



Calgary



Circular Economy Grant Guidelines

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Program Overview

Background

The City of Calgary Waste & Recycling Services' mission is to enable Calgarians to reduce and manage their waste responsibly now and into the future. By supporting leadership, education, services and programs, partnerships and capacity building initiatives, Waste & Recycling Services will enable Calgarians to move towards zero waste and a circular economy.

What is a Circular Economy?

A circular economy eliminates waste and pollution, and conserves resources. It is a shift from a throw-away to a circular mindset to extend the lifecycle of goods, food, and resources through better design and continuous reuse, so nothing goes to waste.

Purpose

The City of Calgary is introducing a Circular Economy Grant program for non-profit organizations to support innovative work in local waste reduction, reuse, recycling, and composting to help Calgary move towards a circular economy.

Objectives

Proposed projects should meet one or more of the following:

- Initiate innovative projects and new programs or services to support the movement towards a circular economy
- Develop innovative methods of recycling or composting collection to reduce the amount of materials going to landfill
- Enable, empower, and educate individuals, organizations and/or communities to participate in activities that result in the reduction, reuse, or diversion of waste
- Support individuals, organizations and/or communities who are working towards a circular economy
- Help individuals, organizations and/or communities that might otherwise be hard to reach and have limited access to programs

Funding

The City of Calgary will accept grant funding applications for a minimum of \$5,000 up to a maximum of \$25,000. Funds for each project will be allocated for a one-year term and projects must be delivered within the one-year timeframe.

This pilot program started in 2023 and will run through 2026. Total funding for each year is \$150,000. There is no matching funding requirement. However, applicants are encouraged to have their own contingency funds available. The Circular Economy Grant is one-year, project-specific funding and must not be considered an annual source of funding.

Circular Economy Grant recipients may apply for subsequent years' funding with a different proposal if their awarded project has been completed before the grant application re-opens. Please note that the priority will be given to organizations that have yet to receive funding.

Eligibility Criteria

Eligible Organizations

To be eligible for funding, applicants must be a not-for-profit organization or Society registered in Alberta, or extra-provincially registered in Alberta (e.g., if a Federal not-for profit) or a Business Improvement Area (BIA) established through a City of Calgary bylaw and have the intent of providing the proposed project in Calgary and to Calgary residents.

Eligible non-profit organizations could include:

- Community associations
- Community organizations
- Registered charitable organizations
- Environmental organizations
- Social recreation organizations (e.g., senior clubs)
- Business Improvement Areas (BIAs)
- Festivals and events' organizers

Other considerations:

- Organizations should have a mandate that benefits Calgarians.
- Organizations must be registered in Alberta, or extra-provincially registered in Alberta to be eligible to apply for the grant so long as the proposed project is located within the city of Calgary.
- Organizations not registered in Alberta, or extra provincially registered in Alberta (e.g., if a Federal not-for profit), may be eligible if partnered with a registered entity.
- Non-profit organizations should provide proof showing the organization is an active entity with their application if they are chosen to receive funding. The proof can be a corporation/non-profit search result that is no older than 30 days or, in the case of a federally registered not-for-profit, registration with the Canada Revenue Agency.
- Documentation showing the Bylaw number BIAs are established under is a requirement.
- Successful applicants will receive a funding approval letter and will be required to sign an agreement with applicable terms and conditions that will govern the funds provided before funds are distributed and the project begins.
- Organizations must have insurance coverage meeting the requirements for the agreement (this must be secured prior to receiving funds).

Preference will be given to projects that:

- Clearly define the issue or waste challenge that is being addressed through the project
- Demonstrate why the project is important and the link between the project and how it directly helps move Calgary to a circular economy in a positive way
- Outline a clear plan for the project
- Are community-based
- Display innovation and/or new ideas
- Place value on community partnerships
- Emphasize access, equity, and diversity

- Clearly demonstrate an understanding of success of the project and how activities can be measured
- Are sustainable over the long term

Ineligible Organizations

The following applicants are ineligible* to apply:

- Individuals
- For-profit and private sector organizations

*Individuals or for-profit and private sector organizations may be eligible if they partner with a non-profit organization that is the lead for the project.

