Instructions

Program Information

- For detailed program information, including application closing date, please visit the CleanBC - Organics Funding Program website and review the Program Guide.
- For further information, please email **OrganicsFund@gov.bc.ca**.

Important Notes

- **Please note, this PDF is provided as a guide, and all applications must be completed on the LGIS. Please register early for LGIS access, as obtaining a Business BCeID and gaining access to the LGIS can take up to a few weeks.**
- Please use Chrome in full screen mode for optimum viewing and functionality of this application form.
- Most users will experience an automatic system time-out after 15 minutes of inactivity. Leaving an application form open for over two hours may result in data saved during that session having to be re-entered. Please save your work often. If your session exceeds two hours: log out of LGIS, close all browser windows, then log back in.
- An Application does not have to be completed in one session. Click save and then click close, at the bottom left of your screen, before leaving the form and logging out of LGIS.
- Once an Application is submitted, it will be locked and you will not be able to make changes online. If changes need to be made after an Application has been submitted, please use the contact information above.
- **Applicants should be aware that information collected is subject to provincial freedom of information legislation.**

Submitting an Application

- All fields are required, unless otherwise indicated.
- Please ensure you have uploaded all required documents.
- Checklist of documents to be submitted at the time of application:
  - Governing Body Resolution
  - For Infrastructure projects, proof of applicant's right to use or obtain use of the site for the duration of the project to March 31, 2037
  - For Infrastructure projects, detailed engineering feasibility study
  - Project Plan
  - Project Timeline
  - Project specific evidence of consultation or engagement efforts
  - Waste Diversion Reporting Workbook
  - Evidence of Secured Funding
  - Detailed cost estimate
  - Licenses, permits, and/or approvals
  - Optional: Other supporting documents (e.g. letters of support, feasibility studies, research)

Applicant Information

Applicant Name and Project Number

Applicant Short Name:

Project Number:

Applicant Information

Are you/the applicant submitting more than one application under this program?
<mark>YES</mark>/NO

> **Would you like all projects to be considered collectively in a "fund all-or none" scenario?**
> <mark>YES</mark>/NO
>
> **If yes, please explain**:
>
> **If yes, are there any critical interdependencies? Do you have a preferred order for projects to be funded in?**

Has the applicant previously received funding under the Organic Infrastructure Program (OIP) or CleanBC – Organic Infrastructure and CollectionsProgram (OICP)?
<mark>YES</mark>/NO

> **If yes, please provide project name(s) for any previously approved projects:**
> Limit of 2000 characters.

Primary Contact

Contact must be from the applicant organization as this will be the person the Ministry will contact regarding this application.

First Name:

Last Name:

Title:

Telephone Number:

Telephone Extension:

Email Address:

Secondary Contact

First Name:

Last Name:

Title:

Telephone Number:

Telephone Extension:

Email Address:

Financial Approver

First Name:

Last Name:

Title:

Telephone Number:

Telephone Extension:

Email Address:

Head of the Applicant Organization's Contact Information

This information will be used during the decision process for any formal correspondence. Example: Chief, President, Mayor, Board Chair

First Name:

Last Name:

Title:

Telephone Number:

Telephone Extension:

Email Address:

Project Support and Commitment of Funds

Do you have a Council/Board/Band Council or other appropriate governing body resolution, or adopted bylaw, authorizing the project to proceed and committing your share of project funding? YES/NO

If yes, please submit a copy of the resolution or the adopted bylaw.
Note: Templates and guidance available on the CleanBC - Organics Funding Program website. Click to select document. Maximum file size: 15MB, ZIP file is not accepted.

If no, when do you expect to submit the Council/Board/Band Council resolution, or the adopted bylaw?

Project Information

Project Type

Please select the Primary project type.

Solid Waste Mgmt-Infrastructure

Project Information

Project Title:
Provide a short, concise, plain language title. Limit of 90 characters.

Project Plan - Please submit a project plan for the proposed project.
Click to select document. Maximum file size: 15MB, ZIP file is not accepted.

Brief Project Description:
Provide a high-level overview of your project, including the scope of work. For example, the project will be to build a new composting facility to process food and yard waste from the surrounding region. It will include an in-vessel composting unit, installation of a leachate system, related civil, mechanical and electrical works, etc. This section can include information from the Project Plan. Limit of 1475 characters.

