requires the following information and supporting documents:

### **Section 1: Applicant Information**

Please complete all required contact information. All contact information will be used strictly for grant application purposes only.

### **Section 2: Project Information**

Provide a title/name for the proposed project; the specific location(s) where the project will take place; the timelines of the project; and a brief summary of the project (maximum 150 words). The summary should be a concise statement that includes the waste problem you plan to address, the proposed activities that will be undertaken and the outcomes you expect to achieve.

### **Section 3: Funding Request and Total Budget**

Tell us the exact amount of grant funding that is being requested and the total project budget, including any applicable taxes. Please refer to the grant funding restrictions in Section 2.1 Available Funding. For in-kind contributions and support, please provide a monetary value and include this amount in the total project budget. Please ensure to quote exact costs and provide reasoning/clarification for your requests.

### **Section 4: Goals and Objectives**

Define the goal of your project (the waste challenge(s) your group is trying to address), and the short-term objectives (plans/activities) you will deliver in order to achieve the goal. A project goal is the primary/core result you expect your project to achieve (e.g. make our building a zero-waste building), whereas objectives are detailed actions that support in achieving your goal (e.g. develop a permanent reuse centre in our building).

### **Section 5: Rationale**

Provide a detailed justification/reasoning for why the City should support your project. Answer three key questions: why your proposed project is needed; why you think the project will be successful; and list the skills and experiences your group possesses that will make this project a success. Be sure to include any background work that you have done to justify the project's need and success.

### **Section 6: Key Stakeholders and Partners**

Tell us about your project partner(s) and other key stakeholders, and how these groups will directly participate or be engaged in the project. Key stakeholders may include: community groups, neighbourhood associations, schools, elected officials, local businesses and institutions, religious groups, etc.

### **Section 7: Outcomes**

Outline the results and deliverables that your project activities will achieve, including any behaviour changes, in detail. Please include both short and long-term results, and state how they will align with the City's [Long Term Waste Management Strategy](#).

### **Section 8: Risks and Barriers**

Outline the potential risks and/or barriers to achieving your project's outcomes, and how you will address and reduce these risks and/or barriers. Risks are possible actions or events that can interfere with the delivery and/or successful completion of your project. Barriers are things that prevent adoption of project activities, and can range from being a temporary obstacle to a structural roadblock. For example, a temporary barrier can be lack of education whereas a structural roadblock is a building that only has a chute for garbage, requiring tenants to carry recyclables and organics to bins to a different location, making waste diversion inconvenient.

### **Section 9: Measuring Success**

Define how you will measure and monitor the success of your project. Both qualitative and quantitative indicators of success should be included in your proposal. Qualitative indicators are typically determined through pre- and post-project surveys and may include: participant feedback, enhanced awareness, improved knowledge and behaviour changes. Examples of quantitative measures include the numbers of: participants engaged, website visits, emails received, media impressions, waste diverted, etc.

### **Section 10: Work Plan**

Using the work plan template (will be provided with the Full Application form), present in chronological order the activities you plan to undertake. The work plan template should include: a description of the proposed activities, timelines for each activity, total cost, and list the anticipated outcomes of each activity.

### **Section 11: Project Budget**

Using the budget template (will be provided with the Full Application form), list all direct costs for each project activity, including, but not limited to: material supplies, staffing, consulting, marketing, communications, etc. The budget template must include in-kind contributions. In-kind contributions are the cash equivalent of goods or services (e.g. volunteer time) donated to the project. Please contact us if you have questions about determining the dollar value of in-kind contributions.

*Important* - budget exclusions and funding limits:

- costs associated with the regular operation of your organization such as office rental, utilities, phone, fax, internet, accounting services etc., are not to be included in your funding request;
- up to 15% of the grant request may be used for project management/coordination staff time associated with the project; and
- up to 15% of the grant request may be allocated to professional consultant fees associated with the project.

