

# COMMUNITY GRANT PROGRAM

## 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 1991, over 100 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

Not-for-profit organizations within the province of BC including: municipalities; registered non-profit community groups or organizations; schools/colleges/universities; First Nations and Métis settlements; etc.

## Eligible Projects

- A project that uses recycled tire products (e.g., rubber tile surfacing, pour-in-place surfacing) **made in BC from BC recycled tires** and is fully public and wheelchair accessible.
- Projects include, but are not limited to, playgrounds, water parks or fitness areas, walkways, running tracks and playing fields.

## Funding Approach

1. Limited funding is available, so not all eligible applications submitted will be successful.
2. TSBC reserves the right to restrict the number of eligible projects in any one community, based on its population or for any one applicant.
3. This is a matching grant in that the applicant must contribute an amount equal to or exceeding the requested amount, up to a maximum grant of \$30,000.
4. Grant monies may only be used towards the purchase, freight, and installation of the recycled tire products. EPDM (Ethylene Propylene Diene Monomers), is considered an eligible cost.
5. Funding for installation will be provided only where the installer provides a written warranty. This includes the base preparation, where applicable, and the installation of the product itself.
6. PST and GST are not considered eligible costs.

## Approved Applicants: Requirements for Project Execution and Completion

1. All permits and contracts of development are the responsibility of the applicant.
2. All projects must be completed within 18 months from the date of grant approval.
3. Approved applicants agree to provide TSBC or any TSBC representatives access to all financial records or other documentation related to the project.
4. Approved applicants must keep TSBC updated on the status of the project by emailing Diana at [dflores@tsbc.ca](mailto:dflores@tsbc.ca).
5. The onus is on the approved applicant to inform TSBC of any project changes. Since grant decisions are based on information provided in the application (including but not limited to scope, location, product and installer), any subsequent change may render TSBC's initial approval null and void and result in non-payment of the grant. The applicant may be asked to reapply.
6. Approved applicants must install signage acknowledging the grant from TSBC in a visible location. Guidance on approved TSBC signage is available on the TSBC website under [Community Grant Program](#). The project site and sign must be well maintained for a period of no less than 3 years.
7. TSBC reserves the right to inspect the completed project prior to releasing the funds. If TSBC has any concerns regarding the finished project, 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.
8. The onus is on the applicant to submit a request for the funds upon completion of the approved project. Details will be included in a Funding Approval Agreement the applicant will be asked to execute with TSBC.
  9. Approved 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. TSBC accepts no legal liability for the applicant's project.

### **Key Application Form Requirements**

1. Application forms must be completed using the form on the [TSBC website](#) and only submitted to TSBC using the Submit Button.
2. Only one application per applicant will be considered in any given year.
3. Complete all fields of the application. Incomplete applications will not be considered. Please call Diana at 778-817-0731 if you need assistance.
4. Applications for projects that are already completed will **not** be considered.
5. If your project is required to go out to tender, do not submit your application until this process is complete.
6. Apply only for projects using recycled tire products (e.g., rubber tiles, pour-in-place) made in BC from BC recycled tires. (Currently, the only source of BC crumb rubber is Western Rubber Products, a division of Liberty Tire.) Include written confirmation from the selected product supplier that their product is made from BC recycled rubber.
7. The recycled tire products must be professionally installed and a warranty for both the installation and the tire products must be provided in the application. If using volunteer labour, a detailed installation plan must be included with the application. (Funds may not be available for volunteer installation.) Conduct research into options available and perform your own due diligence in selecting a product and/or installer. TSBC strongly recommends that the applicant request references for that installer's work in BC. Preference will be given to projects that use a BC installer with a head office located in BC. The installer selected and identified in the application must be the installer that does the installation; as noted earlier, changing installers may render TSBC's initial approval null and void. TSBC reserves the right to request a review of the installer's references.
8. Applications must confirm that the completed project site will be fully public and wheelchair accessible.
9. If applicable, the project must meet CSA fall height standards and a drop height test must be conducted, with the results provided to the applicant and to TSBC. For the general reference of applicants, the TSBC website includes a document that discusses [CSA fall height standards](#). TSBC recommends that applicants obtain additional information from their installers.
10. TSBC reserves the right to request further information to support its evaluation of the eligibility of the applicant and/or the project.
11. The information provided in support of any application may be subject to the *Freedom of Information and Protection of Privacy Act* in BC.

\* Indicates required question

---

1. Email \*

## **Community Grant Program – Application Form**

Please ensure that you have reviewed the [Key Application Form Requirements](#) in the previous section before proceeding. Applicants may include any additional information they believe will assist TSBC in evaluating the project at the end of the form.

