**Funding**

Businesses, companies, and organizations that implement a multi-stream waste management program in accordance with the Waste Management Bylaw prior to **January 1, 2025**, can apply to have 10 per cent of their capital investment in waste bins or technologies that support waste reduction or diversion reimbursed from the City up to a maximum of $15,000 through the **Early Adopter Incentive Program (EAIP**). This reimbursement is available on a first come, first served basis until the City reimburses $1 million dollars, which is the maximum funding available.

***Businesses must first submit a proposal outlining their plan to implement a multi-stream waste management program to the City***. Following the proposal's approval, businesses must implement their multi-stream waste management program and then submit a funding application as evidence of capital investment and proof of the purchase of approved items. Businesses have 90 days from the date of their proposal application approval to submit a funding application. Funding applications received after 90 days will not be accepted and the business will lose their allocated funding. Extension requests can be submitted to the City in writing if the 90-day timeline is not feasible due to an event out of the businesses control.

Project proposals and funding applications will be accepted until **March 29, 2025**, however multi-stream waste management programs must be implemented by **January 1, 2025** to qualify for funding.

*Webform*

**EAIP Project Proposal**

Business Information

Business Name:

Contact Person:

Email:

Phone Number:

Business Address:

Business Type (e.g., Corporation, Small Business, Non-profit, etc.):

Project Details

*Briefly describe your project and how it supports waste reduction or diversion.*

Checklist of Eligible Items

Check the items for which you are seeking reimbursement:

*Please specify brand, quantities, colours, sizes, and any other relevant information. Items must comply with The Waste Management Bylaw 2012-63, Section 37.3-37.4.*

* Garbage bins
* Recycling bins
* Food and yard waste bins
* Bins for additional waste streams including refundables, e-waste, batteries and hazardous waste
* Bin accessories such as lids, sign frames, castors, and connectors
* Bin signage and/or decals
* Food and yard waste processing equipment or technologies\* *(please specify your plan for the finished compost product. Examples of finished compost usage include donating it to a community garden, employees taking it home and using it in garden beds, etc. Finished compost cannot be landfilled.)*
* Other waste diversion or reduction technologies\*\*

\*Applicants that generate a small amount of food and yard waste can use more cost-efficient options to handle this material such as countertop composters and other composting technologies that don’t require a collector and hauler. The materials collected in the businesses food and yard waste stream must be the same as the materials collected in the residential food and yard waste service (i.e. must include meat, bones, and dairy).

\*\*Applicants must have a multi-stream waste management program where recycling, food and yard waste, and garbage are separated at the point of disposal, and the material is hauled to appropriate processers or processed in house. Other waste diversion or reduction technologies can be implemented in addition to, not in lieu of, a multi-stream waste management program. (ex. Businesses must have food and yard waste bins and garbage bins in washrooms to capture paper towel and/or tissues at the point of disposal. Hand dryers can be added in addition to the bins to reduce paper towel usage).

Capital Investment

Total capital investment in waste bins and/or technologies (in dollars):

Reimbursement amount requested (10%, up to $15,000):

Upload copy of quote(s) for the items for which you are seeking reimbursement

Upload photos of items

Upload copy of hauling quote(s)

Declaration:

By submitting this application, I confirm that the information provided is accurate.

[Signature Field] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Date Field] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit

[Submit Button]

Approval Process

* The City will contact the applicant by email to confirm receipt of the EAIP Project Proposal and ask any clarifying questions no later than 48 hours after the proposal is submitted.
* The City will review the application to ensure it meets the eligibility criteria.
* The City will notify applicants if their proposal has been approved or denied no later than 10 business days after submission.
* EAIP Project Proposal approval is at the discretion of the Director of Water, Waste & Environment.
* EAIP Project Proposals will be approved and funding will be allocated on a first come, first served basis until the maximum distribution of $1 million is reached.
* Approved applicants must submit an EAIP Funding Application within 90 days of the date of their EAIP Project Proposal approval as proof of implementation of their multi-stream waste management program to receive funding.
* One EAIP Project Proposal per business entity is permitted. If your business has more than one physical location, include the total capital investment costs for all locations in your proposal. Multiple proposals per business entity will not be accepted.

*Webform*

**EAIP Funding Application**

Businesses and organizations that have an approved EAIP Project Proposal can submit an EAIP Funding Application.

Business Information

Business Name:

Contact Person:

Email:

Phone Number:

Business Address:

Business Type (e.g., Corporation, Small Business, Non-profit, etc.):

Capital Investment

Total capital investment in waste bins or technologies (in dollars):

Reimbursement amount requested (10%, up to $15,000):

Upload copy of EAIP Project Proposal approval letter

Upload copy of paid itemized invoice(s)

Upload photos of the installed bins and/or waste reduction and/or diversion technologies as detailed in your EAIP Project Proposal

Upload copy of hauling contract(s)

Declaration:

By submitting this application, I confirm that the information provided is accurate.

[Signature Field] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Date Field] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit

[Submit Button]

Approval Process

* Only EAIP Funding Application applicants that have an approved EAIP Project Proposal will be accepted.
* Applicants must submit an EAIP Funding Application within 90 days of the approval date of their EAIP Project Proposal as proof of implementation of their multi-stream waste management program and to receive funding.
* EAIP Funding Applications received after 90 days will not be accepted and the applicant will forfeit their allocated funding. The applicant can re-submit an EAIP Project Proposal, however depending on the number of proposals received, and because the EAIP is first come, first served, funding may no longer be available.
* If the 90-day timeline is not feasible due to an event that is outside the applicants’ control (product manufacturing delays, shipping delays, etc.), the applicant can request an extension. Extensions must be submitted to the City in writing.
* The City will contact the applicant by email to confirm receipt of the EAIP Funding Application and ask any clarifying questions no later than 48 hours after the proposal is submitted.
* The City will review the application to ensure it meets the eligibility criteria.
* The City will notify applicants if their application has been approved or denied no later than 10 business days after submission.
* EAIP Funding Application approval is at the discretion of the Director of Water, Waste & Environment.
* One EAIP Funding Application per business entity is permitted. If your business has more than one physical location, include the total capital investment costs for all locations in your application. Multiple applications per business entity will not be accepted.
* Applicants must provide evidence of capital investment and proof of the purchase of eligible items.
* EAIP Funding Application approval letters will include an Electronic Funds Transfer (EFT) form and EFT form submission information. The City issues EFT payments weekly on Tuesdays.