

2024-25 Municipal Recycling Roundup (Muni RU Grant) Funding Request

1) Payment for Approved Events

- a) **Submit the funding request package within 60 days after the event.**
- b) The Funding Request Package must be submitted to ARMA at grants@albertarecycling.ca
 - i) Funding Request Form.
 - ii) All scale tickets and shipping documents, as applicable for verification of the event details and volumes.
 - iii) Verification that the Collection Funding has been entered into ARMA Connect or Collection Funding claim.

2) How to complete Roundup Advertising and Event Expense Request

- a) 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.
 - i) Please ensure that the paperwork is completed in its entirety; incomplete paperwork may delay payment.
 - ii) Report the quantity collected at the roundup on the Municipal Roundup Funding Request Form.

3) How to claim Electronics, ePilot & Paint Collection Funding

- a) **Registered Collection Sites (ARMA Connect):** 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.
- b) **Non-Registered Roundup Site (No ARMA Connect):** Please ensure the Electronics, ePilot Electronics and Paint Municipal Collection Funding Request Forms (supplied under separate cover) are completed in their entirety and attached to the *Municipal Roundup Funding Request Form* package.
- c) Report the quantity collected at the roundup on the *Municipal Roundup Funding Request Form*, regardless of how you are claiming 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.

Municipal Recycling Roundup Funding Request Form – Part 1 of 3

** This funding request must be submitted within 8 weeks following your event.*

PARTICIPANT INFORMATION			
Participant:		Event Date:	
Contact Name:		Phone No.:	
Material Streams Collected at Roundup (select all that apply):			
Electronics/ePilot Electronics		Paint	Tires
		Used Oil Materials	HHW
Population Served:	Maximum Funding for Advertising (non-matching):	Maximum Funding for Eligible Expenses (matching):	
FUNDING BREAKDOWN			
1. Advertising Expenses: (attach copies of ads, radio script etc.)			
Was advertising blended? Select 'Yes' if your advertising was previously reviewed with ARMA and determined to be blended. Otherwise, select 'No'. Blended advertising is eligible for 50% funding and calculations in Adjusted Cost should reflect this if applicable.			
		Yes	No
Invoicing Company:	Service Provided:	Total Cost: (excluding GST)	Adjusted Cost: (excluding GST)
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Sub-total		\$	\$
Total Advertising Expense Funding (up to maximum funding level) [A]			\$
2. Eligible Event Expenses: (attach copies of receipts, invoices, etc.)			
Invoicing Company:	Service Provided:	Total Cost: (excluding GST)	50% of Total Cost: (excluding GST)
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Sub-total		\$	\$
Total Eligible Event Expense Funding (up to maximum funding level) [B]			\$
Total Funding Requested ([A] + [B])			\$

Municipal Recycling Roundup Funding Request Form – Part 2 of 2

CHECKLIST			
	ARMA Connect Claims: The Participant has an ARMA Connect Account and the Electronics, ePilot and Paint shipments have been entered into ARMA Connect to be included in the quarterly claims.		
	NON-ARMA Connect Claims: The Participant does not have an ARMA Connect Account. The Electronics, ePilot Electronics and Paint Collection Funding Request Forms are attached for payment.		
	Eligible Event Cost Invoices (including all backup) are attached.		
	Advertising Invoices (including copies of ads & any other backup) are attached.		
	Photographs of the Roundup Event emailed to grants@albertarecycling.ca		
MATERIAL COLLECTION SUMMARY - Enter the unit counts for each category into the applicable highlighted cells. This information is required, please attach copies of the backup (Processor Documents) for each material.			
PROGRAM ELECTRONICS (Collection Funding Available)		EPILOT MATERIALS (Collection Funding Available)	
Total Weight of Metric Tonnes:		Total Weight of Metric Tonnes:	
PAINT (Collection Funding Available)			
	Paint Cans/Pails # of paint bins:	Spray Paint Cans # of drums:	Spray Paint Cans Counts of spray paints:
Amount of Paint:			
TIRES (Information Only)			
Total # of Tires:			
USED OIL MATERIALS (Information Only)			
	Used Lubricating Oil (Litres):	# of Oil Containers:	# of Oil Filters:
Amount of Used Oil Material:			

I have attached **all required invoices, advertisements, and other supporting documentation** regarding the 2024-25 Municipal Recycling Roundup Grant Program. I have read and understand the requirements within the Grant Program document and certify that all event requirements within the Grant Program have been met. I understand the information I provide to Alberta Recycling Management Authority (ARMA) is subject to review and audit.

Signature: _____ Date: _____

Name: _____ Title: _____

Complete and email this Funding Request Form with all supporting documents to grants@albertarecycling.ca