We value diversity of expertise, talent and opinion which creates an innovative and collaborative environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified organizations.

Eligible Projects

The Circular Economy Grants will provide funding for projects to support community-based actions that have the potential to contribute to the circular economy in Calgary including the following examples:

- Creating spaces where people can share, borrow, or fix things to make them last longer (e.g., a tool library where you can borrow tools, events where you can swap clothes, sports equipment, or toys, or a repair workshop for bikes or clothing).
- Finding new uses for things usually being thrown away when broken (e.g., recycling, repurposing, reusing, or repairing electronics or clothing).
- Teaching and engaging people about reducing waste (e.g., workshops to teach people about circular economy and/or training to learn new skills to repair or upcycle goods).
- Focusing on specific areas and materials to reduce waste (e.g., projects to reduce waste from home renovations or initiatives to use fewer single-use items).
- Finding ways to reuse or reduce food waste (e.g., sharing ideas on how to preserve food and use food scraps, or setting up community composting).
- Creating new and functional items using materials that would otherwise be thrown away.
- Developing technology that helps reduce waste.
- Using strategies to change people's behaviour to create less waste and turn materials away from the landfill.

Ineligible Projects

The Circular Economy Grant will not provide funding to projects that don't directly contribute to the circular economy in Calgary, including the following examples:

- Community clean-up events' waste collection services, volunteer supplies, and reimbursement for advertisements
- Waste collection services for festivals and events
- Litter control and litter picking events

- Art installation using waste materials

Eligible Expenses (examples only)

Grant funds can only be used for the costs associated with the direct delivery of the proposed project.

Examples of eligible costs:

- Direct staff costs for delivery, implementation, monitoring, and evaluation of the project
- Direct non-staff costs for purchased services from contractors or consultants
- Communication tools and materials (e.g., website)
- Project materials and supplies including equipment rental or purchase (e.g., reusable materials to support single-use reduction initiatives, tool rental)
- Staff training for project-specific skills or knowledge
- Room/facility and event rental fees
- Professional speaker and professional skills instructor fees
- Translation expenses by professional translator
- Travel* costs incurred by employees and volunteers directly related to the project
- Cost associated with acquiring a corporation/non-profit search result in the Detailed Application Stage

