

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 Karen at kvantreight@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 **PDF fillable 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 Karen at 778.817.0728 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.

Community Grant Program – Application Form

Please review the **Key Application Form Requirements** above before proceeding. Applicants may provide any additional information they consider helpful for TSBC’s evaluation of the project. Additional pages may also be submitted if extra space is needed.

APPLICANT IDENTIFICATION	
Name of Applicant	
APPLICANT & PROJECT ADDRESSES	
Street	
City / Province	
Postal Code	
Physical Address of Project (if different from above)	
CONTACT INFORMATION	
Primary Contact Name	
- Title	
- Telephone Number	
- E-mail Address	
Alternate Contact Name	
- Title	
- Telephone Number	
- E-mail Address	
Website Address	
How did you hear about us?	

Project Information	
Project Name	
Project Description (Playground, water park, etc.; address the requirement for public and wheelchair accessibility.)	
Recycled Rubber Products to be used in the project (e.g., pour in place, tiles) Will the project use other materials , such as wood chips, etc.? (Explain)	
Who would benefit from this project?	

CSA Fall Height Standards compliance	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.
Letters of Support	Attach at least two letters of support from: <ul style="list-style-type: none"> • Government, or landowner if not the Government • Community groups, schools, or organizations that will directly benefit from the project
Attach a clear Site Plan showing: <ol 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 	
Project Timetable	
Project Start Date	
Project Completion Date	
Proposed Opening Date	
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)	
Name of Rubber Surface Installer <i>This is NOT the equipment installer or the general contractor – this is the company doing the <u>rubber surface</u> installation.</i> Attach copy of the quote.	
Location of Installer’s Head Office	
Total lbs. of BC Rubber Installer <u>must</u> include this information on the quote.	

Total lbs. of ALL Rubber Installer <u>must</u> include this information on the quote.	
Square Footage of Rubber Surface	
Other Surface Material to be used, if applicable	
Square Footage of the Other Surface Material, if applicable	
Explain why the company chose to supply (tiles) or install (pour in place) the surface was selected. <i>Reminders:</i> <ul style="list-style-type: none"> - <i>The installer you selected must be the company that does the installation.</i> - <i>If your project goes out to tender, this process must be complete before submitting your application.</i> 	
Project - Detailed Budget	Amount (\$) (DO NOT INCLUDE TAX)
A. Total Cost of products made from BC Recycled Rubber & EPDM	\$
B. Freight Costs for Rubber portion only	\$
C. Installation Costs for Rubber portion only	\$
D. Total Eligible Costs (Lines A+B+C) Installers' quote must show these costs.	\$
E. Additional Projects Costs – such as playground equipment and site preparation costs	\$
Total Cost of Project (Lines D+E)	\$

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 (This is Line D from previous section titled Detailed Budget)		\$
<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>Reminder: Grant monies may only be used towards the purchase, freight and installation of recycled tire products.</i></p> <p>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.</p>		\$

REVIEW CHECKLIST		
Please review your application to ensure you have completed all fields and have the following ready to submit. Incomplete applications will not be accepted.		Y/N
Copy of the detailed quote for costs of rubber, freight & installation	Yes	No
Confirmation project meets CSA minimum fall height requirements & drop height test commitment (if applicable)	Yes	No
Site plan (including square footage of rubber surface area & location of signage)	Yes	No
Written warranty for installation and, if applicable, base preparation	Yes	No
Written confirmation of use of BC crumb rubber	Yes	No
Letters of support	Yes	No
Any additional documents or supplementary sheets, e.g. other costs	Yes	No

Authorized Signature. Note: the application must be signed by a person with legal and/or financial signing authority for the project.	
Print Name / Title	
Signature	

Reminder: Applications must be completed using the PDF fillable form on the TSBC website 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 attached, emailed, faxed or mailed.

All supporting documentation must be received by TSBC before the closing date.

Mail: Tire Stewardship BC, Attn Karen Vantreight, 300-536 Broughton St, Victoria BC V8C 1W6
 Email: kvantreight@tsbc.ca Fax: 250 598 9119
 Contact Person: Karen Vantreight @ 778.817.0728

Applicants will be notified of the outcome of their application no later than 6 weeks from the closing date.

Reminder: 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.

For Internal Use Only

Date application received	
Complete Y or N	Yes No

Application reviewed by	
Date	
Signature	

Approved Y or N	Yes No
\$ grant approved	
Estimated project completion date	
Approved by	
Date	
Signature	

Date applicant notified	
Date signed Funding Approval Agreement rec'd	

Date request for funds received	
Reviewed by	
Date	
Signature	

Approved by	
Date	
Signature	

Date Paid	
Ref #	