

GUIDELINES

OVERVIEW

RRFB Nova Scotia will provide financial assistance for activities, events, community group initiatives, projects and research, which support Nova Scotia's Solid Waste-Resource Management Strategy or RRFB Nova Scotia's mandates. The maximum sponsorship awarded to any individual request shall not exceed \$500.

ELIGIBLE PROJECTS

In general terms, RRFB Nova Scotia provides funding for events or initiatives with a focus on waste reduction, reuse, recycling and composting. Funding is provided for events that are "going green", community gathering points that require recycling and composting containers, and more. Here are a few examples of projects that have been funded by RRFB Nova Scotia:

- Halifax Highland Games and Scottish Festival - funding to provide recycling and composting services at the event.
- Kingston United Church – funding to purchase a waste separation container.
- Digby Neck Community Development Association - funding to build community compost bins in the community of East Ferry.

Only expenses incurred between April 1, 2011 and March 31, 2012 will be eligible. If your supplier is unable to provide you with an invoice prior to March 31, 2011 please forward a purchase order so the correct expenditure can be accrued by our Finance Department. **Invoices must be received from the applicant within 60 days of the event or purchase. If the applicant does not submit invoices for payment during that time, funds will be made available to another organization.** Payment will be made to the applicant within 60 days of receipt of invoices.

APPLICATION PROCESS

Step #1: Complete the attached application form and submit it to your regional coordinator for review (contact information provided on next page). The regional coordinator will forward the application to RRFB Nova Scotia for approval.

Step #2: RRFB Nova Scotia will notify the applicant of the maximum funding for the initiative. Eligible costs and the procedure for reimbursement will be outlined in the letter (excluding HST).

Step #3: Within 60 days of the completion of your event/initiative, submit a brief summary of the project to RRFB Nova Scotia. The summary report should include a project overview, associated invoices, pictures and promotional material (including

newsletters, media coverage, etc. where applicable). The receipt of a report within 60 days of the completion of the event/ project will provide for the release of funds to the applicant.

NEED HELP?

Regional Coordinators are available to help you plan your event/ initiative. They have many resources to assist you in developing a recycling and composting program, or to help you green your facility or event.

Region	Coordinator	Phone	Fax	Email
Cape Breton	Roschell Clarke	563-5054	564-0481	rmclarke@cbrm.ns.ca
Pictou	Carol MacKenzie	396-1495	396-4782	cmackenzie@pcwastemgmt.com
Antigonish/ Guysborough	Nicole Haverkort	232-2563	533-4909	nicole@erswm.ca
Cumberland/ Colchester/ East Hants	Brenda Rioux	667-5141	667-5873	bkellegreg@cjisma.ns.ca
Halifax	Laurie Lewis	490-7176	490-6690	lewisr@halifax.ca
Kings/ Annapolis	Brian VanRooyen	679-1326	679-1327	brianvr@vwrn.com
South Shore/ West Hants/ Barrington	Valda Walsh	624-1339	624-1313	region6@ns.sympatico.ca
Digby/ Yarmouth	Amy Hillyard	742-4404	742-4147	amy@wastecheck.ca

EVENT GREENING



Need help greening your event? RRFB Nova Scotia's *Event Greening Guide* gives you step-by-step instruction on how to:

- Research and plan methods to include waste reduction, reuse, recycling, and composting in your event.
- Promote and publicize your green event.
- Monitor and evaluate the success of your green event.

Go to http://www.rafb.com/pdfs/RAFB_Event_Greening.pdf or call 1-877-313-RAFB (7732) to get your free copy today!

RECYCLING CONTAINERS AND SIGNS

Check out RRFB Nova Scotia's website (www.rafb.com) for information on waste management signs and containers. RRFB Nova Scotia has developed a set of colorful bilingual signs to help reduce waste in public places. Nova Scotia's website also lists a variety of suppliers of recycling and composting containers. You will find guidelines for waste containers as well as examples of styles available and links to some retainers at

<http://www.rafb.com/pages/Secondary%20pages/containers.cfm>

