



## ENVIRO-DEPOT™ Infrastructure Funding Program Guidelines

### 1.0 Purpose

To provide financial assistance that will be used specifically for improvements to an ENVIRO-DEPOT™ facility and/or its operation.

### 2.0 Eligible Applicants

Eligible applicants shall be limited to Nova Scotia ENVIRO-DEPOT™ owners and landlords.

### 3.0 Assessment/Approval of Applications

The **Enviro-Depot Loan Review Committee** shall assess all applications. The Committee is comprised of staff and management of Divert NS. The Committee normally meets quarterly to review applications. Funding recommendations of the Committee shall be subject to approval by the Board of Directors as per Divert NS policy.

### 4.0 Eligible Costs

Eligible costs shall include:

- New and/or upgraded equipment/software used in activities that support Divert NS mandates
- Studies undertaken to improve efficiencies of an ENVIRO-DEPOT™
- Pilot projects undertaken to determine the effectiveness of new procedures or equipment to be used by an ENVIRO-DEPOT™
- Buildings, including improvements to existing structures, additions, or separate storage –either permanent structure or trailer(s), provided the results of such projects are for the sole benefit of Divert NS supported activities
- Occupational health and safety training
- In-kind contributions that, in the opinion of the Committee, are essential to the project, are incremental, are in all respects fair and without fraudulence, and represent fair market value

**Note:** preference will be given to projects intended to help ENVIRO-DEPOT™ locations achieve compliance with the NOVA SCOTIA ENVIRO-DEPOT™ GUIDELINES.

### 5.0 Ineligible Costs

Ineligible costs shall normally include:

- Land
- Depreciation
- General-purpose vehicles
- Signage
- Any other costs that, in the opinion of the Committee, are not essential to the project

### 6.0 Level of Assistance

Eligible funding assistance shall normally be limited to a maximum 80% of eligible costs, as determined by the Committee. Eligible applicants shall normally have a minimum 20% equity in the project.

At the discretion of the Committee, and subject to approval by the Board of Directors, costs for studies/pilot projects that are likely to benefit all ENVIRO-DEPOT™ locations may be paid in part or in whole by RRFB Nova Scotia.

Where a project has commenced, or does not have the required equity, or for which the applicant has made written financial commitments prior to the date the application was received by Divert NS, funding assistance may only be provided under special circumstances and at the discretion of the Committee, subject to approval by the Board of Directors.

## 7.0 Form of Assistance

Approved funding assistance shall normally be provided in the form of an interest-free loan.

## 8.0 Assistance Repayment

The term of the loan shall normally not exceed the estimated useful life of the project, as determined by the Committee. Repayment shall be made through the ROCAPS 2000™ system based on a formula that calculates a repayment per 1,000 used beverage containers (UBCs) processed by a depot and which shall be withheld by Divert NS once every four weeks. Below is the formula in an example.

### EXAMPLE

	<b>Loan Amount*</b>	<b>\$5,000.00</b>
<i>divided by</i>	Loan Term (in years)	5
<i>equals</i>	Loan Amount repayable each year	\$1,000.00
<i>divided by</i>	UBCs processed in previous 12 month period	2,500,000
<i>equals</i>	Loan Amount repayable per UBC	\$0.0004
<i>multiplied by</i>	1,000	1,000
<i>equals</i>	<b>Amount to be withheld per 1,000 UBCs**</b>	<b>\$0.40</b>
<i>multiplied by</i>	UBCs processed in current 4 week period (in thousands)	208.33
<i>equals</i>	<b>First repayment (total amount withheld)</b>	<b>\$83.33</b>

\* Loans of \$5,000 or more shall require security by way of assets, personal guarantees, or other acceptable forms as determined by the Committee

\*\* Repayments shall not normally be permitted to exceed \$1.75 per 1,000 UBCs unless approved by the Board of Directors.

## 9.0 Condition of Assistance

It is a condition of assistance that any improvements to an ENVIRO-DEPOT™ operation, developed as a result of this Infrastructure Funding Program shall be shared with all Nova Scotia ENVIRO-DEPOT™ locations.

## 10.0. Consent for Collection, Use and Disclosure of Information

Divert NS is subject to the *Freedom of Information and Protection of Privacy Act* when collecting, handling and disseminating information revealed by applicants. When the *Act* and these guidelines cannot be read harmoniously, the *Act* supersedes the guidelines.

