

WRAPP

Waste Reduction and Pollution Prevention Fund

Program Information

INTRODUCTION

The Waste Reduction and Pollution Prevention (WRAPP) Fund was established in 2000 to support improved waste reduction and pollution prevention practices in the Province of Manitoba. An allocation of \$550,000 has been approved to support projects focusing on waste reduction, pollution prevention and innovative integrated waste management practices. Priorities for funding areas will be reviewed on an annual basis.

PROJECT ELIGIBILITY

Municipal corporations, Northern Affairs communities and First Nations, private and non-profit organizations and businesses, educational institutions and community groups are eligible to submit project proposals. Grant funds are available for Manitoba based projects that will:

- demonstrate and promote the environmental and economic benefits of reducing or preventing waste;
- showcase local efforts to minimize waste that can be transferred to other communities and regions in Manitoba;
- result in sustainable waste diversion or reduction activities that have measurable results; and
- demonstrate innovative approaches to integrated waste management systems using proven technologies.

WRAPP FUND PRIORITY AREAS

Manitoba Conservation is requesting project proposals in the following priority areas:

A. Organic Waste Management and Composting

Organic waste management has been identified as an area requiring strategic support for program development. Implementation of backyard, central and commercial composting programs is an integral part of achieving solid waste reduction goals. Composting of organic waste benefits the ecosystem by reducing pollution, greenhouse gas emissions, and increasing soil fertility. Types of projects that may be considered include: composting facility enhancement, pilot system demonstration, development and dissemination of information, product testing and market development. Projects should:

- encourage public/private sector partnerships for collection and processing,
- focus on residential yard and garden wastes, and institutional and commercial organic wastes,
- result in a high quality marketable compost.

B. Construction and Demolition (C&D) Waste Management

Limited opportunities exist for diverting C&D waste from landfill and inappropriate disposal methods continue to be problematic. Projects are encouraged that will result in community partnerships and partnerships between industry and local governments to reduce the amount of C&D waste sent for disposal. Projects should:

- demonstrate the benefits and feasibility of C&D waste diversion, recycling and reuse,
- establish new market activities or expand existing ones,
- promote environmentally sound C&D waste management practices.

C. Pollution Prevention

Further effort is needed to reduce the amount and/or toxicity of waste generated by consumers, businesses and local governments. Projects are encouraged that help businesses and institutions analyze the environmental impacts resulting from their services, processes and products. Projects should:

- promote green procurement and environmentally sound production practices,
- develop and market recycled content end products,
- demonstrate appropriate technologies that improve resource use efficiency or reduce product toxicity.

D. Model Integrated Waste Management System Development and Planning

In 2000, the Regional Waste Management Task Force recommended that improved regional waste systems be established. Projects are encouraged that demonstrate the benefit of integrated waste management planning and local government partnerships that will maximize the diversion of waste from landfill. Projects should:

- have the potential to meet or exceed 50% diversion of waste from landfill,
- offer a high degree of information dissemination and performance evaluation,
- involve systems and plans that may be adopted by other local governments,
- involve funding partnerships with the private sector, stewardship agencies or other levels of government.

FUNDING GUIDELINES

Project proponents are welcome to submit proposals (see WRAPP Fund Project Proposal Guidelines) at any time throughout the year. Project proposals are reviewed several times per year however to meet fiscal year end deadlines, project proposals must be received on or before November 15th.

Upon receipt, proposals will be reviewed for eligibility and assessed on technical merit. A WRAPP Fund Advisory Committee has been established to make recommendations on project funding to the Minister of Conservation. The Minister will have final approval authority on project funding of up to \$25,000. Projects eligible for funding for amounts over \$25,000 will be subject to the review and approval process of the Provincial Government Treasury Board. Grants will generally not exceed \$50,000.

Evaluation of the proposals will be made using the following criteria:

Applicant Experience

- qualifications of the applicant,
- qualifications of individuals and/or sub-contractors who will perform the work described,
- ability to implement and conclude the project in a timely fashion, and
- applicant's current waste handling practices and compliance with regulatory requirements.

Financial Status

- cost effectiveness of the project,
- assets and resources available to the applicant to undertake the project,
- economic feasibility of the project,
- level of partner funding, and
- demonstrated need for funding.