Detailed List of Project Works:
For Infrastructure Only projects, provide a detailed list of project works/infrastructure components. Example: window turner, grinder and shredder, screening equipment, conveyor belt, electrical installation (power, wiring, control panels), lighting system, biofilter for odor control, ventilation system, weighbridge or scale, moisture and temperature sensors, aeration pipes and blowers, etc. Limit of 1475 characters.

Project Rationale:
Describe the need for the project and why it is the appropriate solution to meet this need. For example, the project is needed to support organic diversion from landfills, create landfill space, support solid waste management planning commitments, address a community's wants and needs, support food security in the community, etc. Describe how this project fulfills a community need and what community benefits or other economic benefits will be created from this project. This section can include information from the Project Plan.

Project Location and Site Information

What area/region will the project serve?

Will this project be completed, constructed, and operational by March 31, 2027?
YES/NO

> **If no, please explain:**
> Limit of 2000 characters.

Will the applicant operate the completed project until at least March 31, 2037?
YES/NO

> **If no, please explain:**
> Limit of 2000 characters.

Project Location and Site Information (Infrastructure Projects)

What is the infrastructure project's physical site address? If applicable, please list the reserve number. Limit of 2000 characters.

Is this site federal land?
YES/NO

Who is the owner of this site? What is the owner's name, and what is the relationship between the applicant and the site owner?
Limit of 2000 characters.

> **Provide proof of the applicant's right to use or obtain use of the site for the duration of the project until March 31, 2037**
> Click to select document. Maximum file size: 15MB, ZIP file is not accepted.

Is appropriate zoning in place to construct and operate this facility?
YES/<mark>NO</mark>

> <mark>**If no, please explain:**</mark>
> Limit of 2000 characters.

Partner and Partnership Information

Applicants are not required to have a partnership as part of this program. But, eligible applicants with partners and/or partnerships remain fully accountable and liable for the project. If organics services are being delivered for an eligible applicant by other persons, the applicant must enter into a partnering agreement in compliance with the *Local Government Act* or *Community Charter*, prior to the start of the project.

NOTE: If the project involves a partnership agreement between the applicant and a for-profit entity, the applicant must receive significant and intended material benefit(s) of the funding. Refer to the program guide for more information.

Does this project rely on partners or partnerships?
<mark>YES</mark>/NO

> <mark>**If yes, how many project partners and/or partnerships are there?**</mark>
> Enter number here.
>
> <mark>**If yes, what is/are the partner and/or partnership organization(s)?**</mark>
> Please provide government name, Indigenous group, or private company name. Limit of 750 characters.
>
> <mark>**If yes, what is/are the role of the partner(s) and/or partnership(s)?**</mark>
> Describe the role of the partner or partnership. For example, program design, operating the program, etc. Limit of 750 characters.
>
> <mark>**If yes, where partnering is occurring, are partnership agreements in place?**</mark>
>
> <mark>YES</mark>/NO
>
> > <mark>**If yes, when will these agreements be in place?**</mark>
>
> <mark>**If yes, describe the benefit to the applicant of this partnership**</mark>.

Project Background

Is there a landfill organics ban in your regional district, or is there one planned?
<mark>YES</mark>/NO

> <mark>**If planned, do you know when the ban is anticipated to come into effect?**</mark>

What organics processing options are currently available to your regional district or community?
Describe organics processing options in your regional district or community. If there are no organics processing options in your regional district or community, please state 'none'. Limit of 2500 characters.

How is organic waste currently managed in the proposed project area?
Describe how organic waste is currently collected and what currently happens to organic waste produced in the proposed area. For example, is it being landfilled, composted, or land-applied? Address both residentially produced and commercially produced organic wastes. If application, please

address whether the current composting facility is nearing capacity or closing. Limit of 2500 characters.

Project Background (Infrastructure Projects)

Not including the proposed infrastructure project, how much organic waste processing capacity is currently owned by the applicant (wet tonnes)?

Project Scope

Project Scope

Is your application for a new project or to expand an existing organics facility and/or collections program?
New/Expansion

Is the project located in a rural or remote area?
YES/NO

What is the estimated population the project is expected to serve?

If known, list all landfills from which the organic waste will be diverted:
Provide specific landfill names and distance from community. Limit of 250 characters.