In addition to the process of information collection, applicant information and project information is made available to Divert NS personnel and committee members responsible for managing, monitoring and evaluating programs. Divert NS will only use and disclose personal information for program planning, evaluation and reviews, in audits and for generating statistics.

Divert NS may publish or otherwise disclose in its internal and external communications, including press releases and on its website, information on approved funding applications and reports respecting the project for which funding has been approved. The purpose of such communications is to advise and inform the public of projects that are funded by Divert NS. The disclosure may include the names, title and affiliation of project leaders, amount of funding and a brief summary of the project.

In all cases, personal information will not be disclosed if the disclosure would result in an unreasonable invasion of the applicant's privacy as determined under the *Act*.

## **11.0. Application Procedure**

Applicants are expected to adhere to the principle of full disclosure and provide all information requested by the form. Completed forms and relevant documentation should be emailed to [klpooley@divertns.ca](mailto:klpooley@divertns.ca) or mailed to:

ENVIRO-DEPOT™ Infrastructure Funding Program  
Divert NS  
35 Commercial Street, Suite 400  
Truro, NS  
B2N 3H9

The Committee shall treat all information received as confidential, adhering to all applicable privacy legislation and Divert NS policy. All applicants shall be informed of the final decision in writing. The letter to successful applicants shall include the terms and conditions of the offer, details regarding disbursement of funds, invoicing, records, reviews, audits and repayment schedules. Applications may be submitted at any time.



APPLICATION FOR ASSISTANCE  
ENVIRO-DEPOT™ INFRASTRUCTURE FUNDING

<b>1. Legal Name of ENVIRO-DEPOT™</b> Name: _____ Mailing Address: _____ Street: _____ P.O. Box: _____ City/Town: _____ Postal Code: _____ UBCs processed over previous 12 months: _____	<b>2. Name and Title of Contact Person</b> Name: _____ Title: _____ Telephone no.: _____ E-mail: _____ Fax no.: _____ Authorized Signature: _____
<b>3. Brief Description of Project:</b> _____ _____ _____ _____	
<b>4. Does the project require Municipal, Provincial and/or Federal Permits? If yes, please provide details:</b> _____ _____	
<b>5. List any innovative aspects of the project (if applicable):</b> _____ _____ _____	
<b>6.</b> <b>When is the project scheduled to start?</b> _____ <b>When is the Project expected to complete?</b> _____ <b>Will the project create new jobs? If yes, how many?</b> _____	
<b>7. Total Cost of Project:</b> \$ _____ <b>Total Request from Divert NS*:</b> \$ _____  <i>*Approved program funding will be provided as a percentage of the total eligible costs, with the maximum program contribution not greater than 80% of total costs, unless specifically approved by Divert NS.</i>	

**Have other organizations been requested to support the project?**  yes  No

*If yes, please provide details*

**Organization**

**Funding Amount Requested**

**Contact Person**

_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

**8. Please provide additional information on the following:**

- a. The project's schedule. If applicable, please include project milestones (2 to 3 only) that could be used to trigger payment of any approved program funding.
- b. A detailed budget that includes anticipated costs for buildings, capital equipment, leased equipment, supplies and tests, and any other related costs. A detailed schedule of all wages and salaries paid, including any contracted assistance. Relevant details surrounding all other funding and owner's equity.
- c. The most recent complete financial statements (Income Statement, Balance Sheet, Statement of Cash Flows)

**9. Notice and Consent:**

I certify that the information given is, to the best of my knowledge and ability, complete, true and correct and this will also apply to all information given in the future in connection with the review and/or implementation of the project.

I authorize Divert NS to make any enquiries of such persons or organizations, to collect and share information with them, as Divert NS deems necessary in order to reach a decision on this application, to administer and monitor the implementation of the project, and to evaluate the results of the project after project completion.

- I have read and I understand this Notice and Consent and the ENVIRO-DEPOT™ Program Guidelines and I voluntarily consent to the collection, use and disclosure as described.**

\_\_\_\_\_  
Signature of Authorized Official

Signed at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

**Applications can be mailed, faxed or emailed to Divert NS**



Divert NS  
35 Commercial Street, Suite 400  
Truro, Nova Scotia B2N 3H9  
Fax: (902) 897-3256  
Email: [klpooley@divertns.ca](mailto:klpooley@divertns.ca)