

Waste Management Program Circular Economy Initiatives Fund

Frequently Asked Questions

Definitions

1. Circular Economy:

The circular economy (CE) re-engages consumption and production beyond the linear model by decoupling economic growth from resource use. CE encourages us to improve the value of natural resources, reduce carbon emissions, and eliminate waste. It redefines value and encourages innovation in product design and business delivery systems. Transitioning to a circular economy balances economic, environmental, and social priorities simultaneously.

2. Reclaim:

This involves extracting useful materials from waste products and reintroducing them into the production cycle. Reclaimed materials can be used to make new products with or without the need for additional modifications. This helps to reduce waste, conserve resources, and lower the environmental impact of manufacturing processes. *Example: taking a dresser from the garbage and using it as a [planter](#).*

3. Reduce:

The practice of using less material and energy to minimize waste generation and preserve natural resources.

4. Repair:

The operation through which a defective or damaged product or component is restored to a functional state, enabling it to fulfill its intended purpose.

5. Reuse:

This refers to the repeated utilization of a product or component for its intended function without substantial alteration. Minor adjustments and cleaning of the item may be necessary to ready it for subsequent use.

Submitting an application

6. How do I apply for the Circular Economy Initiatives Fund?

The application process involves three main steps:

- a. The [preliminary application](#),
- b. The **Service Provider Profile (SPP)**, and
- c. The **detailed application**.

7. When is the application deadline?

Submit your preliminary application by July 31, 2024.

Submit your Service Provider Profile registration by September 16, 2024.

8. Can I choose to skip the preliminary application?

No. All applicants must submit the [preliminary application using Survey Monkey](#). Applicants must wait until their preliminary application is approved before starting the detailed application.

The [preliminary application](#) assesses basic organization and project information to determine funding eligibility and project suitability.

9. How do we access the preliminary and detailed application forms?

A link to the [preliminary application form](#) will be posted on the Community Investment Program website. Applications will be received between July 3 and July 31, 2024.

A link to the **detailed application** PDF template will be issued after your preliminary application is approved, starting August 12 and September 16, 2024.

10. I am having trouble completing the detailed application. What should I do?

Please contact ceifund@peelregion.ca should you have any questions regarding completing the application.

Service Provider Profile (SPP)

11. What is the Service Provider Profile (SPP)?

GovGrants is a website and cloud-based grants management system where community agencies can apply for Region of Peel grants. This is a centralized platform that streamlines the grant application process and allows applicants to submit their applications online. All not-for-profit organizations who apply for Region of Peel funds are required to register, complete a Service Provider Profile, and update their profile before submitting a grant application. Please review the [Training Guide](#) and [How-To](#) document. These procedural guides will help you navigate this online platform and submit the required documents and information.

Click [here](#) to register or update your SPP. You can complete or update your Service Provider Profile starting **July 3, 2024**. Your Service Provider Profile must be approved by the Fund Review Committee before you can access the detailed application form and complete the application process.

12. We have already completed the Service Provider Profile (SPP) registration and uploaded the requested documents. Can we now proceed to fill in the Circular Economy Initiatives Fund application?

If your Service Provider Profile has been updated and approved, you will be able to apply to the Circular Economy Initiatives Fund.

13. Do you need to update your profile if your board has changed since you last updated it?

Yes., the information contained in your Service Provider Profile (SPP) must be updated and submitted for re-approval.

14. Which documents and financial statements are required to submit?

- A. Articles of Incorporation (Letters Patent)
- B. Certificate of Insurance
- C. Financial documents such as Statement of Financial Position or Balance Sheet, Statement of Revenue or Expenses/Income Statement, Statement of Operations and Net Assets, and Statement of Cash Flow, dependent on organizational revenue:

Total annual operating budget \$ reported	Minimum Submission Requirements
\$0 to \$150,000	Notice to Reader statement for the last two years
\$150,001 to \$250,000	Review Engagement Report for the last two years
Greater than \$250,001	Audited financial statements for the last two years

- D. Equity Statement describes your organization’s diversity, inclusion, equity and belonging (DEIB) values, objectives, and ongoing efforts.
- E. Organization’s YTD financial statements from the last two years.

15. Could a non-eligible organization apply for funding if they submit an application with a fiscal sponsor?

No. Only applications from eligible organizations will be reviewed.

Using GovGrants

16. What is GovGrants?

GovGrants is a website and cloud-based grants management system where community agencies can apply for Region of Peel grants. This centralized platform streamlines the grant application process and allows applicants to submit their applications online.

17. Which browser is best equipped to run GovGrants?

GovGrants is optimized to run in Google Chrome. Please ensure that you are using Google Chrome when accessing GovGrants.

18. Can multiple users access the portal? For example, the accountant completes the financials.

At this time, only the primary user can complete the application form on GovGrants; however, we will consider this for future funds.

19. I am experiencing a technical issue while completing the detailed application in GovGrants. What should I do?

Should you encounter a technical issue while completing the application, please contact zzg-cip@peelregion.ca. Technical support is available until September 16th at 5:00 pm as this is the application intake deadline.

Application assessments and funding decisions

20. How are Circular Economy Initiatives Fund applications assessed?

Each application that meets the general eligibility requirements will be reviewed by a Fund Review Committee comprised of Region of Peel staff and assessed based on the following criteria:

- a. Demonstrated Need,
- b. Organizational Health, and
- c. Non-Profit Capacity Instrument Domain Alignment

Each eligible application will also undergo a financial assessment to determine the organization's overall financial health. In addition, the Community Investment Program recognizes the importance of equity and is committed to applying an equity lens to the funding program to ensure that the diversity of our local service providers and community is reflected in program decision-making, grant opportunities, policies, and practices.

21. What does the financial assessment involve?

The financial assessment broadly assesses the risk present in not-for-profit funding applicants. The risk factors include benchmarks and financial ratios, which are analyzed using the organization's audited financial statements.

The financial ratios are grouped into the following categories:

- a. Liquidity
- b. Leverage
- c. Profitability
- d. Revenue
- e. Expenditures.

22. When will I be notified of the funding decision?

All applicants will be notified whether an application is approved or declined for funding. It is anticipated that funding decisions will be communicated within 4-8 weeks after the application submission deadline.

23. If my application is approved, what are the next steps?

You will receive an email notification advising you of the status of your application approximately 4-8 weeks after the application intake closing date. If your application is approved, the email will include the confirmed award funding amount. Further information will be provided to complete the contract and activate the award.