### **Section 12: Project Communications Plan**

Tell us how you plan to communicate with your audience. Using the communications plan template (will be provided with the Full Application form), list each activity/message that will be communicated: the audience you are trying to reach; when you will communicate (timelines); and what tools/channels will be used. Communications tools/channels include: blogs, flyers, newsletters, paid media, posters, press releases and conferences, promotional materials, social media, word of mouth, etc. Also, include information about how you will recognize the City's [Long Term Waste Management Strategy](#) during the project.

### **Section 13: Sustainability**

It is the City's intent to fund projects that provide long-term benefits to the community. Tell us how your project will be sustained beyond this funding agreement. Please identify any ongoing costs and who will be responsible for the long-term success of the project.

### **Section 14: Other Funding and Donations**

If applicable, list the other sources of funding (confirmed and pending) that will be allocated to the project. Also, please list all in-kind donations and the monetary value of this donation.

### **Section 15: Other Relevant Documentation**

In support of your application, please include the following:

- a) Proof of your organization's non-profit status. If you're using a trustee/sponsoring organization, provide a letter of support from them and confirmation of the trustee/sponsoring organization's non-profit status.
- b) A brief biography of all key project staff and key partners.
- c) A list of your organization's board members, and the trustee/sponsoring organization, if applicable.
- d) The most recent financial statement of your organization, and the trustee/sponsoring organization, if applicable.

### **Section 16: Submitting the Full Application**

- The Submission Deadline is **Monday, May 14, 2018 at 5 p.m.**
- Print five (5) copies of your Full Application form (double-sided) and mail to:  
Waste Reduction Community Grants  
Attn: Hajra Naeem  
City of Toronto, Environment & Energy Division  
Metro Hall, 55 John Street, 2nd Floor  
Toronto, ON  
M5V 3C6
- In addition, submit the completed Full Application form, as a **Microsoft Word Document**, to: [livegreengrants@toronto.ca](mailto:livegreengrants@toronto.ca) along with the requested templates and scanned copies of necessary documentation.
- An e-mail confirming the Full Application has been received will be sent within two (2) business days of the Submission Deadline.
- *Next steps:* Applications that pass a technical review by City of Toronto staff will then be evaluated by a Grant Review Committee. Final funding recommendations are the sole responsibility of the Grant Review Committee. Successful applicants will receive notice of the approved funding amounts in late May. If the funding offer is accepted, the successful applicants will enter into a funding agreement with the City of Toronto. Additional information about the funding award process and the funding agreement will be discussed in detail at that time.

## 4.5 Assessment of Full Applications

Full Applications will undergo a technical review and evaluation by a Grant Review Committee, supported by staff from the Environment & Energy Division and Solid Waste Management Services along with other City divisions. Factors that will be considered include:

- your organization's history and track record;
- your organization's capacity to undertake the proposed work;
- the project's ability to meet the goals and objectives of the grant program;
- measurable results and likelihood of success;
- strategies and tools to engage and educate the community;
- community partnerships;
- feasibility of the budget and work plan to successfully complete the project; and
- the project's technical merit, level of community engagement and project sustainability.

Please note that you may be asked for additional information to assist in the review, assessment and monitoring of your application.

## 5. Role of the Grant Recipient

Successful grant recipients will be required to submit an interim report and a final summative evaluation of their project. Evaluations will determine whether funding recipients have:

- adhered to the project plans submitted during the application phase; and
- made progress towards or achieved the Waste Reduction Community Grants program goals and objectives.

Funding recipients will be provided with standardized reporting requirements. Funding recipients will also be asked to provide photos or video documentation of their project activities.

### Acknowledgement of Funding

Grant recipients must acknowledge the financial assistance provided by the City of Toronto in program materials and signage, including any promotional materials used in project activities. This requirement will be discussed in greater detail after a funding decision is made.

## 6. Contact Information

For questions, comments or concerns regarding the grant program or for general guidance about preparing your application, please contact:

Hajra Naeem, Program Coordinator  
City of Toronto, Environment & Energy Division  
Metro Hall, 2nd Floor  
55 John Street  
Toronto, Ontario M5V 3C6

Telephone: 416-392-6804

Email: [livegreengrants@toronto.ca](mailto:livegreengrants@toronto.ca)