**Application Forms**

**Request for Expressions of Interest 2017**

Response Deadline: May 3, 2017 by 4:00 p.m.

# This document contains:

Form 1 Applicant General Information (Mandatory)

Form 3 Application for Cost Saving and Cost Containment Projects

## 5.1 Applicant General Information

FORM INSTRUCTIONS: To use this form, place your cursor/text tool in the first text box. The boxes will expand as necessary to accommodate the information. Use your tab key to jump to the next text box.

FORM 1: Applicant General Information (Mandatory)

|  |  |
| --- | --- |
| Municipality or Program Name: |       |
| Project Contact (name and title): |       |
| Mailing Address:  |       |
| Email Address: |       |
| Phone Number: |       |
| Fax Number: |       |
| URL (if applicable): |       |
| Population |       |
| No. of households  |       |
| Annual Blue Box Tonnes Marketed |       |
| Type of Collection Service | [ ]  Single Stream [ ]  Two Stream [ ]  Other (describe):       |
| Contractors for: |       |
| * Collection
 |       |
| * Processing
 |       |
| Contract Expiry Date(s) | Collection:       Processing:       |

Note: Do not submit the same project under multiple funding categories. If you wish your project to be considered under more than one funding category please check this box: [ ]

Work through the Form(s) to fill in as many details as you can. **Contact a CIF staff member as needed to complete remaining portions.** Be sure to review your submission for accuracy and complete every field not marked as "Optional." Please check which (if any) supporting documentation is attached to this submission that will help describe or support your project.

**Please note that projects are expected to be commenced and completed within the timelines stated in your application form(s). CIF reserves the right to terminate projects and cease funding for projects not commenced or completed on time.**

Supporting documentation attached:

|  |  |
| --- | --- |
| [ ]  Collection records | [ ]  Staff reports (to Council, etc.) |
| [ ]  Processing records | [ ]  Council resolutions |
| [ ]  Contracts or agreements | [ ]  Other – please specify:       |
| [ ]  Waste Management planning documents |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:** |  |  |  |  |  **2017** |
|  | (Month) |  | (Day) |  | (Year) |

|  |  |
| --- | --- |
| (Project Contact) |  |
|  (Name of Authorized Signing Officer) | **\*** |
| (Position of Authorized Signing Officer) |  |

\* A typed signature is acceptable for submitting an application. Written signatures will be obtained if/when the application proceeds to the approval stage.

**5.3 Projects Achieving Cost Savings & Cost Containment**

FORM 3: Projects Achieving Cost Savings & Cost Containment

For a description of the funding opportunity, refer to REOI section 3.3 Projects Achieving Cost Savings & Cost Containment. Work through the Form to fill in as many details as you can. **Contact a CIF staff member as needed to complete remaining portions.**

**Section 1 – Form 3 Details**

1. Project Title: Insert the short title of your proposed project:

|  |
| --- |
|       |

1. Project Description: What are the key features of the project?

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| --- |
|       |

1. Will this project target:

|  |  |
| --- | --- |
| [ ]  | Cost Savings, or |
| [ ]  | Cost Containment |

1. Will the proposed project investigate/prove technological solutions and better practices in managing problematic materials?

|  |
| --- |
|       |

**Section 2 – Blue Box Program Costs & Cost-Effectiveness**When this project is fully implemented (completely operational), how will it affect your Blue Box program costs and costs per tonne?

1. How will this project save your municipality money or reduce/avoid increased costs on an annual basis or over the planned payback period? Please attach a copy of the draft budget showing both capital and operating impacts over the project period. A sample payback calculation spreadsheet is available here: [Sample Payback Calculation Spreadsheet](http://thecif.ca/wp-content/uploads/2017/02/2017-Sample-Payback-Calculation-Spreadsheet.xlsb).

|  |
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|       |

1. How will you monitor, measure and report the project effects on your program's cost effectiveness? **Monitoring, measurement and reporting of the project results is a mandatory requirement.** Please provide sufficient details including costing or provision for consulting/staff time for this requirement. A Guidance Document for Monitoring & Reporting of CIF Funded Projects is available here: [Project Monitoring/Reporting Guidebook](http://thecif.ca/wp-content/uploads/2017/02/2017-REOI-Guidance-Document-Monitoring-Reporting.pdf).

