

WRAPP

Waste Reduction and Pollution Prevention Fund

PROGRAM INFORMATION

The Waste Reduction and Pollution Prevention (WRAPP) Fund supports projects that focus on waste reduction, pollution prevention, and integrated waste management practices.

WRAPP OBJECTIVES

- demonstrate and promote the environmental and economic benefits of reducing or preventing waste;
- showcase local efforts to minimize waste;
- promote sustainable waste diversion or reduction activities; and
- demonstrate innovative approaches to reducing waste, preventing pollution, and conserving resources.

PRIORITY AREAS

Organic Waste Management and Composting

Projects supported under this priority area will result in composting facility enhancement, pilot system demonstration, development and sharing 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,
- comply with established guidelines,
- result in a high quality marketable compost.

Construction and Demolition (C&D) Waste Management

Projects supported under this priority area 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.

Pollution Prevention

Projects supported under this priority area will help businesses and institutions analyze the environmental impacts resulting from their services, processes and products and reduce the amount and/or toxicity of waste they generate. 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.

Model Integrated Waste Management System Development and Planning

Projects supported under this priority area will demonstrate the benefit of integrated waste management planning and local government partnerships to maximize the diversion of waste from landfill. The maximum grant available under this priority area will usually not exceed \$25,000. Projects should:

- have the potential to meet or exceed 50% diversion of waste from landfill,
- 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.

WHO CAN APPLY?

Municipal corporations, local governments, including Northern Affairs and First Nation communities, private and non-profit organizations and businesses, educational institutions, youth groups and community associations are eligible to submit project proposals. Individuals, or groups excluded from the above list may submit a joint application with an eligible applicant.

PROJECT ELIGIBILITY

To be eligible for funding support, proposals must:

- Address one or more of the priority areas and show progress toward achievement of one or more of the Fund's objectives.
- Be environmentally and ecologically sound.
- Promote a sustainable approach with environmental, community and economic benefits.
- Adhere to a realistic budget and use appropriate resources to conduct the project.
- Have a distinct start and finish, and be implemented in a timely fashion.
- Conduct project activities in Manitoba or be of benefit to Manitoba.
- Have a clear plan for future use, sharing or replication.
- Have clear objectives and measurable results.
- Have written support from partners, including financial contributions, in-kind project support and/or technical expertise.
- Address any legal requirements, such as permits and licenses.

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 the applicant and the individuals or contractors who perform work on the project.
- Cost effectiveness.
- Feasibility of the proposed method, approach or technology.
- Compliance with applicable regulatory requirements and agreements. (Applicants are responsible for obtaining the necessary approvals from regulatory agencies.)
- The ability to measure and communicate results.

INELIGIBLE APPLICATIONS AND FUNDING REQUESTS

- Projects that will result in proprietary knowledge accruing and being held exclusively by the grant recipient.
- Applications for debt financing or cost recovery purposes.
- Purchase of real property, including land, buildings or vehicles.
- Ongoing administration (office costs) and established operational budgets.
- Business development start-up costs. Consideration may be given to projects that can clearly indicate that the initiative is a demonstration and/or a pilot project.
- Initiatives that must be undertaken as a result of a government order, such as removal of petroleum distribution systems, investigations and remediation.
- Tools or models lacking clear plans for future use.

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 **December 15th**.

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

Applicants are encouraged to form partnerships and obtain cash contributions or in-kind support from other sources. In-kind support can include donations of equipment, materials, office space, volunteer time and professional services.

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.

All applicants will be notified of decisions in writing. Successful Grant Recipients are required to sign a WRAPP Fund Grant Funding Agreement prior to receiving grant funding.

PROJECT PROPOSAL REVIEW PERIODS

To be considered for funding, proposals must be submitted by the following deadlines:

April 15
June 15
August 15
October 15
December 15

All applicants will be notified of funding decisions in writing approximately eight to 12 weeks following the intake date.

HOW TO APPLY

All proposals must follow the WRAPP Project Proposal Guideline to ensure a fair assessment. If you need assistance in completing the proposal, please contact us at the address below.

Electronic submissions are encouraged, but if mailing your project proposal, please save paper and copy on both sides. We also appreciate receiving proposals that are unbound (no staples, coils, etc.)

You will receive an acknowledgement that we've received your submission by letter or e-mail.

CONTACT US

For assistance with your proposal, or if you have questions about the Waste Reduction and Pollution Prevention Fund, please contact us at:

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

Phone: (204) 945-8443 or (204) 945-7482

Toll free: 1-800-282-8069, ext. 8443

Fax: (204) 945-1211

Email: sdif@gov.mb.ca

Web site: www.susdev.gov.mb.ca

PROJECT PROPOSAL GUIDELINE

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 a problem/issue in your community?
- Whom 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:

PROJECT GOALS AND OBJECTIVES

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

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.

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.

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.

Table: Project Budget

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

Expense Category <i>Provide an itemized listing of project costs for each expenditure category.</i>	Partner Funding <i>Identify amount and by whom it is to be contributed by (create new columns for each partner if needed).</i>		Requested WRAPP Funding (C)	Expenditure Total
	Cash	In-Kind (B)		
Project Personnel Costs (<i>wages, employee benefits</i>)				
Management/Professional Fees (<i>accounting, audit, legal, technical, contractor, consultant</i>)				
Materials/Supplies				
Equipment Rental				
Office Costs				
Transportation Costs				
Other (Identify)				
TOTAL				

Revenue Sources (D)	Budget Amount
TOTAL	

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

If yes, list 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 and its program components.

Email Project Proposals to: sdif@gov.mb.ca

Fax Project Proposals to: (204) 945-1211

MAIL PROJECT PROPOSALS TO:

Assistance in completing your application may be obtained by calling (204) 945-8443

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