ZERO WASTE EVENT GRANT APPLICATION

CONTACT INFORMATION

Name of Applicant or Organization (as it should appear on a cheque)					
Address					
City		Prov.		Postal Code	
Phone (primary)		Extension		Phone (secondary)	
Email					
Contact Person					

Please indicate your organization type:

- ☐ For-profit Business
- ☐ Non-profit (including registered charities)
- ☐ Local Government
- ☐ Other (please specify):

PROJECT SUMMARY

Applicants are required to provide detailed information regarding their event or project. Suggested word limits are a *guide only*. Applicants may exceed or go below the recommended count as long as the content remains relevant and addresses the application requirements. If more space is required, please submit additional information in a separate document.

PROJECT NAME:

ORGANIZATION OVERVIEW: *Tell us briefly about your organization, including mission, goals mandate. (100 words max)*

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PROJECT OVERVIEW:
Tell us about your project, including the need for the project, goals of the project, and strategies used for reducing waste. (150 words)
If applicable, please include:

- Event type, history, objectives and activities
- Intended event dates
- Size of event
- Expected audience/attendees.

CONTRIBUTION TO A CIRCULAR ECONOMY & WASTE REDUCTION:
Please describe how your project contributes to a circular economy in the events sector.
Explain how your project contributes to reducing waste and assisting the capital region achieve its waste disposal goal of 250kg/capita/year or less. You can refer to the CRD's Solid Waste Management Plan and 5R Pollution Prevention Hierarchy if needed. *(250 words)*

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MEASURABLE ENVIRONMENTAL IMPACT:

Please describe how you plan to measure the impacts of your project. What outcomes do you hope to see?

- What baseline data do you have already? *(300 words)*
- How do you intend to improve upon what has been done at previous, similar events? If possible, please include a brief description of event waste management practices used prior to this grant.
- If applicable, please list the material(s) you intend to target for reduction and how you could measure outcomes (i.e., single-use items avoided, number of items/lbs/kgs/volume diverted)
- How do you plan to collect and track these metrics?
- If purchasing containers/dishes, please indicate how many events or uses per year you anticipate using them for.

CONTINUAL IMPROVEMENT

How do you plan to sustain your project or event into the future?

- What baseline data have you collected previously?
- How do you plan to improve or expand your zero-waste efforts in future events?
- If you have received this grant before, how will you improve upon previous results? *(150 words)*

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FEASIBILITY AND VIABILITY:
Is your project logistically and financially feasible? What consideration have gone into your chosen strategy for waste reduction? (200 words)

- Do you have access to the necessary facilities and partners to complete your project (washing, storage, etc.)?
- Have you considered how to support attendees in effectively participating in the project?

COMMUNITY BENEFIT AND ENGAGEMENT:
Describe how event attendees will engage with your waste reduction strategies at your event? How does your event promote sustainable behaviour change in the community? (200 words)

- What opportunities for education on circular economy/zero-waste strategies are there?
- How will you gather community feedback?
- Describe your plan to share lessons learned and successes with the wider community.

PROJECT PARTNERS: *Identify any partners or networks and how you will collaborate with them as part of your project. This may include vendors, other service providers, waste diverters, and/or volunteers. (150 words)*

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BUDGET: Please provide a detailed breakdown of how you plan to use the Zero Waste Event Grant funds. For each budget item, clearly explain how it will support waste reduction, reuse, recycling, or other waste diversion goals. You may use the suggested categories or create your own.

Your response should include:

- A list of specific expense items (e.g. supplies, equipment, outreach materials)
- The estimated cost for each item
- A brief explanation of how each item contributes to your project's waste reduction outcomes

Items	Description	Amount	Contribution to Waste Reduction
Example: materials	Gloves, bags, signage	$150	Supplies needed for multi-stream collection and sorting
Total Funding Request			

**if extra space is needed, please provide a supplement sheet.

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PROJECT FOLLOW-UP

☐ I/we agree to share photos and will sign a photo submission form.

☐ I /we agree to submit a final report to the CRD upon completion of the project.

TOTAL CRD FUNDING REQUEST

Total CRD funding requested for this project: _____

APPLICANT SIGNING AUTHORITY

Name

Title

Date

_____
Signature

I/we hereby declare that all the information provided herein and on the accompanying statements is to the best of my/ our knowledge, true, complete and correct and understand that it will be used by the Capital Regional District to determine funding worthiness. This information is collected under/subject to The Freedom of Information and Protection of Privacy Act. The proceeds of the funding applied for, if approved, will be used for the expressed intent described in this application which will be for business and not for personal, family or household purposes.

Please save and return using one of the methods below:

By email: rethinkwaste@crd.bc.ca

By mail: Capital Regional
District 625 Fisgard
Street
Victoria, BC
V8W 2S6

Questions? Contact 250.360.3030 or rethinkwaste@crd.bc.ca