



2019-20 Municipal Roundup Grant Program Application

Box 189
Edmonton AB
T5J 2J1

Tel: 780-990-1111
Toll Free: 1-888-999-8762
Fax: 780-990-1122
Toll Free Fax: 1-866-990-1122
grants@albertarecycling.ca

2019-20 Municipal Roundup Grant Program

Table of Contents	
Letter of Introduction	3
Section “A” – Eligible Applicants and Expenses	
1. Eligible Applicants	4
2. Overview of Grant Program Funding	4
3. Eligible Advertising Options	5
4. Eligible Event Expenses	5
5. Ineligible Event Expenses	6
Section “B” – Program Materials and Associated Collection Funding	
1. Program Materials and Associated Collection Funding	7
Section “C” – Application and Event Process	
1. Application Process	9
2. Requirements for the Roundup Event	10
3. Funding Requests	11
Appendices	
Appendix 1: Advertising Templates and Examples	12
Appendix 2: Roundup Registration Form	15
Past Roundup Events	16

2019-20 MUNICIPAL ROUNDUP GRANT PROGRAM

Alberta Recycling¹ is pleased to open the 14th annual Municipal Roundup Grant Program to all municipalities, First Nations, Métis Settlements, and waste authorities or commissions (including those operating year-round collection sites). This is an opportunity to receive funding for the promotion and collection of end-of-life eligible materials under Alberta Recycling's Tires, Paint, Electronics, and Used Oil Materials Recycling Programs, to keep these materials out of the landfill.

Since 2007, the Program has provided \$1.7 million in roundup grants to 539 applicants, to help stage 918 roundups. These events resulted in the recycling of 96,618 items of computer equipment and TVs along with 376,496 paint containers.

There are various benefits for municipalities (term used throughout this document to refer to all eligible applicants) and their residents to hold a Municipal Roundup including:

- ✓ Creating a convenient "one-stop-shop" recycling event
- ✓ Raising awareness of recycling options
- ✓ Community engagement
- ✓ Responsibly recycling materials

The grant program is a flexible option to help endorse and fund your recycling event. It is available for up to two roundup events per applicant per year. For roundups held during the summer months, a representative from Alberta Recycling may reach out to assist with your roundup by being present at the event to help promote the recycling programs and answer questions from attendees.

The 2019-20 Municipal Roundup Grant Program is increasing in scope by allowing the Municipality to choose the Program Materials they will collect at the event, and if to permit businesses to participate and bring their eligible materials as well. Program Materials include: end-of-life tires, computer equipment, televisions, leftover paint and empty paint containers, as well as used oil materials (used lubricating oil, oil containers, and oil filters). See pages 7 and 8 for details.

In the following pages you will find details on how the grant program works, the amount of funding available to your municipality, the requirements for the event itself, and the application form. To qualify for funding, roundups are to be held from April 1, 2019 – February 29, 2020, with claims submitted within 60 days after the event.

To contact us about the Municipal Roundup Program, please email grants@albertarecycling.ca or call 1-888-999-8762.

Thank you.



Brad Schultz
Director of Operations

¹ The Alberta Recycling Management Authority (Alberta Recycling) is a not-for-profit association incorporated under the Societies Act and reports to the Minister of Environment and Parks.

SECTION 'A'

ELIGIBLE APPLICANTS AND EXPENSES

1. ELIGIBLE APPLICANTS – WHO CAN APPLY?

Municipalities include:

- a) cities, towns, villages, municipal districts, special areas, hamlets, summer villages or towns under the Parks Act;
- b) regional waste authorities and commissions;
- c) registered collection sites;
- d) First Nations and Métis Settlements within the Province of Alberta;

The eligible applicants listed above are identified as the primary designate for this program, assuming all responsibility in accordance with the grant program’s requirements.

