**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 5 Application for Centre of Excellence 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.

## 5.5 Centre of Excellence Projects

­­Form 5: Centre of Excellence Projects

For a description of the funding opportunity, refer to REOI section 3.5 Centre of Excellence Projects. 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 5 Details

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

|  |
| --- |
|       |

1. Project Description: What are the key features of the project? Describe how the project will benefit multiple municipalities or the entire Provincial system. Explain any savings (if applicable). **Note:** You may describe an idea that you want the CIF to investigate if you are unable to participate in a project directly.

|  |
| --- |
|       |

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

|  |  |
| --- | --- |
| [ ]  | Develop a Better Practice Tool Kit |
| [ ]  | Require WDO Datacall Support |
| [ ]  | Assist with Marketing Materials & Blue Box Harmonization |
| [ ]  | Provide Support for RFP & Tender Development, Standardize Contracts, Assist with Procurement, Reduce Contract Administration |
| [ ]  | Provide Training Initiatives |
| [ ]  | Require or Provide Outreach |
| [ ]  | Provide Auditing/Monitoring & Measurement Activities[[1]](#footnote-1) |
| [ ]  | Other – please describe:       |

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:

|  |
| --- |
|       |

5. At what stage are you in planning your work with other municipalities? Please select your
 choice below to respond.

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

1. Do you have budget approval for undertaking a planning project?

[ ]  Yes. If yes, how much? $

How much funding is being requested from CIF? (up to 100% may be fundable) $

Additional comments:

|  |
| --- |
|       |

Section 2 – 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. How many months will it take to complete the proposed project from start to finish?      \*

*\*May be left blank if proposing an idea for CIF to investigate.*

Additional comments:

|  |
| --- |
|       |

Section 3 – 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 |       |

Additional comments:

|  |
| --- |
|       |
|  |

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

|  |
| --- |
|       |

**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

Office: 705-478-8154

bcutler@thecif.ca

1. Refer to the REOI document for funding levels, eligibility, and other pertinent information. The CIF reserves the right to adjust funding levels based on the unique nature of the proposed studies/audits, available funds and amounts of funding received from other sources. Preference will be given to studies/audits intended to support significant program enhancements or cost cutting initiatives. Contact CIF Staff to discuss your studies/audit requirements and the potential funding available. [↑](#footnote-ref-1)