



2024-25 Electronics Recycling Roundup

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INSPIRING A FUTURE WITHOUT WASTE

1) Grant Purpose

Alberta Recycling Management Authority¹ (ARMA) has made tremendous progress in generating awareness of recycling old electronics, and [ePilot](#) materials. Since 2004, 11.6 million electronics have been recycled in Alberta.

The Electronics Recycling Roundup (ERR Grant) is designed to encourage schools, non-profit organizations, and community groups to increase awareness of recycling and raise funds while making it easier for Albertans to recycle their old electronics.

Working with a Registered Electronics Processor (Processor), participants can collect TV's, computer equipment, and over 500 types of ePilot materials for recycling. The participating organization can receive grant funding based on the weight of the electronics materials collected. There is an option for the funds raised through the event to be designated to a beneficiary charity or non-profit organization, if the participant chooses.

2) Eligible Participants

Registered charities and non-profit organizations operating in Alberta including schools, community leagues and associations, amateur sports associations/teams, Scouts, Girl Guides, 4-H Alberta Clubs, and businesses raising funds for a charity or non-profit.

If you are unsure if your organization qualifies for funding, please email grants@albertarecycling.ca.

3) ERR Grant Timelines

- a) April 1, 2024 – March 1, 2025.
- b) The application deadline is at least four weeks prior to the event.
 - i) The Processor, participant, and beneficiary, if so named, will receive a copy of the approval notice with the advertising templates within three (3) weeks of receipt of the application.
- c) Roundup events must be completed no later than March 1, 2025, and the Funding Requests for the event must be received at ARMA's office no later than March 31, 2025, to be eligible for payment.

4) Grant Scope

- a) The Participant must work with a [Registered Electronics Processor](#) to co-ordinate the Roundup Event and recycle the material collected.
- b) A single Electronics Roundup Event cannot exceed 30 days.
- c) Multiple events can be held, but a separate application and funding package is required for each event.
- d) The Participant must ensure secure, safe, and proper handling and storage of electronics collected to prevent theft, scavenging, vandalism, and environmental damage.
- e) The Processor will work with the participant to set up a temporary roundup (drop-off) site where the items will be collected and stored.
- f) Following the event, the Processor will transport and weigh the electronic materials collected, calculate the funding amount, and provide payment to the participant based on the weight of

¹ ARMA is responsible for managing the province's electronics, paint, tire, and used oil recycling programs and reports to the Minister of Environment and Protected Areas.

electronic materials collected and report the event results in the Funding Package.

5) Communications Material

- a) Advertising plays a key role in the success of an event.
- b) Advertising templates (revised 2024) will be provided upon approval with space for the participant's event information.
- c) If participants develop their own advertising, please adhere to the following guidelines:
 - i) ARMA requires approval of the redesign prior to use.
 - ii) Reference the event name as "Electronics Recycling Roundup"
 - iii) Include ARMA's logo, using the guidelines, as a sponsor for this event.
- d) To aid in the promotion of your event, please tag ARMA in social media so we can help to promote the event to our followers. To do this, in your social media text box type '@' then one of the following handles.
 - i) **Facebook: @Alberta Recycling**
 - ii) **X: @albertarecycle**
 - iii) **Linkedin: @Alberta Recycling Management Authority (ARMA)**
 - iv) **Instagram: @albertarecycling**

6) ERR Grant Funding Details

The funding rate is \$500.00 per metric tonne, based on the net eligible weights of Program Electronics and ePilot materials collected.

- a) Eligible Program Electronics
 - Visual Display Devices (Televisions, Monitors and All-in-one Computers)
 - Computers and Servers
 - Laptops, Tablets, Notebook (Portable Computers)
 - Printers, Copiers Scanners and Fax Machines
- b) Eligible ePilot Electronics: Please follow the link to full list of battery/electric powered [ePilot](#) materials:
 - Small Appliances
 - Audio Visual Devices and Equipment
 - Telecom Devices and Equipment
 - Power and Air Tools
 - Games, Toys, & Music Equipment
 - Lawn and Garden Tools and Equipment
- c) Electronics not eligible for funding include exercise equipment, devices with freon, commercial-grade items, and or gas-powered products.
- d) The funding availability is subject to annual budget approval.

7) Payment for Approved Events

- a) Payment to the Participant (by the Processor) is based on the weight of Program Electronics and ePilot materials collected at the event.
- b) The Payment Package must be completed and submitted by the processor to ARMA at grants@albertarecycling.ca within four (4) weeks following the event for verification and approval include:
 - i) ARMA ERR Grant Funding Request (revised April 2024)
 - ii) ARMA Electronics Transportation Manifest (revised April 2024) complete with the event details, shipment date, participant's signature, transportation information (part B), and Processor Information (Part C).
 - At the time of shipment, the participant must sign the New Electronics Material Transportation Manifest (revised 2024) as they will no longer be signing the payment calculation form. Their signature on the New Electronics Material Transportation Manifest is mandatory.
 - iii) Processor's Scale Tickets with separate weights for the Program Electronics and ePilot materials collected.
 - iv) Processor's proof of payment to the Participant.
- c) ARMA will review the funding request package and provide reimbursement payment to the Processor within six (6) weeks of receipt. *The request must be complete and error-free to avoid delays.*

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ELECTRONICS RECYCLING ROUNDUP INFORMATION			
Participant Organization Name:		Participant Non-profit Registration #:	
Mailing Address:		Phone number:	
Participant Contact Name:	Title:	Email:	
Participant Status: Check Box Charity Non-Profit Other	OR	Beneficiary Status: Check Box Charity Non-Profit Other	
Beneficiary of Funding (if applicable):		Beneficiary Non-profit Registration #:	
Mailing Address:		Phone Number:	
Beneficiary Contact Name:	Title:	Email:	
Registered Processor Name:		Phone Number:	
Processor Contact Name:	Title:	Email:	
EVENT OVERVIEW			
Location Name:	Address:	Event Date and Times:	
Fundraising Purpose/Project:			
Other Event Details:			
CERTIFICATION			
I have read and understand the application requirements for the 2024-25 Electronics Recycling Roundup Grant. I certify that I will ensure these requirements will be met. I understand the information I provide to ARMA is subject to review and audit.			
Participant:			
Signature: _____		Date: _____	
Name: _____		Title: _____	
Registered Processor:			
Signature: _____		Date: _____	
Name: _____		Title: _____	

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EVENT MANAGEMENT PLAN				
How did the participant advertise the fundraiser event? (Check boxes that apply, provide details)				
Newsletter	Social Media	Email Campaign	Newspaper	Posters
Did the participant tag ARMA on social media? Yes No				
When will cages be delivered, where will they be placed?				
Who will be onsite collecting the materials during the event?				
If the collection cages and materials need to be stored after the event, how will the electronics be collected, stored & secured?				
How long will they need to be stored?				
Include any other information relevant to the event.				

APPLICATION CHECK LIST

- a) All applicable fields are complete.
- b) Both parties signed the first page of the application form.
- c) Completed the detailed event management plan page.

Email completed application form pages 1 & 2 to grants@albertarecycling.ca