RETHINK WASTE COMMUNITY GRANT PROGRAM GUIDELINES

Community Grant

Statement of Purpose

The Rethink Waste Community Grant (RWCG) supports new and innovative community-led ideas that reduce waste and help move materials up the waste prevention hierarchy. Funded projects should align with the 5R pollution prevention hierarchy: reduce, reuse, recycle, recovery, and residuals management. Eligible initiatives will meet one or more of the following goals:

- Shift materials to higher or next best use
- Extend product life through repair, maintenance, or upcycling
- Deliver education that leads to measurable waste reduction outcomes (e.g., behaviour change, increased diversion)
- Improve or expand local services for managing unwanted items
- Facilitate lasting behaviour change around waste and consumption

This grant empowers the community to turn waste reduction ideas into action and help build a more circular economy. Priority will be given to projects that pilot, test, or expand new approaches rather than ongoing operational activities.

Maximum Funding

Grants of **up to $5,000** are available per project. Organizations may submit multiple applications, up to a combined maximum of $10,000 per calendar year.
Applications are reviewed on a first-come, first-served basis. If funding becomes limited, a notice will be posted on our website.

General Eligibility Requirements

Applicants must operate in the capital region and be one of the following:

- Registered charitable and non-profit organization
- School, university or college group, club, parent council
- Local government or First Nation
- Resident, tenant, and neighborhood group
- Individuals (with a partner organization)

Note:

- **Individual Applicants:** Individuals will need to demonstrate that they are partnered with an established and eligible organization. Wages or honorariums paid out to the individual applicant are not considered eligible expenses.
- **For-profit businesses:** For-profit businesses are not eligible for this program.

Assessment Criteria

Applications will be evaluated based on:

1. Project Outcomes and Alignment with CRD Waste Reduction Goals (20%)
What we are looking for:
The project clearly contributes to waste reduction in the capital region and supports the goals of the CRD's Solid Waste Management Plan. Applicants should identify measurable outcomes, describe how success will be evaluated, and demonstrate a clear connection between project activities and waste reduction results.

2. Community Engagement and Knowledge Sharing (20%)
What we are looking for:
The project meaningfully engages participants or target audiences and includes a plan to share project results or resources. The project should contribute to broader community awareness, capacity for waste reduction, and behaviour change.

3. Budget and Use of Funds (20%)
What we are looking for:
The proposed budget is reasonable, clearly explained, and focused on activities that directly support project objectives and waste reduction outcomes. Funding requests should demonstrate good value and provide details on how funds directly support waste reduction.

4. Innovation, Testing New Ideas or Addressing a Gap (15%)
What we are looking for:
The project introduces a new idea, tests a promising approach, demonstrates an innovative solution, or adapts a successful model to a new audience or setting. Projects should generate learning, address an identified gap, or demonstrate opportunities for broader application.

5. Next Steps and Impact Beyond Grant Funding (15%)
What we are looking for:
The project has the potential to create lasting benefits beyond the grant period. Applicants should demonstrate how project outcomes, resources, infrastructure, knowledge, or behaviours will continue to contribute to waste reduction over time.

6. Partnerships and Collaboration (10%)
What we are looking for:
The project demonstrates engagement with relevant organizations, groups, or communities during planning and development. Applicants should show they have considered existing initiatives, learned from others, and avoided duplicating efforts. Where beneficial, the project leverages partnerships to share knowledge, resources, expertise, or networks to improve outcomes.

Project Examples

The grant supports a wide variety of initiatives. Previously funded projects include:

- Creating new products from unused materials
- Support for lending libraries or other sharing initiatives
- Creating preserves and other products to reduce food waste
- Hosting a workshop on waste reduction for community members

Learn more about the different types of projects that have received funding by watching these short videos.

Eligible Expenses

Costs must directly support waste reduction goals. Applicants should be prepared to explain how each line item supports these goals. Eligible expenses include (but are not limited to):

- Materials and supplies required to implement the project
- Equipment directly tied to a pilot or new initiative (not ongoing operations)
- Fees for external expertise directly related to project delivery (e.g., facilitators, educators, designers, technicians).
- Event or workshop costs (e.g., venue, materials, promotion)
- Communication and outreach costs tied to behaviour change
- Staff compensation for project delivery
- Light refreshments or supplies to support volunteer participation (within reasonable limits)

Ineligible Expenses

Expenses not tied directly to waste reduction are not eligible. Other ineligible expenses include, but are not limited to:

- Ongoing operational costs (e.g., rent, utilities, insurance, core staffing)
- Expenses for existing programs without a clearly defined new or expanded component
- Administrative overhead not directly attributable to the project
- Retroactive funding for fully or partially completed projects

Reporting Requirements

Successful applicants must adhere to the following reporting guidelines:

1. **Final Report:** Grant recipients must complete all project activities and submit their final report within one year of the project approval date. Please review the Grant Report Template provided on our website.
2. **Supporting Documentation**: Organizations must retain invoices and receipts for two years after the grant application has been approved for auditing purposes.

Communications

Recipients must acknowledge CRD funding in their communications. To obtain official CRD logos for use in promotional or event materials, please contact the Rethink Waste Grant team at rethinkwaste@crd.bc.ca

Please complete a signed photo release for any identifiable people in submitted photos (Adult [PDF/76KB] and Minor [PDF/77KB])

Application and Funding Process

1. **Apply**: complete the application form on our website and email it to rethinkwaste@crd.bc.ca. We will notify you of your application status within 30 business days. Please account for this in your project planning.
2. **Approval**: once approved, review the reporting requirements and begin your project.
3. **Reporting**: once your project is complete, submit your final report.
4. **Release of Funds:** funds will be released once reporting is complete. Only expenses approved through the application process will be reimbursed. If budget items change during the project,

contact the Rethink Waste Grant team as soon as possible for approval.

Requests for a portion of funds (no more than 50% of project costs) in advance of project completion may be considered for upfront costs (e.g., materials, deposits).

Projects must be completed within one year of approval.

By applying to the Rethink Waste Community Grant Program, you are contributing to initiatives that benefit the environment, the community, and future generations. Thank you!