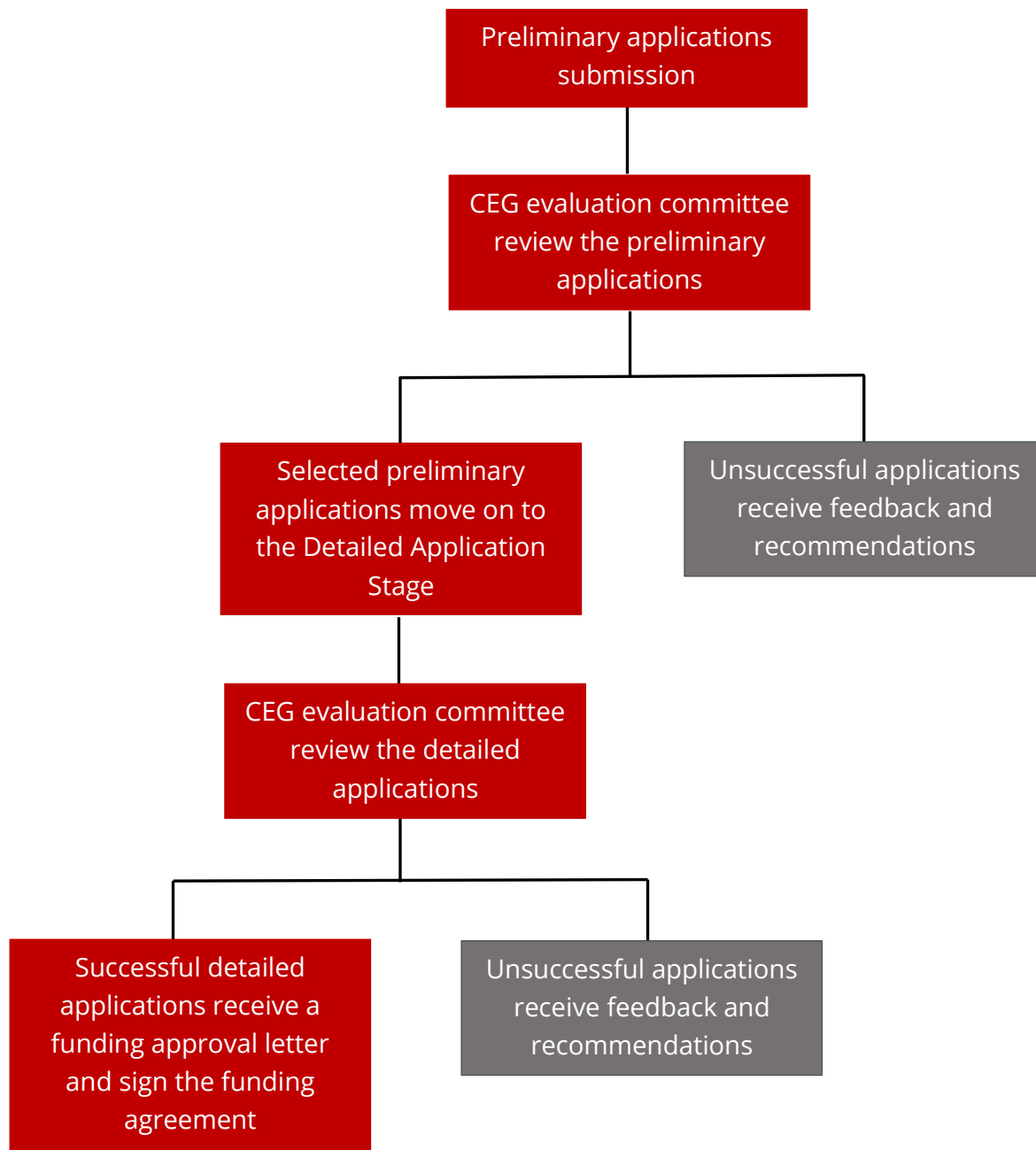
*Travel refers to going from Calgary to other cities or towns using reasonable means of transportation for reasons directly related to the project

Ineligible Expenses (examples only)

- Interest and loan fees
- Any costs incurred before the signing of the agreement, except for the cost incurred to acquire the corporation/non-profit search result (eligible expense)
- Purchases to provide basic waste management infrastructure and services, such as bin enclosures and bin washing
- Hospitality (e.g., food and refreshments)
- Expenses and equipment unrelated to the intent described in the application form
- Fees and expenses for personal vehicles and parking, long-term rental of vehicles
- Gifts
- Lobbying or advocacy
- Mass market advertising campaigns
- Research, scientific studies, and unproven technologies
- Fundraising for costs not related to the project
- Contingency, a sum of money set aside at the start of a project to cover increased projected costs
- Direct financial compensation for the Board of Directors, individuals, or families
- Funding of staff positions or volunteer honorariums not related directly to the project
- Conferences
- Costs associated with the regular operation of your organization

Application Process

The application process includes two stages: the Preliminary Application Stage and the Detailed Application Stage. Please see the application process flowchart below:



Submit the Application

Preliminary Application Stage:

During the open preliminary application period, interested parties can submit their preliminary application through the application portal link found on the City of Calgary website at calgary.ca/CEG.