Proposal Specifics

- clarity of the proposal,
- level of innovation,
- applicability of project to others in Manitoba,
- existence of a plan to measure and report on project results,
- indication of support from all entities identified in the proposal.

Applicants will be encouraged to form partnerships. As a guideline, at least 50% of total project funding should come from project proponents or sponsors other than the Province of Manitoba. This can be cash contributions or in-kind support. In-kind support can include donations of equipment, materials, office space, volunteer time and professional services. Direct support of wages and established operating budgets will not be supported. However, seed funding may be provided to projects that have a clear plan for achieving self-sufficiency. In addition, projects not meeting the 50% funding criteria may be considered if sufficient innovation and benefit can be demonstrated.

Multi-year projects may be considered, but grant applications must be submitted on an annual basis for review and approval.

Successful Grant Recipients are required to sign a Waste Reduction and Pollution Prevention (WRAPP) Fund Grant Funding Agreement prior to grant funding being awarded.

ELIGIBLE APPLICANTS

Project submissions are welcome from the following:

- municipalities, local governments, including Community Councils, First Nation communities, and provincial government departments;
- private and non-profit organizations;
- community groups and associations;
- educational institutions;
- industrial, commercial, or institutional organizations.

Individuals or groups excluded from the above list may submit a joint application with an eligible applicant.

WRAPP FUND ELIGIBILITY CRITERIA

WRAPP Fund project evaluation criteria will be consistent with the following general criteria. To be eligible for funding, proposals must:

- Address one or more of the priority areas.
- Achieve and demonstrate measurable progress towards achieving one or more of the Fund's objectives.
- Promote a sustainable approach, have clear environmental benefits, and take into account benefits to the community and the economy.
- Be environmentally and ecologically sound.
- Adhere to a realistic budget and use appropriate resources to conduct the project.
- Have a discrete start and finish, and be implemented in a timely fashion.
- Identify the need for funding.
- Have confirmation of support from all entities involved in the project.
- Indicate that the project activities will be conducted in Manitoba or benefit Manitoba.

Consideration is also given to:

- Opportunity for project replication and degree of innovation, including appropriate use of technology.
- Demographics—e.g. audiences targeted, geographic regions served.
- Credibility, capabilities and accomplishments of prospective applicant and the individuals or contractors who perform work on the project.
- The cost effectiveness of the project.
- The feasibility or method/approach or technology.
- Compliance with applicable regulatory requirements and agreements. (Applicants are responsible for obtaining the necessary approvals from regulatory agencies.)
- Measurable results and communications strategy.

Ineligible Applications and Funding Requests

WRAPP Fund grants will not be awarded to:

- applicants who operate in a competitive market that will result in proprietary knowledge accruing and being held exclusively by the grant recipient;
- applications for debt financing or cost recovery purposes;
- real property (land, buildings) and vehicles;
- tools or models lacking clear concrete plans for future use, dissemination, or replication.

FOR FURTHER INFORMATION

Please contact:

WRAPP FUND

c/o Manitoba Conservation
Pollution Prevention Branch
123 Main Street, Suite 160
Winnipeg MB R3C 1A5

Phone: (204) 945-8443 or toll free 1-800-282-8069 ext. 8443
Fax: (204) 945-1211
E-mail: SDIF@gov.mb.ca

WASTE REDUCTION AND POLLUTION PREVENTION (WRAPP) FUND
PROJECT PROPOSAL GUIDELINE

The following guideline outlines the information that is needed to develop a full project proposal. Following this guideline is important, as complete information is needed to provide a fair assessment of your project proposal. Additional information may be requested in order to complete the project evaluation.

Please provide the following information:

1. Project Title

2. Information About Your Organization

- Name of your organization, group or corporation.
- Name of the authorized project contact, and an alternate project contact.
- Title, telephone, fax number, address and e-mail address for each contact.
- Identify the organization and contact responsible for managing the project.
- Length of existence and number of members, including the full legal corporate/organization name and list of directors, officers and executive.
- Mandate and main objectives.
- Provide an annual report, if available.
- Identify the organization and contact person that is fiscally responsible for the project (grant recipient/distributor).

3. Project Description (Executive Summary)

- Brief project description and outline of activities.
- Include details of the partners involved in the project.

