

RETHINK WASTE GRANT PROGRAM GUIDELINES

Repair Grant

STATEMENT OF PURPOSE

The Rethink Waste Repair Grant supports organizations hosting free community repair events that help residents fix broken items rather than discard them.

The grant aims to:

- Reduce waste sent to landfill
- Extend the lifespan of household goods
- Build local repair skills and confidence
- Support the transition to a circular economy within the region
- Strengthen volunteer networks and community connection

MAXIMUM FUNDING

- Maximum grant: \$10,000 per applicant per year
- Applicants are not eligible to apply for other Rethink Waste Grants for the same project.

The CRD reserves the right to fund all, part, or none of a funding request.

GENERAL ELIGIBILITY REQUIREMENTS

Applicants must be located within the capital region and be one of the following:

- Registered non-profit organizations or charities
- Community associations or neighbourhood houses
- Public libraries
- Municipal governments
- First Nations governments
- Schools or school districts (for community-facing events)

Organizations must have the capacity to manage funds and deliver the proposed project.

PROJECT REQUIREMENTS

Funded projects must:

- Host a **minimum of four** repair events within 12 months
- Offer repairs free of charge to participants (donations optional)
- Track and report basic metrics (see Reporting Requirements)
- Follow appropriate safety and liability practices

Projects should prioritize commonly discarded household items such as:

- Small appliances
- Electronics

- Clothing and textiles
- Bicycles
- Small furniture
- Household tools

ASSESSMENT CRITERIA

Applications will be evaluated using the following criteria:

Waste Reduction Impact (25%)

- Estimated number and type of items repaired
- Potential to extend the life of items through reuse, repair, or refurbishment, and reduce the amount of material sent to landfill

Community Engagement (20%)

- Involvement of new repair café attendees (reaching new audiences)
- Accessibility and inclusivity
- Partnerships with other organizations

Feasibility & Budget (20%)

- Alignment with eligible expenses and activities
- Clarity and level of budget detail
- Reasonableness and cost effectiveness
- Balance and prioritization of funds
- Overall feasibility of budget and timeline

Organizational Capacity (20%)

- Demonstrated ability to deliver the project
- Experience hosting similar events
- Volunteer involvement

Education & Behaviour Change (15%)

- Efforts to build repair skills and confidence
- Outreach and awareness-building activities

ELIGIBLE ACTIVITIES AND EXPENSES

Funding may be used for:

- Hosting Repair Cafés or Fix-It Fairs
- Venue, equipment (ex. chairs, tables, tents), and tool rental
- Supplies and consumables for completing repairs (thread, glue, fasteners, etc.)
- Volunteer recruitment and training
- Event promotion and outreach
- Modest honoraria for skilled repair facilitators
- Accessibility supports (e.g., translation, childcare, mobility supports)
- First aid and site safety supplies

INELIGIBLE EXPENSES

Funding cannot be used for:

- Purchase of capital equipment
- Ongoing core organizational operating costs
- Food and beverage (unless directly tied to volunteer support and modest in cost)
- Event set-up items creating unnecessary waste (i.e., disposable décor, giveaways)
- Activities occurring outside the capital region
- Repair of items for commercial resale
- Expenses incurred prior to funding approval

Note: Funds can only be released based on budget items outlined in the approved application. If there are any changes to the event plan, please reach out as soon as possible.

REPORTING REQUIREMENTS

Recipients may **choose one of the following reporting and reimbursement options:**

- A. Submit one final report at the end of the funding year and receive reimbursement for all eligible repair events in a single payment; or
- B. Submit multiple reports throughout the year after individual repair events and receive multiple reimbursements, up to a maximum of one report and reimbursement per quarter.

The selected reporting and reimbursement option must be clearly identified during the application process.

Final reports for EACH event should include:

- Number of repair events hosted (including date, time, location)
- Participant Information:
 - Number of attendees
 - Reason for attending (irreplaceable item, environmental mindfulness, cost benefit, or other)
 - Item(s) brought for repair
- Item Information:
 - Number of items
 - Category (ex. textiles, electronics, appliances, toys, etc.)
 - Reason repair is required
 - If the item was successfully repaired
 - General description/rating of repair complexity
- Total number of items repairs and unable to be repaired
- Volunteer and staff hours contributed
- Photos and participant testimonials (optional)
- Budget summary detailing how funds were used

APPLICATION AND FUNDING PROCESS

Application can be found online at **www.crd.ca/rethinkwastegrants**:

1. Email completed fillable pdf form to rethinkwaste@crd.bc.ca
2. Funding decisions will be communicated within approximately 6–8 weeks of the application deadline.
 - a. An approval letter will be issued to successful applicants

3. Carry out your projects (4+ repair events)
4. Submit Final Report(s) to email above
5. Receive funding reimbursement via cheque or ETF.

KEY DATES

- **Deadline:** Applications will be accepted on a rolling basis with funding available on a first-come, first-serve basis.
- All grant applications must receive approval prior to the commencement of any project activities. Work undertaken before funding approval may not be eligible for reimbursement or grant support.