



# CleanBC

# Plastics Action Fund

## Indigenous Funding Pilot Program

### Program Guide



**IZWTAG**  
INDIGENOUS ZERO WASTE  
TECHNICAL ADVISORY GROUP





# Table of Contents

<b>1. Program Overview</b>	<b>4</b>
1.1. Intake Objectives	4
1.2. Program Scope	4
1.3. Indigenous Applicant Assistance	4
<b>2. Applicant Eligibility and Eligible Expenses</b>	<b>5</b>
2.1. Eligible/Ineligible Expenses	5
2.1.1. Eligible Expenses (Costs)	5
2.1.2. Ineligible Expenses	6
<b>3. Funding</b>	<b>6</b>
3.1. Awarding of Funding	7
<b>4. Application Process</b>	<b>7</b>
4.1. Grant Proposal	7
<b>5. Application Assessment</b>	<b>8</b>
<b>6. Successful Applicant Information</b>	<b>8</b>
6.1. Expenses Report Assessment and Audits	8
6.2. Events and Communications	8
6.4. Freedom of Information	9
<b>7. Application Support/Contact Information</b>	<b>9</b>



# Program Guide - Pilot Indigenous Funding Stream

## 1. Program Overview

The CleanBC Plastics Action Fund's new Indigenous Funding Pilot Program has up to \$1 million in funding available to support Indigenous-led projects that prevent plastic waste, through the development of community or business based ventures providing zero waste solutions.

The CleanBC Plastics Action Fund was first established by the Government of British Columbia at the end of 2020. This first phase provided funding to British Columbia-based businesses that were working to increase the capacity of post-consumer recycled (PCR) plastics processing and the use in manufacturing, testing, design, and research.

The second phase of the CleanBC Plastics Action Fund builds upon the work of Phase 1 of the Fund, supporting the development of a circular economy by funding innovative plastic recycling and plastic waste reductions projects across the province, including the funding stream specific to Indigenous-led applicant and projects. The two funding streams in addition to the Indigenous Funding Pilot Program: 1. recycling and remanufacturing of recycled plastics and 2. Business models and systems that support reuse, refill, sharing or repairing opportunities.

### 1.1. Intake Objectives

The Pilot Indigenous Funding Stream will support projects led by individuals, communities, businesses, and organizations which self-identify as First Nations (status and non-status), Métis, and/or Inuit which are focused on reuse, remanufacturing, micro-recycling, and capacity building activities to reduce plastic waste.

### 1.2. Program Scope

Indigenous Applicants will reduce plastic waste in the province through funding provided by the CleanBC Plastics Action Fund. The Fund will support projects that will:

- Result in waste reduction activities to recycle, reuse, or prevent plastic waste which are led by Indigenous people, communities, and businesses
- Build capacity around the circular economy and plastic waste reduction which are led by Indigenous people, communities and businesses

### 1.3. Indigenous Applicant Assistance

The Indigenous Zero Waste Technical Advisory Group (IZWTAG) is available to help Indigenous applicants.

- Contact IZWTAG for more information on the fund: [exec.izwtag@gmail.com](mailto:exec.izwtag@gmail.com).



## 2. Applicant Eligibility and Eligible Expenses

Eligible applications must meet the following general criteria:

- Projects will need to be able to be completed by February 15, 2024.
- Projects must show a contribution of at least 20% of project expenses. This can include in-kind contributions (e.g. staff time, space for implementation of the project) and/or contributions from other grants or funding streams.
- Projects must include a clear plan on how the project will support the phase-out of single-use plastics, prevent plastic waste or increase capacity of plastic waste reduction activities.

Eligible Applicants will be required to:

- Agree that the qualified expenses are used solely towards their selected project.
- Provide receipts and invoices for the eligible expenses, upon request.
- Participate in a short follow-up survey to demonstrate the outcomes resulted from the Program. Only aggregate results will be made public.
- Complete a simple online report back to Alacrity (see Appendix A) every 3 months (90 days) after the transfer of the initial payment and upon the project conclusion.

Eligible Indigenous Organizations include:

- Communities
- Schools, childcare, and other educational institutions
- Band stores
- Indigenous Economic Development organizations
- Indigenous owned and operated businesses

Applicants who do not meet the eligible criteria are unable to apply for the Program.

### 2.1. Eligible/Ineligible Expenses

Alacrity Canada will assess the eligibility of costs.