What is the anticipated finished product(s) once this material is processed?
Organic Matter Recycling Regulation (OMRR)
- Class A Compost
- Class B Compost
- Other – Please specify
Note that Class A compost projects are preferred.

What percentage of the total design capacity of the proposed project do you foresee being used in 1) year one, 2) year three, and 3) year ten?

Percentage of Total Design Capacity Used (%)

1) Year One: If null, enter 0

2) Year Three: If null, enter 0

3) Year Ten: If null, enter 0

Project Scope (Infrastructure Projects)

How much new organic waste processing capacity will the infrastructure project create? (in wet tonnes)

Some organics processing facilities require authorization. Will your infrastructure project require an authorization, new or amendment, under the Environmental Management Act or Organic Matter Recycling Regulation?
YES/NO

If yes, specify the authorization type under Organic Matter Recycling Regulation (OMRR):
Note: Guidance on authorization requirements can be found on the *Environmental Management Act* and *Organic Matter Recycling Regulation* websites. Limit of 200 characters.

What composting process, and if applicable, technology type is proposed for your infrastructure project?
For example, in-vessel composting, aerated (turned) window composting, aerated static pile composting, vermicomposting, etc. Limit of 200 characters.

What is the total design capacity of your infrastructure project? And how is it appropriate for your project?
Describe the assumptions made around population growth and increasing diversion. If applicable, address potential impacts of an existing or future landfill organics ban, and other organics processing facilities in the area. Describe other considerations that may have influenced the design capacity. Limit of 1475 characters.

Where will organic waste (i.e., feedstock) originate from?
For example, local commercial or residential areas, Indigenous communities, nearby municipalities and regional districts, institutional property grounds, etc. Limit of 1475 characters.

How will the organic waste received for processing be transported to the facility?
For example, from private or municipal contracted waste haulers, residential drop-off, collected by the facility at community designated areas, etc. Limit of 1475 characters.

What communities may be impacted by increased vehicle traffic to and from the facility? Has consultation occurred with these community members? What was the feedback?
Limit of 1475 characters.

Approximately how far will the organic waste need to travel to reach the facility (km)?

How much of the infrastructure project's feedstock will be diverted from landfills (%)?
For example, if all the waste would have normally been landfilled in the absence of this project, then enter 100%. However, if 30% had already gone to a different compost facility, the answer would be 70% diverted from landfill.

How will the infrastructure project secure and maintain incoming organic waste for processing throughout the seasons?
Describe what assurances are in place so that the planned organic waste will be sent to this facility for processing and not elsewhere. Limit of 1000 characters.

What will the beneficial re-use of this finished product(s) be? What purpose and where (location) will the finished product(s) be used?
For example, residential and commercial landscaping, turf top dressing, industrial sites and mines reclamation, topsoil manufacturing, retail, agricultural applications, engineering operations, landfill capping systems, horticulture, silviculture, etc. Limit of 1475 characters.

Design and Planning

Design and Planning (Infrastructure Projects)

Please submit a detailed engineering feasibility study of the options for the infrastructure project.
Click to select document. Maximum file size: 15MB, ZIP file is not accepted.

Has the proposed infrastructure facility already been designed?
YES/NO

<mark>If yes, describe what stage of design is complete:</mark>
Limit of 1475 characters.

How will the design or chosen technology limit precipitation from contacting feedstocks and compost throughout the composting process?
Limit of 1475 characters.

How will the design or chosen technology protect surface water and groundwater, including how leachate will be captured on-site?
For example, collect ion into containment bins, impermeable surface pads, lined pods, and ditches, etc. Limit of 1000 characters.

How will the design or chosen technology limit odours from being emitted during operations?
For example, during waste material transport and storage, mixing, compost pile building and processing. Limit of 1475 characters.

How will the design or chosen technology reduce other environmental impacts?
For example, noise, wildlife encounters, etc. Limit of 1475 characters.

How will the project be constructed and operated to minimize or mitigate against impacts from climate change?
For example, against flooding, fires, intense storm events, temperature fluctuations, and changes to feedstocks. Limit of 1475 characters.

Estimated Timeline

Please submit a project timeline at the time of application.
Click to select document. Maximum file size: 15MB, ZIP file is not accepted.

