

Application Guidelines

Waste Reduction Community Grants

2019

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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.

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 minimum of \$150,000 of grant funding, will be available in 2018, 2019 and 2020.

2.2 Timelines

Waste Reduction Community Grants Timelines* – 2019

<u>Stage</u>	<u>Key dates 2019</u>
Applications Open - Expression of Interest (EOI)	January 7
Expression of Interest (EOI) submission deadline	March 1 at 5 p.m.
Notification to shortlisted EOI applicants	March 29
Full Application submission deadline	April 26 at 5 p.m.
Full Application reviewed by the Grant Review Committee	May
Funding decisions communicated	June

* Timelines are subject to change

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. 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: 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. The total budget should be a combination of the grant funding request, as well as other project funding and in-kind contributions.

Section 6: Project Summary

Provide a brief summary of the key elements of your proposed project. The summary should include:

- details about your group/organization;
- the waste challenge the community is facing (the need for the project);
- who will be served by the proposed project;
- the project's goal and objectives;
- the key project activities that will be conducted to achieve this goal;
- the expected outcomes/results of the activities; and
- how the city of Toronto will benefit from these results.

Section 7: Background Information

Provide a brief overview of your group/organization. Background information should include:

- history;
- mission statement (the purpose of your group/organization);
- organizational structure (how you operate/function);
- goals and objectives;
- programs and services provided to the community; and
- if applicable, provide examples of community-based projects, past grants and/or other special accomplishments.

Section 8: Rationale

The rationale is the justification/reasoning why the City should support your project. This section should clearly answer the following two things:

- i. why the proposed project is needed by clearly defining the waste challenge/problem that the community is facing; and
- ii. why your group and your proposed project will successfully address this challenge/problem.

Be sure to list the special skills, experiences, and background data (quantitative and qualitative) that your group has to justify the project's need and success.

Section 9: Community Engagement

Tell us about the intended audience/community members who will directly benefit from your project. Please include general details such as where they live (neighbourhood, building, etc.), key characteristics, current behaviours, barriers, the number of people, etc. In addition, list and outline the roles of the key stakeholders and/or partner groups that will be engaged during the project. Key stakeholders are individuals, groups, or organizations who can impact the outcomes of your proposed undertaking, such as government officials, property owners and managers, community organizations, etc.

Section: 10: Project Activities and Budget

Provide a preliminary outline of your project activities and related expenses. List each project activity, an explanation of the activity, the total cost and how much grant funding request will be allocated to each activity.

Section 11: Outcomes

Outline the results/deliverables that your project activities will achieve. The project outcomes should be specific, measurable and relevant to the project. Please include anticipated short and long-term results and state how they align with the City's [Long Term Waste Management Strategy](#).

Section: 12: Evaluation

Provide a brief overview of how you will measure the success of your proposed project. Please be specific about what methods or tools will be used to evaluate the success of your project activities.

Section 13: Submitting the Expression of Interest (EOI)

- Submit the completed EOI application form, as a **Microsoft Word Document**, to: livegreengrants@toronto.ca. Only electronic submissions will be accepted.
- An email 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.
- 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

The rationale is the justification/reasoning why the City should support your project. This section should clearly answer the following two things:

- i. why the proposed project is needed by clearly defining the waste challenge/problem that the community is facing; and
- ii. why your group and your proposed project will successfully address this challenge/problem.

Be sure to list the special skills, experiences, and background work/data (quantitative and qualitative) that your group has to justify the project's need and success.

Section 6: Community Engagement

Tell us about the intended audience/community members who will directly benefit from your project. Please include general details such as where they live, key characteristics, current behaviours, barriers, the number of people, etc. In addition, list and outline the roles of the key stakeholders and/or partner groups that will be engaged during the project. Key stakeholders are individuals, groups, or organizations who can impact the outcomes of your proposed undertaking, such as government officials, property owners and managers, community organizations, etc.

Section 7: Outcomes

Outline the results/deliverables that your project activities will achieve. The project outcomes should be specific, measurable and relevant to the project. Please include anticipated short and long-term results and state how they 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: Evaluation

Define how and when 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

- Print five (5) copies of your Full Application form (double-sided) and mail to:

Gowthaman Rajakumar, Program Coordinator
Waste Reduction Community Grants
City of Toronto, Environment & Energy Division
Metro Hall, 2nd Floor
55 John Street
Toronto, Ontario M5V 3C6
- In addition, submit the completed Full Application form, as a **Microsoft Word Document**, to: livegreengrants@toronto.ca along with the requested templates and scanned copies of necessary documentation.
- An email 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. 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:

Gowthaman Rajakumar, Program Coordinator
Waste Reduction Community Grants
City of Toronto, Environment & Energy Division
Metro Hall, 2nd Floor
55 John Street
Toronto, Ontario M5V 3C6

Email: livegreengrants@toronto.ca