#### 2.1.1. Eligible Expenses (Costs)

The grant funding must be used towards expenses outlined in the grant proposal and must align with the objectives outlined in section 1.2. Further, eligible expenses include the following:

- Capital expenditures related to the project
- Salary costs for project specific labour
- Education, outreach, and capacity building activities
- Retrofit costs to enable the project
- Contractor or partner organization fees
- Installation costs
- Freight or transportation charges
- PPE



### 2.1.2. Ineligible Expenses

The grant funding cannot be used towards expenses that are not related to the project described in the grant proposal and cannot be used for activities that have already begun before the project start date. Further, funding cannot be used for:

- Operating expenses (selling, general and administrative expenses)
- Marketing and media-related expenses
- Salary costs for general staff
- General website or IT upgrades
- Hosting an existing website
- Credit card processing fees
- Packaging materials for equipment shipping and related shipping costs
- Real estate capital purchases
- Purchase or lease of private/personal vehicles
- Labour costs associated with ongoing operations
- Structural renovations not specific to the project

## 3. Funding

The maximum grant amount is determined on a project basis. Grants are available between \$25,000 and \$500,000; Projects greater than \$500,000 are also eligible to apply to the other two funding streams.

### **General Conditions:**

- All funding decisions are final;
- At the sole option of Alacrity Canada, any portion of the funding that remains at the end of the project shall be returned to the Minister of Finance within 30 days upon written request from Alacrity Canada or the Province of B.C.;
- On the happening of an Event of Default, or at any time thereafter, Alacrity Canada may, at its option, elect to do any one or more of the following:
  - by written notice to the Funding Recipient, require that the Event of Default be remedied within a time period specified in the notice;
  - pursue any remedy or take any other action available to it at law or in equity;
  - by written notice to the Funding Recipient, terminate any future funding with immediate effect or on a future date specified in the notice, subject to the expiration of any time period specified;
  - suspend any installment of the funding or any amount that is due to the Funding Recipient subject to the satisfactory remedy through notice; or
  - require repayment of any portion of the funding not spent in accordance with this Agreement prior to termination;



### 3.1. Awarding of Funding

Approval of funding to successful applicants will be conditional upon the terms and conditions set out in the grant letter. The program reserves a right to award partial contributions towards the total funding request.

#### **General Conditions:**

- Funding agreements will require the applicant to follow program guidelines and requirements, including submitting progress and final reports and financial reporting documents.
- Failure to meet the requirements of the grant agreement could result in the requirement for the repayment of funding to Alacrity Canada and disqualify the applicant from further applications.

## 4. Application Process

Applicants must submit an online application form that can be accessed at <https://alacritycleantech.com/plasticsactionfund-application/>. The application must demonstrate that the applying business/ organization meets the eligibility criteria set out in section 2 of this document.

Applications must be submitted in English. Applications which are deemed eligible for the grant will be contacted and asked to submit a detailed grant proposal.

The program application has three steps:

**Step 1:** Complete the online expression of interest demonstrating that you meet the eligibility criteria and submit your project proposal. If you would like help to complete your project proposal, please contact IZWTAG at: [exec.izwtag@gmail.com](mailto:exec.izwtag@gmail.com)

**Step 2:** Eligible applicants will be asked to develop a detailed grant proposal, template provided, that explains how you plan to use the funds. Businesses need to show a cost estimate that includes how much funding you need and how the money will be spent for each cost grouping.

**Step 3:** Applicants will be contacted as soon as processing is complete with the outcome of their application. For the projects to have an immediate benefit, the funds will be issued and provided to the grant recipient as soon as the application has been approved.

### 4.1. Grant Proposal

Applicants are to develop a grant proposal that explains how they plan to use the funds. Businesses or organizations must show a cost estimate that includes how much funding they need and how the money will be spent, including descriptions of the objectives which the funding will help achieve.



The grant proposal must include information on the following:

- Applicant Information
- Financial Information
- Project Information
  - What problem or challenge does your project address?
  - How do you plan to address the problem/challenge?
  - Project timeline and milestones
  - Project risks and mitigation
  - Additional Project Benefits
  - Total project budget
  - Funds requested
  - Other funding utilized

## 5. Application Assessment

Applications will be assessed in the order received. Applicants will be notified of the outcome of their application as soon as processing is complete.

## 6. Successful Applicant Information

Successful applicants must review and comply with the criteria outlined in this section.

- Applicants will receive a grant letter that will outline the terms and conditions for the agreement and eligible expenses under the Program.
- Once the applicant has accepted the terms and conditions, the grant payment can be issued.

### 6.1. Expenses Report Assessment and Audits

A percentage of applicants' reports will be audited, and expenses will be reviewed in detail, by an independent auditor. The applicant must keep invoices and receipts related to project expenses, and proof of payment, in case of audit.

The reports will be reviewed and will be assessed against a set of criteria.

### 6.2. Events and Communications

Throughout the project there may be a number of occasions that require communication support for events and/or publications. As such, the following is required:

Funding recipients must keep Alacrity Canada informed in advance (with a minimum notice period) of any promotional activities or events related to the project.

The Province and Alacrity Canada are required to provide consent to publish project details in reports and in promotion of the Fund.