2. OVERVIEW OF GRANT PROGRAM FUNDING (‘FUNDING’)

- a) Maximum funding for eligible event expenses is determined solely by the population² being served (Table 1).
- b) Maximum funding for advertising expenses is determined by the population² of the area served and the number of different program materials accepted at the event. It is at the applicant’s discretion to determine which material streams are included in the event. Events may include all of the materials, a single material stream, or a combination of any of the following:
 - i. Electronics
 - ii. Household Hazardous Waste
 - iii. Paint and Paint Containers
 - iv. Tires
 - v. Used Oil Materials
- c) Applicants can apply for up to two roundups per year with no restrictions to the timeframe; it could last one day or one week, however there is a maximum amount of funding for the applicant to work with (details on page 4).
- d) The event can be structured in several ways, such as spring and fall cleanups, big bin events, curbside collection, or even offer electronics and paint recycling options to local businesses.

Table 1 – Maximum Funding Levels

Population Served	Maximum Funding for Advertising per Roundup [Non-Matching]	Maximum Funding for Eligible Expenses per Roundup [Matching Funds]
Small: up to 5,000	\$2,000 <i>(\$400 per material stream accepted)</i>	\$1,000
Medium: 5,001 to 10,000	\$5,000 <i>(\$1,000 per material stream accepted)</i>	\$1,500
Intermediate: 10,001 to 25,000	\$7,500 <i>(\$1,500 per material stream accepted)</i>	\$2,500
Large: 25,001 to 150,000	\$10,000 <i>(\$2,000 per material stream accepted)</i>	\$5,000
Metro Urban: over 150,000 (Edmonton & Calgary)	\$50,000 <i>(\$10,000 per material stream accepted)</i>	\$25,000

² The population for each area served can only be accounted for by one applicant. For example, if a town holds a roundup, then the county in which that town is located cannot count the town’s population if they also make an application.

Table 1 lists the maximum amount of available funding per roundup application based on the population served by the event and the number of Program materials accepted:

- a) To illustrate how the advertising funding works: Up to five program material streams can be accepted at a roundup event. Each material stream accounts for 20% of a possible 100% of advertising funding available based on the population served. For example, applicants that qualify in the ‘medium population’ category and choose to collect three of the above program materials (e.g. Electronics, Paint, and Used Oil) would have \$3,000 as a maximum amount for advertising funding ($\$5,000 \times 60\% = \$3,000$). If all program materials are collected at the roundup, the full amount of \$5,000 would be available to the municipality for advertising expenses.
- b) To illustrate how the eligible event expense funding works: Applicants that qualify in the ‘small population’ category and spend \$2,000 on eligible event expenses can be reimbursed the maximum amount of \$1,000 which is 50% of the eligible expenses. If you spend \$1,500, you will be reimbursed \$750 and so on.

3. ELIGIBLE ADVERTISING OPTIONS

Advertising and promotion is critical to the success of your event, **therefore it is a mandatory component of this program.** You must advertise only for the material streams selected on the Roundup Grant Program Application.

- a) Advertising templates created by Alberta Recycling:
 - i. The template files will be provided in PDF, .jpeg and .eps formats for various applications including:
 - newspaper, flyers, posters, doorknob hangers, inserts in utility bills
 - signs for bus stops, bill boards, banners
 - digital marketing
 - ii. Funding includes the cost to purchase ad space, print flyers, posters etc.
- b) Radio
 - i. A pre-recorded 30 second message that includes a blank spot to record your event details is available.
 - ii. Funding includes the cost of inserting your event details and purchasing air time.
 - iii. Funding could also be applied to a radio remote.
- c) If you choose to design your own print or radio ad, instead of using the templates, the redesigned material requires approval prior to implementation and will result in the advertising funding being adapted as follows:
 - i. 100% funding if the content is the same as Alberta Recycling’s advertising template (including our logo) but the design is different.
 - ii. 50% funding if the roundup program message (including our logo) is ‘blended’ in with other messaging e.g. also accepting oversized items, yard waste, cardboard, glass, plastic.
- d) If you have any other promotional ideas not covered herein, please contact us to review your options for funding consideration.

