



DISTRICT OF STEWART

# Polystyrene Reduction Program 2018



## **Program Purpose and Goals**

The District of Stewart is implementing a Polystyrene (EPS) Reduction Program to financially support businesses who voluntarily choose to reduce the use or availability of EPS single use items such as foam plates, bowls, cups and takeout containers.

What is Polystyrene?

Expanded polystyrene (EPS), more commonly but incorrectly known as Styrofoam™, is a lightweight, insulating plastic material commonly used in thermal insulation and food service containers. Single-use EPS food takeout ware is used in a multitude of industries, including food retail, hospitals and schools.

However, the qualities that make single-use EPS food service containers desirable also make them unsustainable. Most EPS food service containers are utilized once and discarded and ultimately make their way to the landfill or end up as litter.

## **The Program**

Applications are accepted on an ongoing basis and are reviewed on a first come, first serve basis until the annual budget of the program has been allocated.

The District of Stewart will provide a grants of:

1. Restaurants that currently use EPS products:

- 100% reimbursement of the difference in price paid between EPS and paper products
- 50% of the shipping costs for paper products
- 50% reimbursement of the cost of equipment or supplies to eliminate single use products
- 25% of the cost of reusable items for resale (ie coffee mugs) to eliminate single use products

2. Stores that offer EPS for resale:

- 100% reimbursement of the difference in price paid between EPS and paper products
- 50% of the shipping costs for paper products

3. Non-profit organizations purchasing products for events held within the District of Stewart:

- 100% reimbursement of the difference in price paid between EPS and paper products
- 25% of the cost of reusable items for resale (ie coffee mugs) to eliminate single use products

Each business may submit two claims up to a combined maximum of \$1000 for purchases made before December 31, 2018.

## **Eligible Businesses or Organizations**

All businesses or organizations who currently purchase Polystyrene products for resale or use within the District of Stewart.

### **Eligible Applicants**

- You must be the business owner and hold a valid business licence
- Non-profit and enterprising non-profit organizations
- Home based businesses

### **Ineligible Applicants**

- Businesses located outside the District of Stewart
- Non-operating business (the business must be in operation);

### **Eligible Expenditures**

Eligible expenditures may consist of but are not limited to:

- Purchase of paper or alternative (non EPS) products
- Purchase of commercial dish washer including installation costs where none was used previously (not a repair or replacement)
- Purchase of dishes to replace single-use items
- Purchase of reusable items for resale (ie coffee mugs) to replace single-use items

### **Ineligible Expenditures**

The following expenditures are ineligible:

- Repair or replacement of existing commercial dish washing equipment;

### **Application Deadline**

Applications will be accepted until September 30, 2018.  
Claims must be submitted prior to December 31, 2018

### **Application Process**

Businesses or organizations interested in receiving the grant should fill out an application form and submit it to the District office. Applicants may be contacted to discuss further details of their project and submission.

District staff will evaluate proposals based on the eligibility requirements of the grant program.

## Polystyrene Reduction Program

Submitting an application does not necessarily mean a grant amount will be approved. All project proposals are subject to a comprehensive review, must meet high quality standards, and must reflect the spirit and intent of the Polystyrene Reduction Program Guidelines. Generally, the application, approval and reimbursement process is as follows:

- 1- Business owner or Director of the non-profit organization submit a complete application. All required supporting materials and documents (including owner authorization) must be received prior to be considered complete.
- 2- Staff reviews the application to ensure that the business/organization meets the eligibility requirements.
- 3- Applications are reviewed and a decision to accept or reject the application is made.
- 4- Applicant is advised of the decision by email and mailed letter.
- 5- Applicant provides verification of expenses (including invoices or other confirmations of payment) and submits their totals on the provided expense tracking sheet.
- 6- Applicant is issued a cheque.

### **Please note:**

Approved applicants must submit claims prior to December 31, 2018.

Funding cannot carry over from one calendar year to the next.

## **Reporting and Reimbursement**

Following notification of a successful application, businesses can proceed with their project. After the project is completed, a basic project report will need to be submitted to the District including all eligible receipts. The project completion report will need to include a testimonial from the business describing what has been done and how it has impacted their business or event and on the community.

Following the receipt of a satisfactory project completion report, the District will issue the business/organization a cheque for the approved expenditures.

Polystyrene Reduction Program

Grant Application

DISTRICT OF STEWART

**Applicant Information**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Business Address: \_\_\_\_\_

**Program Description**

Describe the actions you plan to take to reduce or eliminate the use of polystyrene products in your business or organization.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planned Start Date: \_\_\_\_\_

Planned Completion Date: \_\_\_\_\_

Total Project Cost (estimated): \_\_\_\_\_

Funding Amount Requested: \_\_\_\_\_

Application Received:	
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Polystyrene Reduction Program

Terms and Conditions

I, \_\_\_\_\_ of \_\_\_\_\_ have  
(Applicant) (Business / Organization)

read the complete application and agree to comply with the guidelines and intent of the program.

Understand that payment of approved grants will be made upon the applicant providing the municipality proof of expenditures.

Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE  
USE

Application  
Received by:

Date:

### Polystyrene Reduction Program Expense Reporting Form

<b>APPLICANT NAME:</b>
<b>BUSINESS NAME:</b>

*Attach copies of invoices and proof of payment*

EQUIPMENT PURCHASES AND INSTALLATION, REUSABLE ITEMS FOR RESALE SUPPLIER, DESCRIPTION	COST (EXCLUDING GST)
<b>TOTAL COST</b>	
<b>TOTAL ELIGIBLE GRANT REQUESTED</b>	

*Attach copies of invoices and proof of payment for Non-EPS item along with a supplier quote or previously paid invoice for the similar EPS item that is being replaced.*

PURCHASE OF NON-EPS PRODUCTS SUPPLIER, DESCRIPTION	COST NON-EPS ITEM	COST SIMILAR EPS ITEM	COST OF DIFFERENCE (EXCLUDING GST)
<b>TOTAL COST</b>			
<b>TOTAL ELIGIBLE GRANT REQUESTED</b>			
<b>TOTAL ELIGIBLE GRANT REQUESTED (EQUIP AND PRODUCTS)</b>			