



electronics



paint



tires

# 2018 Tire Marshalling Area Grant Program Application

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## 2018 Tire Marshalling Area Grant Program Application

The Tire Marshalling Area (“TMA”) Grant Program (the “Grant Program”) was established in 2002 by the Alberta Recycling Management Authority (“Alberta Recycling”) to offer municipalities, regional waste authorities/commissions, and Indigenous Communities assistance in improving the way scrap tires are managed at landfills, transfer stations, and recycling depots.

To date \$2.6 million has been awarded to over 130 TMA projects throughout the province. This has enabled municipalities, regional waste authorities/commissions, and Indigenous Communities to better serve the public with enhanced, temporary storage areas for scrap tires. Since the inception of Alberta’s tire recycling program in 1992 over 105 million scrap tires have been recycled.

Alberta Recycling is inviting the submission of completed Grant Program applications in the form set out herein (“Grant Applications”) from “eligible applicants” (as defined below) for TMA projects. The Grant Application provides instructions for prospective applicants (“Applicants”) to the Grant Program.

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**The deadline to submit Grant Applications is November 23, 2017 at 4:30 p.m.**

***If you any questions regarding this application please call Alberta Recycling’s Grants Program Administrator at 1-888-999-8762 or email [grants@albertarecycling.ca](mailto:grants@albertarecycling.ca).***

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### APPLICATION PROCESS

#### A. ELIGIBLE APPLICANTS

1. Municipalities.
2. Regional Waste Authorities/Commissions.
3. Indigenous Communities within the Province of Alberta.

#### B. FUNDING AVAILABLE TO A MAXIMUM OF \$30,000

1. Funding is provided for the construction of:
  - a) Single cell\* bunkers constructed with concrete blocks (minimum suggested size: 15m x 15m x 2 blocks high)  
\*Multi cell bunkers are no longer required to separate different types of scrap tires.
  - b) Access ramps to tire cages, making it easier for the public to place their tires in cage; and
  - c) Any other structures as may be approved by Alberta Recycling in its sole discretion\*\*  
\*\*Notwithstanding the foregoing, Grant Program funding shall not be provided for the purchase of equipment such as cages (which can be provided by tire recyclers), loading equipment etc.
2. Examples of materials approved for funding in the construction of a TMA may include, but are not limited to:
  - a) Concrete blocks including purchase, delivery, and placement;
  - b) Installation of all-weather base for the scrap tire collection area;
  - c) Other materials as may be approved by Alberta Recycling in its sole discretion.
3. Labour and equipment provided by non-arm’s length persons, such as Applicant employees and volunteers, are ineligible for Grant funding.
4. GST is not included in the funding.
5. Grant Funding is payable based on the actual expenses incurred by the Applicant in completing the project as evidenced by receipts and invoices provided by the Applicant to Alberta Recycling and not on the eligible expense quotations provided with the Grant Application.

### C. SELECTION CRITERIA

We have included the following general criteria for your reference which indicates how the Grant Application may be evaluated for approval:

1. Inclusion of clear site plan showing area overview/footprint that includes dimensions and location of structures, and signage that will be provided by Alberta Recycling.
2. Time frame for completion – the project must be completed and accessible to the public by February 28, 2019 (a detailed construction schedule is to be included with the Grant Application).
3. Multiple applications from the same municipality may not be approved. Municipalities are encouraged to prioritize their projects if submitting more than one application.
4. Any additional information that would be helpful in evaluating the project should be submitted with application.

