

SPECIAL PROJECTS PROGRAM GUIDELINES

1. Program Purpose

The purpose of the program is to offer financial assistance to projects that do not meet the eligibility requirements of the Municipal Approved Program, the Value-Added Manufacturing Approved Program, or the Research & Development Program. Projects must support the Province's Solid Waste-Resource Management Strategy and the mandates of Resource Recovery Fund Board (RRFB Nova Scotia).

2. Eligible Projects

Projects that are eligible under this program include those that do not meet the eligibility requirements of other RRFB Nova Scotia programs and which:

- Result in waste diversion; or
- Develop innovative resources or tools to promote province wide awareness of waste diversion programs; or
- In the opinion of the Committee have a direct positive impact on the mandates of RRFB Nova Scotia.

3. Eligible Applicants

Eligible applicants include individual businesses, business associations, private and/or public partnerships, organizations, agencies, municipalities, and individuals.

4. Eligible Costs

Operating and capital costs shall be considered eligible for assistance as long as, 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.

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.

5. Ineligible Costs

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

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6. Level of Assistance

- a) This program will provide that level of assistance necessary to allow the project to proceed to a maximum of fifty percent (50%) of eligible costs as determined by the Committee.
- b) Project assistance shall be provided in the form of a loan, a conditionally repayable loan, or a non-repayable loan.
- c) Applicants should have a minimum of twenty percent (20%) equity in the project to be considered eligible.
- d) Only under special circumstances will funding assistance be provided for any project that has commenced, or which does not have the required equity, 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 and Development Committee** (“the Committee”) shall assess all applications.

Applications must be submitted to the Committee in writing, using the three-part application form. 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.

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 consultants. The applicant shall be expected to operate under the principle of full disclosure and provide all information necessary for 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, invoicing, records, reviews, and audits.

8. Submission Date

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