2. **Name of Applicant**

\*

*Not-for-profit organizations within the province of BC including: municipalities; registered non-profit community groups or organizations; schools/colleges/universities; First Nations and Métis settlements; etc.*

---

**Applicant & Project Addresses**

3. **Street \***

---

4. **City, Province \***

---

5. **Postal Code \***

---

6. **Physical Address of Project** *(if different from the above)*

---

7. **Website Address \***

---

8. **How did you hear about us? \***

---

---

---

---

---

**Contact Information**

9. **Primary Contact Name \***

---

10. **Title \***

---

11. **Telephone Number \***

---

12. **E-mail Address \***

---

13. **Alternate Contact Name \***

---

14. **Title \***

---

15. **Telephone Number \***

---

16. **E-mail Address \***

---

### **Project Information**

17. **Project Name \***

---

18. **Project Description**

\*

*Playground, water park, etc.; address the requirement for public and wheelchair accessibility.*

---

---

---

---

---

19. **Recycled Rubber Products** to be used in the project (e.g., pour-in-place, tiles) \*

---

---

---

---

---

20. **Who would benefit from this project?** \*

---

---

---

---

---

21. **CSA Fall Height Standards & Drop Height Test**

For the general reference of applicants, the TSBC website includes a document that discusses [CSA fall height standards](#). If applicable, attach documentation to confirm the facility meets CSA fall heights standards, typically a written confirmation from the supplier and confirmation the installer will perform a drop height test.

Files submitted:

22. **Letters of Support** \*

Attach at least two letters of support from:

- Government, or landowner if not the Government
- Third-party community members who will directly benefit from the project. For example, if you are a school, a student or parent could provide a letter of community support.

Files submitted:

23. **Site Plan** \*

Attach a clear Site Plan showing:

- a) Dimensions of proposed project
- b) Square footage of rubber surface area
- c) Location of equipment (if applicable)
- d) Location of project sign installation

Files submitted:

**Project Timetable**

24. **Project Start Date \***

---

*Example: January 7, 2019*

25. **Project Completion Date \***

---

*Example: January 7, 2019*

26. **Proposed Opening Date \***

---

*Example: January 7, 2019*

27. **Project Promotion** \*

*Detail how you plan to promote your project and give recognition to all of the project sponsors (referencing the proposed signage and location). Promotion types could include media coverage, social media, etc.*

---

---

---

---

---

**Surface Installer Selection (NOT Equipment Installer)**

28. **Name of Rubber Surface Installer** \*

*This is NOT the equipment installer or the general contractor – this is the company doing the rubber surface installation.*

---

29. **Location of Installer's Head Office \***

---

30. **Total lbs. of BC Rubber** \*

*Installer must include this information on the quote.*

---

31. **Total lbs. of ALL Rubber** \*  
*Installer must include this information on the quote.*

---

32. **Square Footage of Rubber Surface** \*

---

33. **Other Surface Materials to be used** (e.g., wood chips, etc.), if applicable. If none are used, please enter "NA." \*

---

34. **Square Footage of the Other Surface Materials**, if applicable. If none are used, please enter "0" \*

---

35. **Rubber Surface Installer Quote** \*

Files submitted:

36. **Written warranty for installation** and, if applicable, base preparation

Files submitted:

37. **Written confirmation of the use of BC crumb rubber** provided by the installer. \*

Files submitted:

38. **Explain why the company chose to supply tiles or to install a pour-in-place surface** \*

*Reminders:*

*-The installer you selected must be the company that does the installation.*

*-If your project goes out to tender, this process must be complete before submitting your application.*

---

---

---

---

---

39. **A.Total Cost of products made from BC Recycled Rubber & EPDM \***

Amount (\$)

---

40. **B. Freight Costs for Rubber portion only, if applicable and not included in the installation cost. If included, \***  
please enter "0". Amount (\$)

---

41. **C. Installation Costs for Rubber portion only \***

Amount (\$)

---

42. **D. Total Eligible Costs (A+B+C) \***

Installers' quote must show these costs.

---

43. **Additional Projects – including playground equipment and site preparation. Please provide an itemized list. \***

Files submitted:

44. **E. Additional Projects Costs – Provide amount (\$) \***

---

45. **Total Cost of Project (D+E) \***

---

### Fundraising / Donations

46. **Sources of funding, donations, and grants for this project – specify all amounts separately, excluding the \***  
TSBC Grant. Provide a detailed list.

Files submitted:

47. **F. Total amount of funding (fundraising, donations, grants) \***

Amount (\$)

---



48. **G. Funding from the Project Owner Organization \***  
Amount (\$)

---

49. **Total Funding Amount (F+G) \***

---

**Grant amount requested from TSBC**

50. **Total Project Costs for Rubber portion only - Amount (\$) \***  
*This corresponds to Line D in the Detailed Budget, Section 6 of this form.*

---

51. **Grant amount requested from TSBC - Amount (\$) \***  
*-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.*

**Reminder:** Grant monies may only be used towards the purchase, freight and installation of recycled tire products.

**NOTE:** In the event the completed 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.

---

**Review Your Application**

Please review your application to ensure you have completed all fields and uploaded all required files. **Incomplete applications will not be accepted.**

52. If needed, attach any additional documents or supplementary sheets here.

Files submitted:

**Authorized Signature**

*Note: the application must be signed by a person with legal and/or financial signing authority for the project.*

53. **Enter your full name and title to sign: \***

---

## Reminders and Contact

- Your application and attached files will be emailed directly to Tire Stewardship BC.
- Applicants will be notified of the outcome of their application no later than 6 weeks from the closing date.
- Acceptance of your application and the review will not commence until such time ALL information has been received by TSBC. Incomplete applications will NOT be considered.

## Contact

- Email: [dflores@tsbc.ca](mailto:dflores@tsbc.ca)
- Contact Person: Diana Flores at 778-817-0731

---

This content is neither created nor endorsed by Google.

Google Forms