## 6.4. Freedom of Information

Applications submitted under the Program are subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of administering the Program and evaluating eligibility of the proposal.

## 7. Application Support/Contact Information

The CleanBC Plastics Action Fund, Indigenous Pilot Funding Program, is administered by Alacrity Canada. Please contact Alacrity Canada at:

250-412-5801

[cleantech@alacritycanada.com](mailto:cleantech@alacritycanada.com)

Communities and Community organizations can receive application support from the Indigenous Zero Waste Technical Advisory Group (IZWTAG) at:

604-902-9440

[exec.izwtag@gmail.com](mailto:exec.izwtag@gmail.com)





# Appendix A: Example Detailed Application

## Stream 3 – Indigenous Stream

Required fields marked with \*

### Applicant Information

**Legal Name\*:**

**Business/Registration Number:**

**Organization Type\*:**

**Organization Size\*:**

### Organization Information

**Address\*:**

**Telephone\*:**

**Website\*:**

### Point of Contact

Complete this section with the details of the primary contact who will receive all official correspondence for this proposal.

**Last Name\*:**

**First Name\*:**

**Position/Title\*:**

**Telephone\*:**

**Email\*:**

### Project Information

#### Project Details

Section 1: What problem or challenge does your project address?

Section 2: How do you plan to address the problem/challenge?

Section 3: Project timeline and milestones

Section 4: Project risks and mitigation

Section 5: Additional project benefits

Section 6: New technology or intellectual property

Section 7: Total project budget

Section 8: Funds requested

Section 9: Other funding

### Financial Information

### Additional Information



## Project Information

Projects must achieve at least one of the following outcomes. Please indicate which of the following your project is addressing by marking an **X** next to the applicable objective(s):

Support Projects that stimulate waste reduction activities to recycle, reuse, or prevent plastic waste which are led by Indigenous people, communities, and businesses;

Support Projects that build capacity around the circular economy and waste reduction which are led by Indigenous people, communities and businesses.

## Project Details

Provide details in a written format to address the following sections of your project proposal.

Section 1: What problem or challenges does your project address?

- Describe the problem or challenge your project addresses

Section 2: How do you plan to address the problem/challenge?

- What is the potential impact of your project? (example:, units of single use items avoided, individuals receiving waste reduction training and capacity building)
- Describe the expected benefits from your project and how they will support your local community (both in the short term and long term).

Section 3: Project timeline and milestones

Please provide a timetable, along with the following:

- Describe how you will implement your project by the deadline of February 15<sup>th</sup>, 2024. (Provide detail around the stages/milestones of your project that would ensure completion by this date.)
- What resources do you have in place to ensure project completion? Who will oversee this project

Section 4: Project risks and mitigation

- Describe the risks to the project and your mitigation plan to address these risks

Section 5: Additional Project Benefits

- Are there any additional benefits from your proposed project? This could include benefits for youth and women, potential to create new jobs, reduce operation costs, and/or support local economic resiliency



### Section 6: Total project budget

- What is the total project budget in Canadian dollars?

### Section 7: Funds requested

- What is the total amount of funds requested from the Plastics Action Fund in Canadian dollars?

### Section 8: Other funding

- Provide a short description to demonstrate a contribution of at least 20% of project expenses. This can include in-kind contributions (e.g. staff time, space for implementation of the project) and/or contributions from other grants or funding streams.

## Financial Information

Please provide the following information to demonstrate your financial ability to complete the project by the specified deadline of February 15<sup>th</sup>, 2024

- An annual budget for the current year. (If you are in the final quarter of your current fiscal year, project your draft budget for your next year.)
- Current business plan (if applicable)
- For community organization led projects over \$50k need band council resolution showing commitment to support 20% funding contribution

## Additional Information

Provide any additional information that may help in the selection process that has not been covered in the information requested above.



## Appendix B: Example Progress Report

# Project Progress Report

(To be submitted via electronic survey)

**ORGANIZATION NAME**

**CONTACT PERSON NAME**

**DATE**



### EXPENDITURE TRACKING

Expenditure	Date paid	Name of supplier	Dollar amount
	yyyy/mm/dd		\$
	yyyy/mm/dd		\$
	yyyy/mm/dd		\$

### TOTAL PROJECT BUDGET TRACKING

Total budget for project	Total amount of project budget to be covered by funding	Total funded expenditures to date	Percentage of funding spent to date
\$	\$	\$	%

### IN KIND/ORGANIZATION CONTRIBUTIONS TO DATE

Expenditure	Date incurred	Dollar amount
		\$

### PROJECT IMPACT TO DATE (ESTIMATED IN KILOGRAMS OR CAPACITY BUILDING ACTIVITIES)

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**CHANGES TO PROJECT PLAN**

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**CURRENT CHALLENGES/ISSUES/BARRIERS**

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