

RESEARCH & DEVELOPMENT PROGRAM GUIDELINES

1. Program Purpose

The purpose of the program is to assist Research & Development initiatives in support of the Province's Solid Waste-Resource Management Strategy and the mandates of Resource Recovery Fund Board Incorporated (RRFB Nova Scotia).

2. Eligible Projects

Eligible Projects under this program include:

- Projects which are comprised primarily of original work undertaken to acquire new knowledge with a specific practical application in view; or
- Projects involving systematic work, using existing knowledge gained from research and/or practical experience that is directed to producing new materials, products or devices, or
- Projects that install new processes, systems and services or improve substantially those already produced or installed.

The intent of the program is to support those projects that most closely mirror the strategic direction of RRFB Nova Scotia.

3. Eligible Applicants

Eligible applicants include businesses, business associations, private and/or public partnerships, organizations, agencies, municipalities, universities and individuals. Applicants and/or project activities shall be based in Nova Scotia unless specifically approved by RRFB Nova Scotia.

4. Eligible Costs

Eligible costs include capital, operating, wage and salary expense considered by the Committee to be essential to the success of the undertaking.

These expenditures must be incremental, in all respects fair and without fraudulence, and represent fair market value.

Contributions in kind from acceptable applicants are eligible costs when, in the opinion of the Committee, they are essential to the project, are incremental, are in all respects fair and without fraudulence, and represent fair market value.

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5. Ineligible Costs

Ineligible costs include land, depreciation, general-purpose vehicles and any other costs not considered essential to the project by the Committee.

6. Level of Assistance

- a) This program will provide assistance to a maximum of fifty percent (50%) of eligible costs as determined by the Committee. In some instances, where in the opinion of the Committee the project is of particular strategic value, a higher level of assistance may be offered.
- b) Projects will be grouped into one of three tiers, as follows:
 - Tier one projects will be those with costs of less than \$5,000.
 - Tier two projects will be those with costs between \$5,000 and \$50,000.
 - Tier three projects will be those with costs exceeding \$50,000.
- c) Assistance will be provided in the form of repayable, conditionally repayable or non-repayable loans.
- d) Only under specific circumstances will funding assistance be provided for any project that has commenced, or for which the applicant has made written financial commitments prior to the date the application was received by RRFB Nova Scotia.

7. Application Assessment and Analysis

The *Special Projects and Research & Development Committee* (“the Committee”) shall assess all applications.

Applications must be submitted to the Committee in writing, using a two-part application form. The first part provides basic applicant and project information, and the second part provides more detailed information for each of the three project types. As an option, an informal one to two page project description may be submitted in order to receive an early indication of project eligibility and funding availability from the Committee.

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The application must be accompanied by a certified cheque or money order in the amount of \$200, payable to the Resource Recovery Fund Board. This processing fee is non-refundable. Non-profit organizations are exempt from this fee.

The assessment process may include review by government agencies and the use of consultants. The applicant shall be expected to operate under the principle of full disclosure and provide all information necessary to ensure a complete evaluation of the project. All information received by the Committee is protected by privacy guidelines and shall be treated as confidential.

Assessments and funding recommendations of the Committee shall be subject to approval by the Board of Directors.

All applicants shall be informed of the Board's decision in writing. The letter to successful applicants shall include the terms and conditions of the offer, as well as details on payment and invoicing, records, reviews and audits.

8. Submission Date

Applications may be submitted at any time. Normally the Committee meets on a quarterly basis.