### D. GRANT CONDITIONS

1. The project must be accessible to the general public and to local businesses.
2. Applicants are encouraged not to charge a tipping fee to anyone for dropping off eligible tires. If a fee is charged signage should indicate that it is at the discretion of the collection site and is separate from the surcharge paid when purchasing eligible tires.
3. The TMA will be inspected periodically by Alberta Recycling's Field Services Inspector. Repayment of Grant Program funds may be required if the TMA is not being used for its intended purpose of temporary storage for scrap tires.
4. The project is to begin after the Applicant receives approval of the Grant Application from Alberta Recycling and the Applicant and Alberta Recycling have entered into Alberta Recycling's form of written grant agreement (the "Grant Agreement"), but not before April 1<sup>st</sup>, 2018. Any material purchased or work done prior to this date is not eligible for funding.
5. All permits and project contracts are the responsibility of the Applicant.
6. The project must stand alone and not be dependent on additional funding for its completion over and above the amount approved for the Grant Application.
7. Approved Applicants agree to provide access to Alberta Recycling and/or its representatives to all financial records or other documentation related to the project upon request.
8. Upon completion of the project, funds will only be released after all Grant requirements are met and Alberta Recycling has completed an inspection of the project satisfactory to Alberta Recycling in its sole discretion.
9. Final submission of all documentation and paid invoices detailing the completion of the project must be submitted by March 31, 2019.
10. Signage will be provided by Alberta Recycling upon completion and inspection of the project. Signage is to be installed by the Approved Applicant within 30 days of the project inspection. Alberta Recycling is not responsible for the replacement of lost or damaged signage.
11. The information collected in support of this Grant Application is subject to *the Freedom of Information and Protection of Privacy Act* in Alberta.

**Once the Grant Application is approved, if any changes are to be made to the construction plans or materials, the Applicant must submit a written request and obtain approval from Alberta Recycling prior to implementation.**

**CHANGES WITHOUT WRITTEN APPROVAL MAY RESULT IN FUNDING BEING VOID.**

## E. LEGAL NOTICE

By submitting a Grant Application, you confirm that you have read, understand and accept the information contained herein and that you agree as follows:

1. Alberta Recycling reserves the unqualified right to accept or reject any or all Grant Applications for any reason.
2. The final decision with respect to the approval of any Grant Application rests solely with Alberta Recycling. Alberta Recycling may consider any criteria determined to be relevant to Alberta Recycling's mandate, regardless of whether such criteria have been disclosed to the Applicant.
3. Grant Applications that do not comply with the requirements described herein may be rejected in whole or in part or not considered by Alberta Recycling. Alberta Recycling reserves the unqualified right to accept or reject a non-compliant Grant Application.
4. The Grant Application is an invitation only. It is not an offer and the submission of a Grant Application does not create a contract or agreement of any kind between Alberta Recycling and the Applicant.
5. No conduct, act or omission of Alberta Recycling, or its directors, officers, consultants, advisors, agents, servants and their respective successors and assigns (collectively the "Alberta Recycling Parties") other than a written notice to the Applicant in writing signed by an authorized person for Alberta Recycling, will constitute an acceptance of a Grant Application.
6. Acceptance of a Grant Application does not create a binding contract between Alberta Recycling and the Applicant. Alberta Recycling shall not be obligated in any matter whatsoever to any Applicant until the Grant Agreement has been duly executed relating to an approved Grant Application.
7. As between the parties, the Grant Application and all documents and materials you submit to Alberta Recycling in connection with the same and all intellectual property in and to the foregoing are the exclusive property of Alberta Recycling immediately upon delivery to Alberta Recycling. For clarity, this refers to the materials themselves, not to any technology or innovations disclosed or discussed in them. Intellectual property developed during the course of the project will be addressed through the Grant Agreement and will normally be owned by the Applicant.
8. Neither Alberta Recycling nor any of the Alberta Recycling Parties will have any liability whatsoever to the Applicant in connection with any Grant Application.
9. You will not make a claim against Alberta Recycling or the Alberta Recycling Parties for any reason whatsoever or howsoever relating to this Grant Application. You are undertaking the expenditures required to prepare and submit a Grant Application entirely at your own risk, and you waive any right and release Alberta Recycling and the Alberta Recycling Parties from any demands, liability, claim or recovery for costs, expenses, or damages incurred whatsoever or howsoever arising out of or relating to this Grant Application or any Grant Application prepared in response to it, whether such right or claim arises in contract, negligence or otherwise.
10. Alberta Recycling takes no responsibility for the accuracy of the information supplied during this Grant Application process by Alberta Recycling or the Alberta Recycling Parties.