The timeline should identify project milestones and start and end dates of project, design, construction, and operational date. Project must be completed by March 31, 2027.

Estimated project start date:

Estimated project completion date:

Estimated planning and design start date:

Estimated planning and design end date:

Estimated construction start date:

Estimated construction end date:

Estimated infrastructure operational start date:

Will spending on eligible costs occur by the end of day, March 31, 2027?
YES/NO

Consultation

Project Engagement

Please list who has been engaged and/or consulted about this specific project:
Limit of 1475 characters.

Please submit evidence of consultation relating to this specific project, including First Nations, the public, and local governments. Applicants are encouraged to engage the Province early with potentially impacted stakeholders to minimize setbacks.
Click to select document. Maximum file size: 15MB, ZIP file is not accepted.

What was the feedback from these efforts?
Limit of 2500 characters.

Please submit any project specific consultation efforts as part of your application.
Click to select document. Maximum file size: 15MB, ZIP file is not accepted.

Please list nearby First Nations and Indigenous communities located in the project's region:
Limit of 1000 characters.

What are the potential impacts of your project (e.g., noise, odours, wildlife attractants, transportation) to nearby First Nations identified above? What consultation has occurred? What was the feedback?
Limit of 1475 characters.

Please submit evidence of project-specific consultation as part of your application.
Click to select document. Maximum file size: 15MB, ZIP file is not accepted.

Describe your engagement strategy if your project is a successful recipient of the funding program, include actions with identified First Nations and Indigenous communities:
Limit of 1000 characters.

Project Outcomes

Project Outcomes

Please submit a completed Waste Diversion Reporting Workbook in MS Excel at the time of application.
Click to select document. Maximum file size: 15MB, ZIP file is not accepted.
Note: Template and examples available on the CleanBC - Organics Funding Program website.

Explain how this project will result in incremental greenhouse gas (GHG) emission reductions:
This funding should go towards new and incremental GHG emission reductions and not to existing, planned or announced programming where GHGs are already counted. Limit of 2000 characters.

Once operational, how many full-time jobs do you anticipate being created?

Once operational, how many part-time jobs do you anticipate being created?

Describe and identify how your project aligns with or supports your region's or organization's overarching environmental goals and targets:
For example, does your project support objectives found within applicable solid waste management

plans, sustainability action plans, climate change commitments, or organic waste policies and targets? If so, please state what and how. Limit of 2000 characters.

Project Finances

Project Finances

Total Gross Project Costs:

Total Ineligible Project Costs:

Total Eligible Project Costs [calculated]

Other Funding Sources:

Total Other Funding Sources [calculated]

Net Eligible Costs [calculated]

Maximum Grant Amount [calculated]

Are you requesting less than the Maximum Grant Amount calculated above?
YES/NO

> **If yes, please explain**:
> Limit of 2000 characters.
>
> **If yes, requested Grant Amount:**
>
> **If yes, difference from Maximum Amount:**
>
> **If yes, Eligible Costs based on Requested Grant Amount [use this amount in Fiscal Year Breakdown below]:**
> Requested Grant Amount must be less than Maximum Grant Amount.

Please submit evidence of secured funds at the time of application
Example: Bank statements, staff reports or resolutions of the board/council directing the use of reserve funds. Click to select document. Maximum file size: 15MB, ZIP file is not accepted.

Please submit a complete detailed cost estimate using the template provided at the time of application. This will be used to determine the project's maximum funding grant that is eligible under the program. Please ensure that the total gross project costs, ineligible project costs and total eligible project costs are completed. Click to select document. Maximum file size: 15MB, ZIP file is not accepted.
Note: Detailed Cost Estimate Template available on the CleanBC - Organics Funding Program website.

Where will your organization's share of the project costs originate?
Limit of 1500 characters.

Has the proposed project been part of, or the result of, other provincial and/or federal funding applications?
YES/NO

Please fill in the costs below. The costs to be entered will represent how much money you expect to spend on eligible costs for the project each year.

Fiscal Year (April 1 - March 31)

Forecasted Eligible Project Costs

2024 – 2025 (April 1, 2024 - March 31, 2025): If null, enter 0

2025 – 2026 (April 1, 2025 - March 31, 2026): If null, enter 0

2026 – 2027 (April 1, 2026 - March 31, 2027): If null, enter 0

Total*:

Will the applicant's share of the project costs come from other funding opportunities?
YES/NO

If yes, please describe the other funding source:
e.g. federal, provincial, municipal, private – do not include internal funding sources. Limit of 2000 characters.