The Preliminary Application Includes:

- Business contact information for the organization and project lead (only to be used for the purposes of the grant application)
- Alignment to eligibility criteria
- Funding request
- Project overview
- Organizational alignment
- Project goals and Circular Economy Grant objectives being met
- Applicant declaration

Detailed Application Stage:

Selected preliminary applicants will be notified to proceed to the Detailed Application Stage. Please note that an invitation to move on to the Detailed Application Stage is not a guarantee of funding.

The Detailed Application Includes:

- Business contact information for the organization and project lead (only to be used for the purposes of the grant application)
- Confirm funding request
- Rationale
- Project plan
- Community benefit and engagement
- New ideas and innovation
- Collaboration and partnerships
- Risks and barriers
- Evaluation and success measures
- Project sustainability
- Budget plan

Applicants are encouraged to reach out to our team at circulareconomygrants@calgary.ca, to discuss the grant application and any questions in advance of applying and attend one of the information sessions (as available).

Review and Approval Process

Preliminary Applications:

Preliminary applications will be fully reviewed considering the eligibility criteria and the project's alignment with the Circular Economy Grant objectives. Organizations may be contacted if further information or clarification is required.

All organizations that submit a preliminary application will be notified of final decisions. Successful applicants will receive an email invitation to submit a detailed application. Applicants that are not successful will have the option to receive feedback and recommendations.

Detailed Applications:

Detailed applications will be fully reviewed considering the rationale, project plan, community benefit and engagement, new ideas and innovation, collaboration and partnerships, risks and barriers, project evaluation, project sustainability, and budget plan.

All organizations that submit a detailed application will be notified of final decisions. Successful applicants will receive a funding approval letter and will be required to sign an agreement with applicable terms and conditions that will govern the funds provided before funds are distributed and the project begins. Applicants that are not successful will have the option to receive feedback and recommendations.

Applications will be reviewed by the Circular Economy Grant evaluation committee, comprised of City of Calgary staff.

It is important applicants retain a complete copy of their application for their own records should The City of Calgary have questions regarding the application. Incomplete applications will be returned.

All decisions are final and no appeals will be considered.

Applicants may not resubmit an application for the same project until written notification of the outcome of the current application is made by The City of Calgary.

The Circular Economy Grant will be reviewed after the first year of implementation with input from applicants and internal staff. Future grant reviews will be conducted as needed.

Grant Limitations

Due to limited funds and demand for Circular Economy Grant funding, not all requests meeting the established criteria will be approved for funding. Based on the available funds, it's up to the discretion of The City to approve full or less funding than requested in any or all successful detailed applications.

Reporting

Each grant recipient will be required to submit quarterly reports and a final report (including a summative evaluation of their project) as specified by The City of Calgary. Evaluations will determine whether funding recipients have helped move the goals and objectives of the Circular Economy Grant forward through their projects.

It is recommended organizations retain records for seven years from the date of grant closure letter from The City of Calgary. To maintain transparency and accountability, The City will make all funding allocation amounts available publicly.

Videographs/Photographs

For The City to be able to use any videograph(s)/photograph(s), careful attention is paid to concerns of copyright and consent. To address both concerns, partners are required to complete both The City's Model Release Form (X626), and Copyright Release Form (X629). Both forms need to be completed in advance and at the time that videograph(s)/photograph(s) are being captured and these forms and videographs/photographs can be submitted via the final report. Partners may also have their own forms they want filled out and this may vary by partner, however, for The City to be able to use videograph(s)/photograph(s), both the X626 and X629 must be submitted with all videograph(s)/photograph(s). All necessary documents will be provided to successful applicants.

Repayment of Grants

The City of Calgary may request the return of Circular Economy Grant funding if the project is not complete within the allowable timeframe. The City of Calgary may request the return of Circular Economy Grant funding if it is shown funds were not used for the stated purpose of the approved project. The City of Calgary may recoup funding payments if an organization fails to submit their reporting.