4. ELIGIBLE EVENT EXPENSES

The Program will fund on a matching basis the incidental costs associated with hosting a roundup event including:

- ✓ Honorarium (limit of one per event up to \$500 matching) for registered non-profit groups (proof of registration required): for assistance with consolidation, loading or unloading of Program Materials (proof of payment will be required).
- ✓ Equipment rentals e.g. tent, propane, tables, chairs, and portable toilets are eligible for reimbursement during event hours only (please note that access to portable toilets should be unrestricted).
- ✓ Draw prizes for all participants —up to \$200 in matching funds and drawn during event hours only— are eligible for reimbursement.
- ✓ Event food and beverages are eligible for reimbursement during event hours only for all participants
- ✓ Service fees charged by registered processors for the handling of Program Materials at the event



5. INELIGIBLE EVENT EXPENSES

- ✘ Service fees charged by processors for handling of household hazardous waste (HHW)*
- ✘ Food preparation equipment e.g. BBQ, grill
- ✘ Staff and labor costs, equipment, and Personal Protective Equipment (PPE)
- ✘ GST on services and materials
- ✘ Costs related to rental or purchase of items that do not directly relate to the roundup event such as heavy equipment rentals, site preparation and cleanup costs, road signs to direct traffic
- ✘ Funding for transportation and tipping fees resulting from collection and handling of non-program products (see pages 7 and 8 for accepted items)
- ✘ Land or facility rental e.g. curling rink, arena, community hall

SECTION 'B'

PROGRAM MATERIALS AND ASSOCIATED COLLECTION FUNDING

1. PROGRAM MATERIALS AND ASSOCIATED COLLECTION FUNDING

The following tables detail the eligible Program Materials to be collected at the roundup. All products within the Program must be accepted.

Electronics Products to be Accepted ('Eligible Electronics')	Funding and Instructions
a) Visual Display Devices (televisions and monitors) b) Computer equipment including <ul style="list-style-type: none"> • Desktop and all-in-one computers, CPUs and servers (incl. mouse, keyboard, cables, speakers) • Laptop, tablet and notebook computers • Printers, copiers, scanners, and fax machines (stand-alone or combination units up to 1,000 kg.) 	a) Flat rate of \$155.00 per tonne Tracking of the number of units collected is required, e.g. 27 computers, 31 printers. (details included in the collection funding form that will be sent after approval of your application)
Tire Products to be Accepted ('Eligible Tires')	Funding and Instructions
a) Passenger, Light Truck Tires (PLTT) <ul style="list-style-type: none"> • Rim diameter up to 19.5" b) Medium Truck Tires (MTT) <ul style="list-style-type: none"> • Rim diameter more than 19.5" c) Off the Road Tires (OTR) <ul style="list-style-type: none"> • Rim diameter up to 39" d) Agricultural Tires <ul style="list-style-type: none"> • Rim diameter up to 39" e) Motorcycle and Bicycle Tires	Tire Marshalling Area Grant funding may be available for construction of temporary tire storage for residents and small-business owners to recycle their scrap tires. For more information contact grants@albertarecycling.ca
Used Oil Products to be Accepted ('Used Oil')	Funding and Instructions
a) Used lubricating oil (maximum of 23 litre pail) b) Oil filters (metal and non-metal) (maximum of 6 filters) c) Oil containers (metal, plastic) (maximum of 6 containers)	Although the municipality does not receive funding on the collection of the Used Oil materials is it important that only eligible materials be collected. Antifreeze, Windshield washer, Pesticides and their containers are not to be collected with the Used Oil Materials. For more information contact grants@albertarecycling.ca

*NOTES REGARDING THE Household Hazardous Waste (HHW) PROGRAM

from residents containing corrosive, toxic, flammable, or reactive ingredients. For more information on HHW, please check the following link: <http://www.albertarecycling.ca/household-hazardous-waste>



HHW includes products

Industrial, commercial and institutional hazardous waste is not included under the HHW program. Businesses can contact the HHW Brokers or Paint Processors (<https://www.albertarecycling.ca/processors/>) directly for disposal options.