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Please complete the application form that begins on page 4. All fields must be completed.

**The deadline to submit Grant Applications is November 23, 2017 at 4:30 p.m.**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**As Alberta Recycling Tire Marshalling Area Grant funding is limited not all applications may be approved.**



**2018 Tire Marshalling Area Grant Program Application**

**APPLICANT INFORMATION**

<b>Legal Name of Applicant</b>	
<b>Mailing Address</b> (complete)	
<b>Courier Address</b> (if different from above)	
<b>Physical Address of Project</b> (Include Collection Site Name)	

**CONTACT INFORMATION**

<b>Contact Name &amp; Title/Position</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	
<b>Alternate Contact Name</b>	
<b>Telephone Number</b>	
<b>E-mail Address</b>	
<b>MLA Name</b>	
<b>Constituency</b>	
<b>Mailing Address</b>	
<b>Mayor/Reeve/Alderman Name</b>	
<b>Municipality</b>	
<b>Mailing Address</b>	



**PROJECT INFORMATION**

**Project Name**

**Project Description**

**Detail the scope of the project**

This project will be accessible to the public, including local businesses.

**Do you propose to charge a Tipping Fee for the use of this Tire Marshalling Area?**

**Note:** Approved Applicants must agree to install signage provided by Alberta Recycling in a visible location. The project site and sign must be well maintained for a period of 3 years. Alberta Recycling is not responsible for the replacement of lost or damaged signage.

**Clear Site Plan (to be attached to application) must include**

- Dimensions of proposed project
- Proposed location of project sign

**Number of tires that are collected at the potential project site annually**

**Please explain why a TMA would benefit this site.**



**DETAILED PROJECT BUDGET (ITEMS TO BE INCLUDED IN BUDGET)**

**ELIGIBLE EXPENSES**

**\*\*NOTE: the quotes provided by the Applicant below are provided solely for the purposes of this Grant Application, funding will be based on actual expenses incurred (as evidenced by receipts/invoices provided to Alberta Recycling) up to the maximum funding approved by Alberta Recycling under the Grant Program.\*\***

	Description	Amount (\$)
<p>Please itemize each cost for work to be completed (Attach quotes to the application)</p>		
<b>Total Grant amount requested from Alberta Recycling (max. \$30,000)</b>		

**REVIEW**

Please review your Grant Application to ensure that you have completed all fields as incomplete Grant Applications will not be accepted. Check that you have included:

- Clear Site Plan of proposed project
- Quotes from suppliers and/or contractors for all items for which funding is requested
- Proposed construction schedule
- Other (please specify) \_\_\_\_\_

**AUTHORIZING SIGNATURE**

- a) Please note the Grant Application must be signed by a person with legal and/or financial signing authority within your municipality/organization.
- b) All Applicants agree to comply with all laws, bylaws, regulations, and requirements of any Federal, Provincial or Municipal authority. Alberta Recycling accepts no legal liability for the Applicant's project.

With this signature I agree that I have read and understand the grant conditions, and I understand that all conditions need to be adhered to if my application is successful.

Print Name & Title	
Signature	

Please submit either an electronic or a hard copy of the completed application by **November 23, 2017 at 4:30 p.m.**

<b>Email:</b> <a href="mailto:grants@albertarecycling.ca">grants@albertarecycling.ca</a>	<b>Mail:</b> Alberta Recycling P.O. Box 189 Edmonton, AB T5J 2J1	<b>Courier:</b> Alberta Recycling #1800 Scotia Tower 1, 10060 Jasper Avenue Edmonton, AB T5J 3R8
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### Examples of Completed Tire Marshalling Sites