Have you obtained this funding at the time of application?
YES/NO

If no, please describe when you anticipate receiving this funding.
Limit of 500 characters.

Explain how this project will result in incremental capital spending:
Note: The funding of this program is incremental and is not meant to replace or displace existing funding sources for the project. Incremental spending refers to spending that is beyond what has already been approved in an applicant's organizational budget. Funding from this program is not eligible for projects that already have fully committed finances, whether from internal or external sources. Limit of 2000 characters.

Please demonstrate or explain how funds have been or will be committed to operating and maintaining the project until at least March 31, 2037:
Limit of 2000 characters.

Will this project be able to continue without this program's funding?
YES/NO

Are you aware the applicant is responsible for all ineligible costs and any cost overruns? And that these costs do not contribute to the applicant's share of eligible costs?
YES/NO

Project Performance and Risk

Project Performance & Risk

Are there any identified risks for the proposed project? Please identify the applicable risks and mitigation measure in the table below. If there are any additional risks, please add the risk and mitigation to the row "other".

Social Issues
Mitigation Measure:
e.g. ability to address and reduce concerns from stakeholders, including First Nations, public, and residents. Limit of 300 characters.

Financial Security
Mitigation Measure:
e.g. ability to cover cost overruns and additional incurred costs. Limit of 300 characters.

Environmental Protection
Mitigation Measure:
e.g. ability to protect surface and ground water, compost quality, reduce odour and vectors, decrease foreign material contamination. Limit of 300 characters.

Long-term operation until 2037
Mitigation Measure:
e.g. ability to manage and maintain the project until 2037, mitigate against climate change, maintain levels of incoming feedstocks, funding strategy for operation and maintenance. Limit of 300 characters.

Wildlife
Mitigation Measure:
e.g. ability to protect wildlife that attracted to project area. Limit of 300 characters.

Other
Mitigation Measure:
Limit of 500 characters.

Describe the contingency plan if the project is delayed and cannot meet the timeline requirements:
Limit of 2500 characters.

Describe the contingency plan for if there was an unforeseen delay in the notification of successful projects under this program:
Limit of 2500 characters.

Describe your long-term sustainable management plan, including details of how you will deliver and operate the program to a high standard until at least March 31, 2037:
Limit of 2500 characters.

Will the project comply with all applicable federal, provincial, and municipal laws?
YES/NO

> **If no, please explain:**
> Limit of 2000 characters.

Project Performance & Risk (Infrastructure Projects)

What licenses, permits or approvals are needed before the infrastructure project can become operational?
Indicate if they have been "obtained," "pending," or "not yet applied." Limit of 2500 characters.

> **Please submit any copies at the time of application.**
> Click to select document. Maximum file size: 15MB, ZIP file is not accepted.

If known, how will the project monitor the quality assurance and quality control throughout operations and of the finished product(s) material?
Limit of 2500 characters.

Describe what process are in place to keep information of assets (infrastructure) current and accurate, and to track and plan for asset renewal?
For example, asset management software, databases, spreadsheets, asset assessments, etc. Limit of 2500 characters.

Additional Supporting Documents and Comments

If you would like, provide any other documents or comments you feel will demonstrate how your project meets the selection criteria. Please be aware that these may or may not be reviewed as part of the overall application assessment (15MB limit per document. ZIP files will not be accepted).

Document Description
Limit of 250 characters

Additional Document
Click to select document. Maximum file size: 15MB, ZIP file is not accepted.
Limit of 5 documents.

Additional Comments
Limit of 1000 characters.

Submission

Applicants should be aware that information collected is subject to the *Freedom of Information and Protection of Privacy Act*.

On behalf of [Applicant Short Name]

I [Full Name]

certify that the information contained in this Application form is to the best of my/our knowledge, correct and complete and has been submitted with Council/Board/Band Council concurrence, as authorized by a resolution dated (or that is anticipated on):

This will certify the following authorities have reviewed and approved this application:

[Full Name] [Title]   **Financial Approver**

[Full Name] [Title]   **Engineer or Project Manager Approver**