Please note that there is no funding provided to offset the expenses of the collection and handling of HHW or non-program materials.

Paint Products to be Accepted ('Eligible Paint')	Funding and Instructions
<p>a) Paint must be in original unpressurized containers in sizes of 100 ml. to 23 litres</p> <p>b) All Paint-based aerosol (spray paint) containers</p> <p>c) Empty paint containers of eligible product</p> <p>d) Latex and oil-based architectural coatings, including but not restricted to:</p> <ul style="list-style-type: none"> • Concrete sealers, driveway paint or sealers, and masonry sealers (non-tar or non-bitumen based) • Dry fog coating • Drywall paint • Enamels (including standard single component enamels) • Encapsulant coating • Fire-retardant/resistive coating (e.g. Pink Shield) • Interior and exterior paint and stains regardless of finishing type (e.g. eggshell, satin, chalk finish): water-based (e.g. latex, acrylic), oil & solvent based (alkyd) • Marine paint and enamel (non anti-fouling) • Porch, floor, fence, barn, and & deck paint and stains • Lacquers (Pre-catalyzed, nitrocellulose, water borne) • Epoxies (Pre-catalyzed) • Primers, undercoats and water repellent sealers • Rust and decorative metal paint • Rust preventative coatings • Scenic, movie set paint • Sealers, glazes (water-based and oil-based) • Shellac and shellac-based products • Stain blocking paint • Stone effects coatings • Stucco paint • Swimming pool coating (single-component) • Textured paint • Traffic marking paint • Tree marking paint • Truck bed coating • Varnishes and urethanes (single component) - • Elastomeric coatings (water-based) • Wood finishing oils and stains 	<p>Paint containers (empty or containing leftover paint)</p> <p>a) \$50.00 for a standard bin (no less than 1 m³) filled to capacity with paint containers; or</p> <p>b) If the bin is not filled, count the containers and claim \$0.22 per container.</p> <p>Spray paints</p> <p>a) \$10.00 per full 45 gallon/205 litre drum of spray paint cans; or</p> <p>b) \$0.05 per spray paint can if counted.</p>

*The above tables do not include changes made after the date published. For the most up-to-date information, please refer to the latest **Products, Definitions and Surcharges table (Table of Fees)** downloadable from Alberta Recycling's website at: <https://www.albertarecycling.ca/municipalities/>

SECTION 'C' APPLICATION AND EVENT PROCESS

1. APPLICATION PROCESS (STEPS TO BE COMPLETED PRIOR TO THE ROUNDUP EVENT)

The roundup is to begin after the applicant receives approval of the grant application from Alberta Recycling. Any roundup expenses or work done prior to approval of the grant application is not eligible for funding.

- a) Arrange for collection and removal of electronics and other materials accepted at the event. Applicants have two options for dealing with the material received at the roundup:
 - i. If your municipality operates a registered collection site for the program materials, it may be more economical to collect the materials in-house, add them to your existing inventory and then request a service pickup from the Registered Processors rather than paying to have them onsite during the Roundup event.
 - ii. If you do not have access to a year-round collection site, you can engage the services of a Registered Processor (choose from the companies listed below). For a Material Management Fee, they will be onsite during your event, managing and loading the roundup materials dropped off for recycling. This fee is considered an eligible event expense, therefore it should be factored in your event funding (see table on page 4) when planning your budget.

