



# RECYCLING FUND GRANT APPLICATION FORM

Yukon Recycling Depots registered under the Beverage Container Regulations should use this form to apply for grants from the Recycling Fund for projects that support the goals of the Fund and which follow the Guidelines for Recycling Fund Grant Applications.

Before completing this application, ensure that:

- ♦ you are familiar with the Recycling Fund Grant Application Guidelines; and
- ♦ your Depot is in good standing with Corporate Affairs.

Attach additional sheets if more room is required for any question. Additional information may be requested upon receipt of this application.

Questions about the application form or potential projects can be directed to 667-5610 or 1-800-661-0408 extension 5610.

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## PART A: THE PROJECT TEAM

1. **Your Organization:** This organization will be responsible for the administration of the project.

Organization name: \_\_\_\_\_

2. **Project Manager:** This person is responsible for the delivery and maintenance of the project or program, and is the primary contact for this application.

Name:	
Mailing Address:	
Phone Number:	
Fax Number:	
Email Address:	

3. **Other Contacts:** List other relevant contacts, their role on the project and their contact information.

Name:			
Role on Project:			
Phone Number:			
Fax Number:			
Email Address:			



**9. If applicable, describe the long-term maintenance requirements of the project, and who will undertake and pay for them.**

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**10. How will your community benefit from this project?**

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**11. Provide details regarding the involvement of the community in the project.** To demonstrate that others in your community see the need for your project, you may include letters of support from local government, groups and/or individuals in your community.

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**PART C: THE SCHEDULE**

**12. When do you plan to start work on the project?** \_\_\_\_\_

**13. How long will it take to finish?** \_\_\_\_\_

**14. What will happen if delays occur?**

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**PART D: THE COST**

15. In the table below, provide a detailed budget that lists the various elements of the project, the cost of each element, the source(s) of funding for each element and the overall amount of funding to be provided from each source. If more space is required, attach a separate page.

Project Element	Cost for Each Element	Recycling Fund Request	Depot Contribution (Labour / Materials)	Other Funding Source Contributions (Requested / Confirmed)
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>TOTALS:</b>	\$	\$	\$	\$

**NOTES:**

- ♦ The project budget can list the value of any donations of labour, services or materials as “in-kind” contributions from the depot or other funding sources, but you cannot request Recycling Fund money to cover these costs.
- ♦ Provide, as an attachment to this application, quotes for all goods and services that will not be provided by the depot. Funding will not be approved for project elements that do not have supporting quotes.

**\*\*SAMPLE BUDGET\*\***

Project Element	Cost for Each Element	Recycling Fund Request	Depot Contribution (Labour / Materials)	Other Funding Source Contributions (Requested / Confirmed)
Material for non-refundable bins	\$1500	\$1500	\$0	\$0
Build bins	\$500	\$0	\$500 (Labour)	\$0
Print and distribute pamphlet	\$2000	\$500	\$0	\$1500 (Confirmed: Community Development Fund)
Design/Purchase Depot Signs	\$1000	\$1000	\$0	\$0
<b>TOTALS:</b>	<b>\$5000</b>	<b>\$3000</b>	<b>\$500</b>	<b>\$1500</b>

**\*\*For this example, quotes would be provided for the material to build the non-refundable bins, the printing and distribution of the pamphlet and the design/purchase of the depot signs. A copy of the funding confirmation from Community Development Fund would also be provided, as would a breakdown of the labour contribution from the Depot (e.g. 20 hours x \$25/hr = \$500).**

**PART E: SIGN HERE**

I, \_\_\_\_\_ [print name clearly], am the authorized representative of \_\_\_\_\_ [Depot Name], and I certify that the information provided on this application form is correct and complete to the best of my knowledge.

\_\_\_\_\_

Signature of applicant \_\_\_\_\_  
Date

Number of attachments: \_\_\_\_\_

**PART F: SUBMIT**

The signed and completed application form can be faxed to 867-393-6205 or mailed to:

**Recycling Fund Grants**  
**Environmental Programs Branch (V-8)**  
**Box 2703**  
**Whitehorse, YT Y1A 2C6**

**Don't forget to include your quotes!**