

# RETHINK WASTE GRANT PROGRAM GUIDELINES

## Zero-Waste Event Grant

### Statement of Purpose

The Zero-Waste Event Grant Program is designed to support the reduction of waste produced at events within the capital region. This program offers funding to organizations planning and hosting events, particularly through the use of reusable products and zero-waste practices, such as source separation and responsible procurement. By encouraging these practices, the program aims to contribute to the broader transition toward a circular economy, where materials are kept in use for as long as possible, and waste is eliminated.

### Maximum Funding

Up to **\$10,000** in funding per organization, per calendar year.

### General Eligibility Requirements

Applicants must meet the following criteria:

- **Eligible Organizations:** Non-profit societies, local governments, First Nations governments, or for-profit businesses in British Columbia, committed to implementing waste reduction and circular economy practices through zero-waste events.
- **Project Focus:** Any type of public event (music festivals, farmer's markets, fairs, food festivals, including ticketed events, etc.) is eligible, but projects must focus on implementing waste reduction and source separation strategies, with specific emphasis on increasing diversion from the landfill, using reusable products, and/or minimizing the distribution of single-use or disposable items.
- **Location:** The project must be based within the capital region or demonstrate a measurable impact on reducing waste within the capital region.
- **Impact:** Projects must demonstrate significant material diversion from landfills, primarily through waste-reduction strategies such as increasing source separation and recycling, adopting reusable food service wares, etc.

### Assessment Criteria

Applications will be evaluated based on the following criteria:

1. **Contribution to Circular Economy and 3Rs (Reduce, Reuse, Recycle) (35%)**  
How does the project contribute to the circular economy? Does it extend the life cycle of materials (e.g., through reusable products or minimizing waste using the 3Rs)? How does it encourage sustainable systems like material reuse or circular business models (reuse, rental, repair, etc.)? How will your project ensure multiple uses for reusable products, beyond a single event?
2. **Measurable Environmental Impact (25%)**  
What is the measurable environmental benefit of the project? Specifically, how much waste will be diverted from the landfill through reusable products, reusable food and beverage container programs, staffed waste sorting stations, and other zero-waste measures? Can the applicant provide evidence or

a waste reduction strategy? Is there a plan for establishing baseline data, or improving upon existing baseline data?

### 3. **Feasibility and Viability (20%)**

Is the project logistically and financially feasible? Does the applicant have the necessary timeline, budget, and staffing or volunteer capacity to successfully execute the project, with a focus on zero-waste or circular practices? Has the applicant identified appropriate ways of diverting organics, recyclables, or other waste streams from the landfill?

### 4. **Community Benefit and Engagement (10%)**

How will the project engage the local community in zero-waste practices? Does it include educational opportunities, awareness campaigns, or local collaborations that encourage community participation in waste reduction? Does the project include appropriate community partners?

### 5. **Longevity and Scalability (10%)**

Can the project model be sustained beyond the initial funding period? Does the applicant plan to scale the zero-waste practices to other events or areas, contributing to wider adoption of circular economy principles?

## **Examples of Eligible Expenses**

- **Reusable Products Program Development:** Costs related to sourcing, renting, managing, and providing reusable containers and other products (e.g., plates, cups, cutlery, water stations).
- **Pilot Projects:** Testing new reusable food service ware systems or innovative waste reduction technologies within the context of the event.
- **Water Station(s):** Hiring a water station and providing reusables cups or encouraging attendees to bring their own water bottles.
- **Event Infrastructure:** Costs for infrastructure that retrofit venues to accommodate zero-waste practices, such as setting up organics collection or recycling stations, and providing waste diversion signage.
- **Hiring a Third-party to Manage Event Waste Reduction and Diversion:** Event coordinators can choose to hire a third-party to manage event waste source separation, coordinate a reusable product program, collect and report on baseline waste data.
- **Educational Materials and Outreach:** Materials, signage, or communication strategies that promote zero-waste behavior before, during, and after the event.

## **Ineligible Expenses**

- Operational costs unrelated to the specific waste reduction activities of the event.
- Staff salaries or general administrative expenses not directly related to waste reduction at the event.
- Costs for activities already funded by other grants or programs.
- General venue rental or catering costs unrelated to sustainability or waste reduction.
- Expenses for private events that are not open to the public.

## **Payments of Grant Funds**

- Funds will be released upon receipt of a final report outlining project outcomes and how the funds were used.
- **Advanced Payment:** Release of partial funds in advance of the event will be considered if a need is shown.

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**

Successful applicants must adhere to the following reporting guidelines:

1. **Final Report:** A comprehensive report is required within 60 days of the event completion. Please review the Zero-Waste Event Grant Report Template provided on our website.

**Note:** Grant recipients will be required to provide weight/volumes of various waste streams collected and diverted from landfill. Please plan ahead and allow staff time and a method for how you will collect this data.

The final report template includes:

- Overview of the event and its outcomes
  - Details of waste reduction metrics (e.g., how much waste was diverted, how many reusable products were used, etc.)
  - Financial report outlining how the grant funds were spent
  - Recommendations for future event improvements or scaling to other events
  - Photos or videos documenting the event and the zero waste systems in action
  - Samples of educational materials created or distributed during the event
2. **Presentation:** Grant recipients may be asked to present the results of their zero-waste event at a public forum or to CRD staff to share insights and lessons learned.
  3. **Supporting Documentation:** Organizations must retain invoices and receipts for two years after the grant application has been approved for auditing purposes.

## **How to Apply**

- **Application Process:** Application can be found online and should include a clear outline of the event's waste reduction strategies, budget, timeline and measurable goals for diverting waste.
- **Information or Questions:** New applicants are encouraged to reach out in advance of completing an application to learn more about zero-waste practices and get advice on their proposed activities.

**Note:** Preference is given to events or organizations that can show previous waste metrics or baseline data from previous similar events.

## **Key Dates**

- **Deadline:** Applications will be accepted on a rolling basis with funding available on a first-come, first-serve basis.
- **Grant Cycle:** Events must be completed within 8 months from the date of funding approval.

By applying to the Zero-Waste Event Grant Program, you are contributing to a growing movement of sustainable, circular economy practices that benefit the environment, the community, and future generations. Thank you!