Registered Electronics Processors:		
CPE Plastics Recycling Ltd. P: 780-451-2696 allpetdg@hotmail.com	eCycle Solutions Inc. P: 1-888-945-2611 F: 403-945-1241 contact@ecyclesolutions.com www.ecyclesolutions.com	GEEP Alberta Inc. P: 780-475-6545 F: 780-473-8344 mschell@geepglobal.com www.geepglobal.com
Hi Tech Recyclers P: 587-523-6110 F: 587-523-6109 bob@hitechrecyclers.ca www.hitechrecyclers.ca	Shanked Computer Recycling Inc. P: 780-486-7837 F: 780-628-2285 admin@scri.ca www.scri.ca	Technotrash Alberta P: 403-265-2332 F: 403-265-2331 chase@technotrash.ca www.technotrash.ca
Registered Paint Processors/HHW Brokers:		
DBS Environmental Toll Free: 1-888-328-4833 P: 403-328-4833 F: 403-328-4729 chrisdb@telusplanet.net www.dbsenvironmental.com	EnviroSORT (a Clean Harbors Company) Toll Free: 1-800-567-4209 P: 403-342-7823 F: 403-343-6287 davis.keith@cleanharbors.com www.cleanharbors.com	
Nor-Alta Waste & Site Services Toll Free: 1-888-524-2012 P: 780-486-4931 F: 780-486-4046 sfayad@nor-alta.com www.nawss.ca	The Recycle Systems Company Inc. P: 780-955-2508 tim@recyclesystems.com www.recyclesystems.com	
Roundup Used Oil Handlers (for roundup Pilot Project):		
DBS Environmental See above	EnviroSORT (a Clean Harbors Company) See above	



- b) Submit the completed Roundup Registration Form (page 15) **at least four weeks prior to the Roundup event.**
 - i. In selecting the date for the roundup, we recommend you allow ample time to meet advertising deadlines.
 - ii. If you intend to hold a roundup over multiple days or at multiple locations, please specify this on the registration form and provide a summary page, if needed.
 - iii. Each application will receive a confirmation of receipt within a week. If you do not hear from us, we may not have received your application; feel free to email grants@albertrecycling.ca to confirm.
- c) Promote the event using the advertising templates, which will be provided with the approval notice. Please be sure to include your phone number in all ad material.

The success of your roundup depends upon the amount of program material dropped off for recycling. Collection funding is paid on volumes. Advertise! Advertise! Advertise! ADVERTISE!

2. REQUIREMENTS FOR THE ROUNDUP EVENT

- a) Ensure the public and businesses are not charged to drop off eligible Program Materials.
 - i. HHW and Used oil can only be accepted from residential customers and not businesses.
 - ii. Volume limitations apply for Used Oil drop off (See Used Oil Products to be Accepted page 7).
- b) For electronics collection:
 - i. Collect and store electronics in a secure and safe manner, ensuring proper handling of all materials.
 - ii. Unit counts of Electronics collected at the roundup **MUST** be recorded and reported to Alberta Recycling.
 - iii. Applicants will receive collection funding only on eligible electronics shipped to Registered Processors.
- c) For paint collection:
 - i. Maximize the storage capacity for the paint bin.
 - ii. Do not bulk any paint.
 - iii. Paint collected at the roundup **MUST** be recorded and reported to Alberta Recycling.
 - iv. Before shipping paint - verify the number of standard paint bins filled; bins that are not filled to capacity must have a unit count of the number of containers. We cannot provide funding on partial bins - a bin that is half full should be claimed by using a count of the cans.
 - v. Collection and storage of paint is to be done in a secure and safe manner, ensuring proper handling of all eligible materials. This includes providing secondary containment for storage of paint containers (meaning approved standard bins. Pallets are not acceptable secondary containment for funding eligibility).
 - iv. Applicants will receive collection funding only on eligible paint shipped to Registered Processors.
- d) For Tire collection:
 - i. Unit counts of Tires collected at the roundup **MUST** be recorded and reported to Alberta Recycling for tracking and information purposes. There is no Collection Funding available for tires.
 - ii. If the Roundup is not held at a registered collection site please ensure previous arrangements are made to take tires to a local registered collection site or local tire shop (if available).
- e) For Used Oil Collection:
 - i. *Roundup Used Oil Handlers* must oversee the handling and collection of used oil materials.
 - ii. Unit counts of litres used oil collected at the roundup **MUST** be recorded and reported to Alberta

Recycling for tracking and information purposes.

