



COMMUNITY GRANT PROGRAM 2018

Objective

To bring products manufactured from BC scrap tires "full circle" back to communities throughout the province.

Background

Thanks to the people of British Columbia, the scrap tire recycling program in BC, now the responsibility of Tire Stewardship BC (TSBC) is one of the most successful in North America. Since the BC program was established in BC in 1991, over 50 million tires have been recycled. Communities invest considerable resources to support recycling as a way to protect our environment. The Community Grant Program provides an opportunity for communities to use and benefit from a wide range of recycled tire products.

Eligible applicants

Municipalities, registered non-profit community groups or organizations, Schools/Colleges/Universities, First Nations and Métis settlements within the Province of BC, etc.

Eligible Projects

- A project that uses BC recycled rubber and is fully public and wheelchair accessible
- Projects include but are not limited to, pour in place or rubber tile surfacing for playgrounds, water parks or fitness areas, walkways, running tracks, or playing fields.

Funding

1. Limited funding is available, so grants will be awarded on a first come first served basis.
2. Grant monies may only be used towards the purchase, freight and installation of recycled tire products.
3. **Matching grant** (i.e. applicant must contribute an amount equal to or exceeding the grant requested) to a proposed maximum of \$30,000.
4. Funding for installation will only be given where the installer provides a **written warranty**. This includes the base preparation, where applicable, and the installation of the product itself.
5. TSBC accepts no legal liability for the project.
6. PST & GST are not part of the eligible costs.
7. TSBC reserves the right to inspect the completed project prior to release of funds.
8. TSBC reserves the right to restrict the number of qualifying projects in any one community based on its population or for any one applicant.

Approval Conditions

- **Incomplete applications will not be accepted.** All fields must be completed. Please call us if you need assistance.
- Applications will **not** be accepted for projects that are already completed.
- Only products made in BC using BC recycled rubber. Currently the only source of BC crumb rubber is Western Rubber Products.
- The recycled tire products must be professionally installed and include a warranty for both the installation and the product. If using Volunteer labour, detailed installation plan must be included with application. Funds may not be available for Volunteer installation.
- The project site must be fully public and wheelchair accessible.
- All permits and contracts of development are the responsibility of the applicant.
- Approved applicants agree to provide access to TSBC or any of TSBC's representatives to all financial records or other documentation related to the project.
- The information collected in support of this application may be subject to the *Freedom of Information and Protection of Privacy Act in BC*.
- If applicable, the project must meet CSA fall height standards. For your reference we have added a document to our web site with the application that talks about fall height standards. We recommend you also talk to your installer for additional information.

Please note that the applicant must include with their application written confirmation from the selected company that their product is made from BC recycled rubber.

Upon completion of the projection the onus is on the applicant to submit a request for funds. Detailed information on this will be included in a Funding Approval Agreement the applicant will be asked to execute with TSBC if a grant is awarded. If TSBC has any concerns regarding the finished product, the applicant will be instructed to contact the manufacturer and / or installer for corrections and TSBC will withhold the funds until the project is deemed complete.

If the applicant receives notification of being approved for a TSBC grant, the grant awarded is based on the application submitted, which includes but is not limited to scope, location, product and installer. Any change may render the application and grant awarded null and void and the applicant may be asked to reapply. The onus is on the applicant to inform TSBC of any changes. Failure to do so may result in non payment of the grant.

On the TSBC web site under the Community Grant Program tab is a list of companies that may be able to assist you in selecting recycled tire products and / or providing installation services for your project. Please note this list of companies is not exhaustive. It is expected that applicants will conduct their own research in options available and perform their own due diligence in selecting a product and / or installer. TSBC requires that the applicant receive two quotes. It is highly recommended that the applicant request reference checks for that installer's work in BC. Preference will be given to projects that use a BC installer.



TIRE STEWARDSHIP BC
Community Grant Program – Application Form

Please use this application form. All fields must be completed. Please contact us if you have any questions or require clarification. Please provide any additional information that you feel would be helpful in evaluating your project as well as additional pages if extra space is needed.

APPLICANT INFORMATION	
Name of Applicant	
<i>TSBC reserves the right to request further information to support its evaluation of the applicant's eligibility and / or the project's eligibility</i>	
APPLICANT ADDRESS INFORMATION	
Street	
City / Province	
Postal Code	
Physical Address of Project (if different from above)	
CONTACT INFORMATION	
Contact Name	
Title / Position	
Telephone Number	
Fax Number	
E-mail Address	
Alternate Contact Name	
Title / Position	
Telephone Number	
Fax Number	
E-mail Address	
Web Site	
How did you hear about us?	

Project Information	
Project Name	
Project Description, i.e. playground, water park etc	
What recycled rubber products does the project use, i.e. pour in place, tiles	
<ul style="list-style-type: none"> • Total lbs of rubber <i>(BC rubber plus other rubber)</i> 	
<ul style="list-style-type: none"> • Total lbs of BC rubber <i>(installer must include this info on the quote)</i> 	
Square footage of rubber surface area	
Who would benefit from this project?	
Why were these products chosen? Detail any research that went into selecting the product that was chosen including consideration regarding the environmental, health and safety.	

