



## **Project Application Form: MS Word Version**

Welcome to the CIF project application. Please work through the steps below to create and complete a new CIF project application.

**If you need assistance with any aspect of your application, please contact a CIF staff member who will provide as much help as you may need.**

Please follow these steps to complete your application:

- Fill in your name or project title. Work through the form to fill in as many details as you can. Contact a CIF staff member, if/as needed to complete remaining portions.
- Please save, including your application name/municipality in the file name.
- Review your application; be sure that you have filled in every field not marked as "Optional" and that all information is complete and correct.
- Attach any supporting documents that will help describe or support your project. This may include the CIF's Budget and Planning Tool (a template tool for budget and project planning descriptions) and/or other budget forms, CVs, project descriptions etc.
- Review your application and send to CIF (by email or fax – as shown on final page).

### **To contact CIF Program Staff:**

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Anne Boyd: 519-661-2500 ext 7304 or [a Boyd@london.ca](mailto:a Boyd@london.ca)

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### **Section 1: General Information**

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Project Title:

Municipality/Program Name:

Project Contact (name and title):

Mailing address:

Email Address:

Phone Number:

Fax Number:

URL (if applicable):

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**Section 2: Application Details:**

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1. Which CIF priority area does this project fit into (if any)? Please place "X" in (-) below to respond.

- Best Practice (25%-50% potential funding)
- Innovation (67% to 75% potential funding)
- Emerging Technology (75% to 100% potential funding)
- Communications/Promotion & Education (50% potential funding)
- Other (please specify)

2. Project Description: What are the key features of the project? How will it increase system efficiency and/or effectiveness. (Tip: Add your initial thoughts, then complete the remainder of the application, and come back to finish this response.)

3. Which element(s) of your recycling program does this project address (pick up to 2)? Please place "X" in (-) below to respond:

- Single family
- Multi-family
- All residential
- Best Practices
- Innovation
- Technology/Capital Efforts
- Promotion & Education
- Public Space Recycling
- Hard-to-Market/New Materials
- Other (please specify)

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**Section 3: Blue Box Program Costs & Cost-Effectiveness:**

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When this project is fully implemented (i.e. completely operational), how will it affect your blue box program costs and costs per tonne? (Potential score: 20 out of 130 points)

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1. When the project described in this application is complete, how will this affect your net annual blue box program costs? Please place "X" in (-) below to respond.

- Increase
- Decrease
- Stay the same

2. How much will your program costs change as measured in \$/year?

3. When the program described in this application is complete, how will it affect your blue box program's cost-effectiveness (i.e. cost per tonne of marketed recyclables) on an annual basis? Please place "X" in (-) below to respond.

- Increase
- Decrease
- Stay the same

4. How will you monitor and measure project effects on your program's cost-effectiveness?

Comments (optional):

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**Section 4: Blue Box Diversion**

What effect will this project have on your program's overall blue box diversion (i.e. tonnes of blue box materials sent to market)? (Potential score: 20 out of 130 points)

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1. When the project described in this application is complete, what will happen to your blue box program's diversion? Please place "X" in (-) below to respond.

- Increase
- Decrease
- Stay the same

2. Please state the expected change in the volume of material marketed as a result of the project.

Comments (optional):

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**Section 5: Other Program Improvements:**

What other effects will this project have on your program or on other communities? Use this section to describe whether you plan to work with other communities to develop and deliver the project, how the costs/savings might compare with other similar undertakings. (Potential score: 20 out of 130 points)

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1. Will the proposed project (please place "X" in (-) below to respond):

- help your program adapt to changes in the material mix (i.e. manage seasonability, prepare for future materials)?
- process new materials?
- be transferable to other communities?
- neither of the above

2. What other effects will this project have (optional)?

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**Section 6: Regionalization Benefits (potential score: 30 out of 130 points)**

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1. Will you work with other municipalities/partners to develop and deliver this project?

- Yes
- No

2. If no, please explain why not:

3. If yes, what municipalities will you work with and how will they benefit?
4. What stage are you at in planning your work with other municipalities? Please place "X" in (-) below to respond.
- preliminary discussions
  - draft agreement
  - awaiting council approval
  - agreement in place
  - other

Comments (optional):

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**Section 7: Project Costs and Payback Period: How much will it cost to implement the project and how long is its payback period? (Potential score: 20 out of 130 points)**

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1. What is the total cost of completing the proposed project?
2. What is the total funding request to CIF?
3. What is the project payback period for CIF support (in years)?

Comments (optional):

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**Section 8: Project Management and Implementation: In this section, provide as much information as you can about project management, timing and monitoring. (Potential score: 20 out of 130 points)**

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1. Please identify staff and consultants who will be responsible for this project.

Project Manager

Name:

Title:

Affiliation:

Role in project:

Related experience:

Staff (please add as appropriate):

2. Additional project team members: please identify key staff/consultants, their roles and related experience (optional).

3. Project Timing: Upon project approval, how soon can this project be ready to start-up?  
Please place "X" in (-) below to respond.

- budget approved by council & project underway
- budget approved by council; project not yet started
- awaiting budget and/or council approval
- Other, please describe:

Comments (optional):

4. How many months will it take to complete the proposed project from start to finish?

5. Tasks and Schedule: What major tasks will you complete to implement the project?  
Please summarize your plan including major milestones below, and attach a detailed project workplan & schedule if available.

6. How will you monitor project activities? Include summary of planned activities and dates, as applicable:

7. How will you report on project activities & outcomes?

Congratulations! You have completed your CIF project application. Please take a minute to review it to ensure that you have answered every question, then when you're ready, please send it, along with any supporting documents to Andy Campbell, CIF Director: by email, at [andycampbell@wdo.ca](mailto:andycampbell@wdo.ca) or by fax, at: (866)-472-0107.