4. How Does Your Project Meet the WRAPP Fund Program Criteria?

- What priority program area are you applying under and how does your project address this area?
- How will the project demonstrate measurable progress towards achieving one or more of the Fund's objectives?
- Explain the potential benefits of your project to the environment, community and economy.
- Is there a demonstrated need for your project?
- What problem or issue does your project address?
- Why is this an important problem/issue in your community?
- Who did you consult in the development of your project?

5. Regulatory Approvals

- Are there any regulatory requirements for your project, and if so, have the necessary approvals been sought from the appropriate authorities? (Please list them and if possible, attach copies of approvals and/or completed applications.)

6. Detailed Project Description

- Prepare a detailed description of the project and its activities, including:

A. Project Goals and Objectives

- Identify project objectives.
- What do you hope to achieve with this project? What is the ultimate goal and how will you meet that goal? Your project plan should include 3-5 objectives that are specific, measurable, achievable, realistic and time bound.

B. Project Work Plan

Provide a work plan that lists and describes the activities that will be carried out during the course of the project. The work plan should have the following components:

a. Time frame of project

- Identify project start and completion date.

b. Activities

- How will the work be carried out?

c. Resources

- What materials, supplies and equipment are needed to carry out the project?

d. Community involvement

- What individuals or groups will participate in the project and in what way?

e. Project management and personnel

- Who is responsible for the project and the various activities being carried out?
- How will the project be managed? Who is responsible for bookkeeping and disbursing funds?

f. Target group(s)

- Who will the project serve?

g. Communication, education and awareness

- How will you communicate information about the project and the results of the project to the community? (e.g. news release, public events, newsletter)

h. Sustainability

- How will you ensure the achievements of the project are maintained after the project is completed?

i. Project location

- Where in Manitoba is your project located? Provide a site map if applicable.

C. Evaluation

Performance measures, based on your project objectives, should be developed to help determine whether your project has been successful. WRAPP staff can assist you or provide further information, if necessary.

D. Detailed Project Budget

Provide an overall budget, using the table format below. On a separate page, provide a detailed breakdown of the expense category and the need for the funding request.

General Guidelines for Completing the Table:

- A. Funding Sources:** List all sources of partner funding (specify if confirmed or potential) and to which project expenses they are being applied. Provide letters of confirmation or contact information for other funding sources.
- B. In-kind Funding:** List all sources of support for the project, including in-kind donations of time, equipment, materials, etc.
- C. Requested WRAPP Funding:** List amount requested from WRAPP and to which project expense it will be applied.
- D. Project Revenues:** List any anticipated revenue from the project, including product sales, tax rebates, MPSC payments, etc.

Funding Sources (A)	Cash	In-kind	Total
WRAPP Funding Requested			
Total Project Revenues (Total from D)			
TOTAL			

Expense Category	Partner Funding		Requested WRAPP Funding (C)	Budget Total
	Cash	In-Kind (B)		
Project Personnel Costs (wages, employee benefits)				
Management / Professional Fees (accounting, audit, legal, technical)				
Materials / Supplies				
Equipment Rental				
Office Costs				
Transportation Costs				
Other (Identify)				
TOTAL				

Revenue Sources (D)	Budget Amount
TOTAL	

7. Has your organization previously requested or received funding from any provincial government department/program?

- If yes, provide the date that the funding was requested/received, amount of funding that was requested/received, and for what purpose.

8. Please tell us how you became aware of the Waste Reduction and Pollution Prevention Fund.

Assistance in completing your application may be obtained by contacting:

Manitoba Conservation
Pollution Prevention Branch
123 Main Street, Suite 160
Winnipeg MB R3C 1A5

Phone: (204) 945-8443
Or Toll Free: 1-800-282-8069 ext. 8443
Fax: (204) 945-1211
E-mail: SDIF@gov.mb.ca

Send your completed application to:

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Manitoba Conservation
Pollution Prevention Branch
123 Main Street, Suite 160
Winnipeg MB R3C 1A5

Or Fax to: (204) 945-1211
Or E-mail to: SDIF@gov.mb.ca

Please include all information requested.

An electronic version of the project guidelines is available in *Word* format upon request, or on the internet at:

<http://www.susdev.gov.mb.ca>