

2011-12 MAP INNOVATION GUIDELINES & Application



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1. Program Purpose

The purpose of the program is to support *innovative* projects of municipal governments and waste-resource regions in researching and developing new processes, methods, markets and equipment to increase solid-waste reduction and diversion in Nova Scotia.

2. Eligible Projects

Eligible Projects under this program include:

- Projects which are comprised primarily of original work undertaken to acquire new knowledge with a specific practical application in view; or
- Projects involving systematic work, using existing knowledge gained from research and/or practical experience that is directed to producing new materials, products or devices, or
- Projects that install new processes, systems and services or improve substantially those already produced or installed.

3. Eligible Applicants

Eligible applicants include:

- A city
- An incorporated town
- A municipality of a county
- A municipality of a district
- A regional municipality
- A waste resource management region

4. Eligible Costs

Eligible costs include capital, operating, wage and salary expense considered by the Committee to be essential to the success of the undertaking.

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

Contributions in kind from acceptable applicants are eligible costs when, in the opinion of the Committee, they are essential to the project, are incremental, 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 is eligible under any other component of MAP funding, is not eligible under this program.

Specifically, the following items are *ineligible* under the innovation component:

- Green carts/compost bins
- Derelict vehicles
- Illegal dumping/litter clean-up
- Education/enforcement projects
- On-going municipal operational costs
- Existing municipal employee wages
- “General purpose” vehicles and,
- Any other costs as identified by the Committee.

6. **Level of Assistance**

- a) This program will provide assistance to a maximum of eighty percent (80%) 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.

7. **Application Assessment and Analysis**

The MAP Innovation Program Committee (“the Committee”) shall review and 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 A.

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, the Committee may prioritize and allocate funds based on merit. Multi-year projects will be considered.

All decisions and funding recommendations of the Committee are subject to approval by the Board of Directors.

All applicants shall be informed of the Board’s 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. Evaluation Criteria

Applications will be evaluated based on the following criteria that are listed in order of priority:

- I. Level of Innovation (i.e. new to Nova Scotia)
- II. Fit with and support of NS Solid-Waste Resource Strategy and RRFB Mandates
- III. Impact on Diversion and Waste Reduction
- IV. Level of Partnering – both financially and cooperatively
- V. Cost/Value
- VI. Economic Impact.

9. Submission Date

Applications in either hard copy or MS Word or PDF file must be received by RRFB Nova Scotia no later than **4:30 pm, April 29, 2011**. If insufficient suitable applications are received with this intake, a second intake will be made on **October 14, 2011**. Notice to this effect will be posted on the RRFB website after the first round of applications is reviewed.

Electronic copies are accepted by e-mail at (info@rrfb.com). Hard copies may be delivered to RRFB's office.



RESOURCE RECOVERY FUND BOARD
APPLICATION FOR ASSISTANCE
MAP Innovation Program

1. Legal Name of Applicant:	1(a). Name and Title of Contact Person:
Name: _____ Mailing Address: _____ Street: _____ PO Box: _____ City/Town: _____ Postal Code: _____	Name: _____ Title: _____ Telephone no.: _____ E-mail: _____ Fax no.: _____
2. Identification (please check one): Solid-Waste Waste Resource Management Region: [<input type="checkbox"/>] Municipality: [<input type="checkbox"/>]	
3. Project Name: _____ 3(a). Project Location: _____	4. Federal, Provincial, Municipal permits required: _____ _____
5. General Purpose and Nature of Project: _____ _____ _____ _____	
6. 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 RRFB Nova Scotia to make any enquiries of such persons or organizations, to collect and share information with them, as RRFB Nova Scotia 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. [<input type="checkbox"/>] I read and understood the Notice and Consent. I voluntarily consent to the collection, use and disclosure as described. <div style="text-align: center;"> _____ Print Name and Title of Authorized Official </div> Signed at _____ this ____ day of _____ 20____	

7. Attach your project proposal which shall include the following:

- a) Detailed Project Description.** Explain how this project is innovative for the solid waste-resource management system of Nova Scotia including its potential impact on diversion and waste reduction. Describe how the project fits with the NS Solid-Waste Resource Strategy.
- b) Detailed cost summary for the project.** This summary will include anticipated costs for buildings, capital equipment, leased equipment, supplies and tests, and any other related 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.
- c) Details surrounding all other funding and other partners.** This will include the names of contact persons, the amount of assistance being provided, all conditions attached to the assistance, any special or unusual conditions relating to performance, and the timing of such assistance.
- d) Provide a listing of all key personnel/researchers researchers and their resumes.** Provide the names and descriptions of all partners in the project.
- e) Provide a schedule for the project.** This schedule will show the timing of key aspects of the proposal, including those items that are considered to be critical to the completion of the project.
- f) Other.** Any other information deemed relevant to your project.

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