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|       |

Additional comments:

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**Section 3 – Blue Box Diversion**

Describe what effect this project will have on your overall Blue Box diversion (i.e. tonnes of Blue Box materials sent to market) and any potential implications that this project will have on overall Blue Box diversion for your program and neighbouring programs (if applicable).

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|       |

**Section 4 – Program Improvements and Regionalization Benefits**What other effects will this project have on your program or on other communities? Use this section to describe whether you plan to work with other communities to develop and deliver the project, how the costs/savings might compare with other similar projects.

1. Will the proposed project (please select all that apply):

|  |  |
| --- | --- |
| [ ]  | Help your program adapt to changes in the material mix (i.e. permit collection of more lightweight containers, manage seasonal variations, prepare for future materials)? Describe:       |
| [ ]  | Process new materials. Describe:       |
| [ ]  | Be transferable to other communities. Describe:       |
| [ ]  | None of the above |

1. What other effects will this project have?

|  |
| --- |
|       |

1. Will you work with other municipalities/partners to develop and deliver this project?

[ ]  Yes. What municipalities will you work with and how will they benefit?

|  |
| --- |
|       |

[ ]  No. Please explain why not:

|  |
| --- |
|       |

1. How do you plan to share costs or savings with partner municipalities?

|  |
| --- |
|       |

1. At what stage are you in planning your work with other municipalities? Please select your choice below:

|  |  |
| --- | --- |
| [ ]  Preliminary discussions | [ ]  Awaiting council approval |
| [ ]  Draft agreement | [ ]  Agreement in place. Date:       |
| [ ]  Other – please describe:       |

**Section 5 – Project Costs and Payback Period**How much will it cost to implement the project and how long is the expected payback period? (Attach budget detail spreadsheets). A sample project budget and payback calculation spreadsheet is available here: [**Sample Payback Calculation Spreadsheet**](http://thecif.ca/wp-content/uploads/2017/02/2017-Sample-Payback-Calculation-Spreadsheet.xlsb)

1. What is the total cost of completing the proposed project? $
2. What is the total funding requested from CIF? $
3. What is the project payback period for CIF support?

Additional comments:

|  |
| --- |
|       |

**Section 6 – Project Management and Implementation**In this section, provide as much information as you can about project management, timing and monitoring.

1. Please identify staff and consultants who will be responsible for this project.

Project Manager

|  |  |
| --- | --- |
| Name |       |
| Title |       |
| Affiliation |       |
| Role in Project |       |
| Related Experience |       |

1. Additional project team members - Please identify key staff/consultants, their roles and related experience (optional).

|  |
| --- |
|       |

1. Project Timing: - Upon project approval, how soon can this project be ready to start? Please select your choice below:

|  |  |
| --- | --- |
| [ ]  | Budget approved by council & project underway $      Date started:       |
| [ ]  | Budget approved by council; project not yet started. $      Date approved:       |
| [ ]   | Awaiting budget and/or council approval |
| [ ]  | Other – please describe:       |

1. How many months will it take to complete the proposed project from start to finish?

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| --- |
|       |

Additional Comments:

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**RESOURCES:**

* [REOI FAQ](http://thecif.ca/reoi-faqs/)
* [CIF Funding Process web page](http://thecif.ca/cif-funding-process-overview/)
* [Project Monitoring/Reporting Guidebook](http://thecif.ca/wp-content/uploads/2017/02/2017-REOI-Guidance-Document-Monitoring-Reporting.pdf)
* [Sample Payback Calculation Spreadsheet](http://thecif.ca/wp-content/uploads/2017/02/2017-Sample-Payback-Calculation-Spreadsheet.xlsb)
* [MIPC Provincial Optimization Study](http://thecif.ca/mipc-blue-box-mrf-optimization-study/)
* [2017 Project Evaluation Criteria](http://thecif.ca/wp-content/uploads/2017/02/2017-REOI-Evaluation-Criteria.pdf)

**Email this completed form in MS Word format**

**along with any supporting documentation to:**

**Bradley Cutler**

Project Coordinator

Continuous Improvement Fund

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