- iii. The handling fee charged by a Used Oil Hauler will be an eligible event expense. There is no Collection Funding available for Used Oil, Oil Containers or Oil Filters.

3. FUNDING REQUESTS (STEPS TO BE COMPLETED AFTER THE ROUNDUP EVENT)

Submit the funding request package within 60 days after the event.

a) How to complete Roundup Advertising and Event Expense Request

- i. Complete and submit the *Municipal Roundup Funding Request Form* with all supporting invoices, copies of advertising, a copy of the script of the radio advertisement, etc. to receive reimbursement for advertising and event expenses.
 - a. Please ensure that paperwork is completed in its entirety; incomplete paperwork may delay payment.
 - b. Any revisions made to the roundup funding request will require a signature.
- ii. Report the quantity collected at the roundup on the Municipal Roundup Funding Request Form

b) How to claim Electronics & Paint Collection Funding

- i. **Registered Collection Sites:** Add the program materials to the collection site's inventory. The Collection funding will then be claimed when the materials are shipped for recycling as per the quarterly claims schedule. Please indicate you are claiming with your quarterly reporting.
- ii. **Non-Registered Roundup Site:** Please ensure the Electronics and Paint Municipal Collection Funding Request Forms are completed in their entirety and attached to *Municipal Roundup Funding Request Form* package.
- iii. Report the quantity collected at the roundup on the *Municipal Roundup Funding Request Form*, regardless of how you are claiming for funding.

***The amount of material collected at the roundup
MUST BE REPORTED to ensure reimbursement.***

***This information is tracked to measure the success of the Municipal Roundup
Grant Program and failure to report may result in loss of roundup
funding or future roundup approvals.***

Reimbursement will not occur after the fiscal year end which is March 31, 2020.

For questions regarding the application process or the 2019-20 Municipal Roundup Grant Program, please contact us at 1-888-999-8762 or grants@albertarecycling.ca

APPENDIX 1: ADVERTISING TEMPLATES

Samples of Alberta Recycling's roundup advertising templates:

Figure 1:
Electronics roundup only



Figure 2:
Electronics and paint roundup



Figure 3: Electronics, paint, HHW and used oil materials roundup

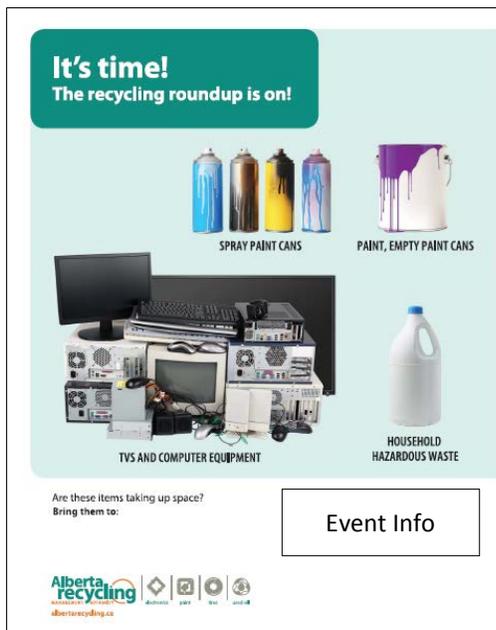
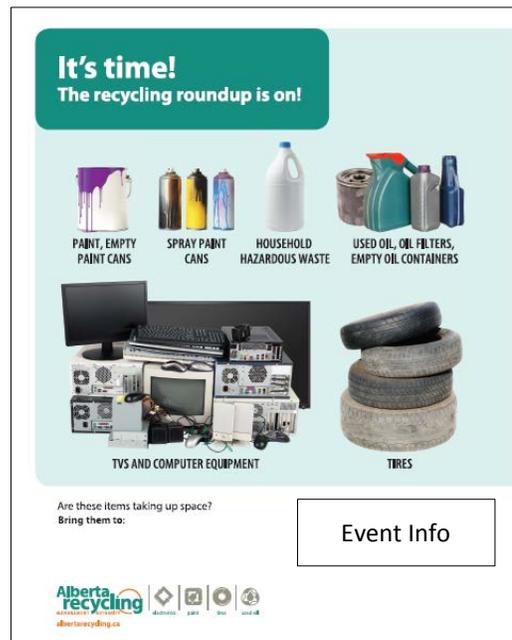


