

# Municipal Adoption Funding

Guidelines & Application



## 1. Program Purpose

The purpose of the funding is to support municipalities/waste management regions in adopting an established program that diverts waste-resources. Projects should advance waste diversion programs in Nova Scotia by implementing established best practices and proven ideas.

## 2. Eligible Projects

Eligible projects under this program include:

- Projects that support municipalities or regions in adopting diversion programs for waste-resources that have been previously established in Nova Scotia (see Appendix A)
- Any other waste diversion best practice, subject to committee approval, that has been previously established in Nova Scotia.

## 3. Eligible Applicants

Eligible applicants include:

- A municipality in Nova Scotia
- A waste-resource management region in Nova Scotia

When joint applications are made, one lead applicant must be designated for correspondence with Divert NS.

## 4. Eligible Costs

Eligible costs include:

- Operational costs to implement a new program
- Meetings & travel essential to the project
- Communication and educational outreach specific to the project
- Equipment considered by the Committee to be essential to the success of the undertaking.
- Third-party consulting fees

These expenditures must be incremental, in all respects fair and without fraudulence, and represent fair market value.

Contributions in-kind are eligible costs when, in the opinion of the Committee, they are essential to the project, are in all respects fair and without fraudulence, and represent fair market value.

## 5. Ineligible Costs

Ineligible costs include land, depreciation, general-purpose vehicles and any other costs not considered essential to the project by the Committee.

Any project that has received support under any other pre-existing Divert NS funding contract or Divert NS funding program, is not eligible under this program.

## **6. Level of Assistance**

- a) This program will provide assistance for a minimum of fifty percent (50%) of eligible costs as determined by the Committee. In the event the Committee considers the project to be of high strategic value, a higher level of support may be provided.
- b) Assistance will be provided in the form of non-repayable contributions, except for asset purchasing, which may be conditionally repayable.

## **7. Application Assessment and Analysis**

The Municipal Efficiency & Adoption Funding Committee (“the Committee”) shall assess all applications.

Applications must be submitted to the Committee in writing, using the prescribed application form. Please refer to the application form in Appendix B. When a joint application is made, one lead applicant should be designated for correspondence with the Committee and Divert NS.

Applications will be reviewed based on meeting the program criteria and there is no specific allocation per region. In the event that applications received exceed the available budget, Management may prioritize and allocate funds at their discretion.

All decisions and funding recommendations of the Committee are subject to approval by the Board of Directors and/or Chief Executive Officer.

All applicants shall be informed of Divert NS’ decision in writing. The letter to successful applicants shall include the terms and conditions of the offer, as well as details on payment, reporting and audits.

## **8. Submission Date**

Applications can be submitted at any time. Applicants are strongly encouraged to contact their Regional Coordinator in advance of submitting their application. The Committee usually meets quarterly or as required - depending upon applications received. Staff can be contacted any time to discuss application timing and Committee meeting dates.

- Electronic copies are accepted by e-mail at [sbarnard@divertns.ca](mailto:sbarnard@divertns.ca)

## Appendix A

The following municipal waste-resource diversion programs have been proven to be effective in Nova Scotia, but have not been widely adopted. As a result, Divert NS is particularly interested in supporting municipalities in implementing any of the following waste diversion projects:

- Green cart collection of pet waste (e.g. cat litter)
- Curbside recycling of expanded polystyrene
- Clear bags for garbage disposal
- Curbside textile collection
- Addition of composite/engineered wood to wood diversion program
- Separation of clean wallboard for addition to organics, or other value-added product (i.e. cow bedding)
- Curbside recycling of small scrap metal (e.g. pots and pans, end of life metal products)
- Implementation of a Reuse Center
- Separation of asphalt shingles for diversion
- Addition of waxed cardboard to the organics stream

This is not an exhaustive list of effective municipal waste diversion programs in Nova Scotia. Other established Nova Scotia diversion programs will be considered for adoption funding by Divert NS on an ongoing basis.

## Appendix B

### 1. Applicant:

Municipality/Region:

Address:

City/Town:

Province:

Postal Code:

### 2. Primary Contact:

Name:

Title:

Telephone no.:

E-mail:

Fax no.:

### 3. Title of Proposed Project:

### 4. Project Location:

### 5. Federal, Provincial, Municipal permits required:

### 6. Brief Summary of Proposed Project (250 words or less):

### 7. Briefly state how the project is relevant to [the Nova Scotia Solid Waste Strategy](#) and/or [mandates of Divert NS](#) (100 words or less):

### 8. Estimated Start Date:

### Estimated Completion Date:

### 9. Total Cost of Project: \$

### Total Request from Divert NS: \$

Have other organizations requested to support the project:

Yes

No

If yes, please provide details:

Organization

Funding Amount Requested

Contact Person

**10. Attach your project proposal (20-page max.), which shall include the following:**

- a) **Detailed Project Description.** Explain how this project adopts a diversion program or best practice previously established in Nova Scotia. Describe the potential impact on diversion and waste reduction. Describe how the project supports the [NS Solid-Waste Resource Strategy](#).
- b) **Project Timeline.** This schedule will show the timing of key aspects of the proposal, including activities considered to be critical to the completion of the project.
- c) **Project Budget.** This summary will include all anticipated eligible costs. In addition, a schedule of all wages and salaries paid, including any contracted assistance, shall be provided. For in-kind contributions, evidence must be provided that such contributions are at normal charge out rates.
- d) **Key personnel/researchers and their resumes.** Provide the names and descriptions of all partners in the project. Highlight the experience of key personnel and attach resumes as appropriate.
- e) **Other funders/partners.** This will include the names of contributing organizations, contact persons, the amount of assistance being provided, and all conditions attached to the assistance.
- f) **Other.** Any additional information relevant to your project.

**11. Notice and Consent:**

- (a) 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 implementation of the project.
- (b) 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 read and understood the Notice and Consent. I voluntarily consent to the collection, use and disclosure as described.

Print Name and Title of Authorized Official

Date

Applications can be emailed to Sasha Barnard at [sbarnard@divertns.ca](mailto:sbarnard@divertns.ca)  
Applicants are strongly encouraged to contact their Regional Coordinator in advance of submission.