

## HOW TO CLAIM FUNDING

### 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, 2021.**

For questions regarding the application process or the 2020-21 Municipal Roundup Grant Program, please contact us at 1-888-999-8762 or [grants@albertarecycling.ca](mailto:grants@albertarecycling.ca)

Email completed forms to [grants@albertarecycling.ca](mailto:grants@albertarecycling.ca)