Figure 4: Electronics, paint, HHW, used oil materials and tire roundup



EXAMPLES OF ADVERTISING

1. Eligible for 100% funding



2. Eligible for 50% funding – the ad blends the roundup program information with other materials e.g. cardboard, yard waste, agricultural plastics.

This also includes Thank you Ads following the roundup event.



Radio Advertisement:

A pre-recorded radio ad is available which includes a blank spot to detail your Roundup event information.

Note: radio stations often participate with ‘live feeds’ to help support local activities. We suggest you contact your local broadcaster; if you go this route, please ensure the broadcast acknowledges the support provided by Alberta Recycling.

They’re in our basements, in our garages, Stuffed in storage rooms...and worse. Some are even being tossed in the garbage. In Alberta, old paint, electronics and tires are being shoved to the side instead of being recycled. It’s time they were put in their place. ((spot for municipality to fill in - i.e. “In ((community name)), you can bring your leftover paint, empty paint cans and spray paint cans, computer equipment, TVs, and tires to...((event location and details))” Call ((number)) for more information. Keep up the good work Alberta.

APPENDIX 2: 2019-20 MUNICIPAL ROUNDUP GRANT PROGRAM REGISTRATION FORM

*** This application must be submitted at least four weeks prior to your event.**

APPLICANT INFORMATION

Applicant (Municipalities Waste Authority/Commission, First Nations, Métis Settlement):		Phone No.:
Mailing Address:	City:	Postal Code:
Contact Name:	Title:	Email:

ROUNDUP EVENT INFORMATION (Attach summary sheet if needed)

Event Location: (Building or Site Name)	Site Address: (Legal Land Description or Street Address)
Date:	Time:

Indicate material type to be collected at the event:

<input type="checkbox"/> Electronics	<input type="checkbox"/> Paint	<input type="checkbox"/> HHW	<input type="checkbox"/> Tires	<input type="checkbox"/> Used Oil Materials
--------------------------------------	--------------------------------	------------------------------	--------------------------------	---

Accepting commercial volumes of end-of-life electronics and leftover paint from local businesses at roundups is another way municipalities can help ensure recyclables are kept out of the waste stream.

- Are you willing to accept commercial paint volumes at your roundup event(s)? YES NO
- Are you willing to accept electronics from local business at your roundup event(s)? YES NO

POPULATION & MAXIMUM ELIGIBLE FUNDING LEVELS (please see table on page 4):

Population is based on the current statistics from the Municipal Affairs website: http://www.municipalaffairs.alberta.ca/mc_municipal_profiles

Population Served:	Maximum Funding for Advertising; non-matching, based on material types accepted (please see table on page 4 and manually enter amount):	Maximum Funding for Eligible Expenses; matching (will auto-fill based on population selected):
--------------------	---	--

Please list the advertising options you will be using to promote your roundup e.g. print ads, signage, radio, etc.

Phone Number (to be posted on our website and included in all of your advertising):

REGISTERED PROCESSOR INFORMATION

Please detail who will be handling the roundup materials at the event and their end destination (please see options on page 9)

Material	At the event (In-house, Processor, Transporter)	After the event (Processor/Handler)
Electronics		
Paint		
HHW		
Tires		
Used Oil		

I have read and understand the 2019-20 Municipal Roundup Grant Program Guide Requirements. I certify that I will ensure all event Requirements will be met. I understand the information I provide to Alberta Recycling is subject to review and audit.

Signature: _____ Date: _____
 Name: _____ Title: _____

Email completed form to grants@albertarecycling.ca

PHOTOS OF MUNICIPAL ROUNDUP EVENTS