CSA fall height standards	If applicable, attach documentation to confirm the facility meets CSA fall heights standards, typically written confirmation from the supplier.
Letters of Support	Attach at least two copies of support from – <ul style="list-style-type: none"> • Government or land owner if not the Government • Community groups, schools, organizations that will directly benefit from the project
<p>Please attach a clear site plan showing :</p> <ul style="list-style-type: none"> a) Dimensions of proposed project b) Square footage of rubber surface area c) Location of equipment (if applicable) d) Location of project sign installation <p>Approved applicants must install signage acknowledging the grant from TSBC in a visible location. Guidance on approved TSBC signage is available on the TSBC web site under the Community Grant Program tab. The project site and sign must be <u>well maintained</u> for a period of no less than 3 years.</p>	

Project Timetable	
Project start date	
Project completion date	
Proposed opening date	
Detail how you plan to promote your project and give recognition to all of the project sponsors (please reference proposed signage and location), etc. (i.e. media coverage, Social Media, etc.)	

Product & Installer Selection	
Quote #1 Name of Installer & Product <i>Please attach copy of quote</i>	
Quote # 2 Name of Installer & Product <i>Please attach copy of quote</i>	
Name of Installer Chosen	
<p>Explain why the company chosen to supply and / or install the product has been selected.</p> <p>Note: If the selected installer changes the applicant MUST advise TSBC. Failure to do so may result in non payment of the grant.</p>	

Project Detailed Budget	Description and Quantity	Amount (\$) (DO NOT INCLUDE TAX)
A. Total cost of products made from BC Recycled Rubber – attach copy of quote		\$
B. Freight costs for rubber portion only – attach copy of quote		\$
C. Installation costs for rubber portion only – attach copy of quote & warranty <i>Note: base prep is not an eligible cost</i>		\$
D. Total Eligible Costs (Lines A+B+C) <i>(do not include tax)</i>		\$
Additional project costs – such as playground equipment, site preparation etc	Please attach itemized list	\$
Total cost of project		\$

Funding - List all Sources of funding for this project	Description and Quantity	Amount (\$)
Fundraising / Donations		\$
Grants – Specify all grants and amounts for each separately – do not include the TSBC grant		\$
Other – specify		\$
Funding from the project owner organization		\$
Total Funding		\$
Total project costs for rubber portion only (<i>Line D from previous page under Detailed Project Budget</i>)		\$
<p>Grant amount requested from TSBC</p> <ul style="list-style-type: none"> - Equals 50% or less of amount above to a maximum of \$30,000 - Community must have matching funds in place, i.e. no less than the amount of the grant requested <p><i>Note: Grant monies may only be used towards the purchase, freight and installation of recycled tire products</i></p> <p><i>In the event the project comes in under budget, 50% of the eligible costs will be paid and not the full amount of the grant awarded. In the event the project comes in over budget, only the grant awarded will be due and payable</i></p>		\$

REVIEW CHECKLIST	
Please review your application to ensure that you have completed all fields, as incomplete applications will not be accepted. Have you attached the following:	
	Y/N
• Copies of the 2 detailed quotes for costs of rubber, freight & installation	
• Confirmation project meets CSA minimum fall height requirements (if applicable)	
• Site plan (including square footage of rubber surface area & location of signage)	
• Written warranty for installation and, if applicable, base prep	
• Written confirmation of use of BC crumb rubber	
• Letters of support	
• Any additional documents or supplementary sheets	

All applicants agree to comply with all laws, bylaws regulations and requirements of any Federal, Provincial, or Municipal authority, which apply to the applicant's project. Tire Stewardship BC accepts no legal liability for the applicant's project.

Authorized Signature. Note: the application must be signed by a person with legal and/or financial signing authority for the project. This page can be printed and emailed, faxed or mailed to TSBC.

Print Name / Title	
Signature	

The grant program will remain open in 2014 until such time the grant program fund has been depleted. We strongly encourage you to send in your applications once they are complete as applications will be reviewed and approved on a first come first served basis. **Incomplete applications will not be accepted.**

Applicants will be notified of the outcome of their application within 4 to 6 weeks of receipt at our office.

All projects must be completed within 18 months from the date of grant approval.

Applications must be completed using the PDF fillable form on the TSBC web site and only submitted to TSBC using the submit button. Your application will be emailed directly to Tire Stewardship BC. The additional documentation, i.e. quotes, letters of support, site plan, signatory page, etc may be emailed, faxed or mailed. **Acceptance of your application and the review will not commence until such time ALL information has been received by TSBC. Your application will be automatically rejected if the additional documentation is not received within 30 days of online submission of the application form.**

TSBC mailing address:

Tire Stewardship BC
Suite 400 – 1627 Fort Street
Victoria BC V8R 1H8
Reference: TSBC Community Grant Program

Email address:
Contact Name:
Fax:

kvantreight@tsbc.ca
Karen Vantreight
1.877.598.9119