



Circular Economy Grant Application Form

Circular Economy Grant Application Form

The Circular Economy Grant (CEG) program provides funding for non-profit organizations to support innovative work in the upper levels of the waste hierarchy (rethink/redesign, reduce and reuse) to help Calgarians move towards zero waste and a circular economy.

Through this program, non-profit organizations can apply for \$5,000 - \$25,000 grants for projects. This pilot program started in 2023 and will run through 2026.

A circular economy eliminates waste and pollution, and conserves resources. It is a shift from a throw-away to a circular mindset to extend the lifecycle of goods, food, and resources through better design and continuous reuse, so nothing goes to waste.

Information and Submission Requirements:

- [CEG Guidelines](#)

Applicants are strongly recommended to reach out to our team at circulareconomygrants@calgary.ca to discuss their project prior to submitting the application and/or attend one of the information sessions (as available).

Additional information regarding the grant process or dates for information sessions can be found online: <https://www.calgary.ca/waste/circular-economy-grant-program.html>

If you have any issues with the online application form, please contact research@calgary.ca

Application Disclaimer:

Any personal information collected is under the authority of the Freedom of Information Protection and Privacy Act, Section 33(c), and is used solely for the purpose of determining grant eligibility. If you have questions about the collection or use of your information, please contact The City of Calgary Public Program Coordinator at (587)224-6057 and specially mention the “Circular Economy Grant Application” or send a letter to The City of Calgary, Mail code #27, P.O. Box 2100, Station M, Calgary, AB Canada T2P 2M5.

Please start the application now by clicking on the “**Start**” button below. Due to unforeseen technical challenges with the “Save and Continue” feature, we encourage all applicants to draft and save their responses offline before copying them into the online form.

Contact Information

Group/Organization

* Name of Organization

* Street Address

* City

* Province

* Postal Code

* Phone

Website *(if applicable)*

Applicant Business Contact (Primary)

* First Name

* Last Name

* Phone

* Position within Organization

* Email address **(Primary)**

Applicant Business Contact (Secondary)

First Name

Last Name

Phone

Position Within Organization

Email address (**Secondary**)

Partnering For-Profit/Ineligible Group and/or Organization (*if applicable*)

Name of Organization

Street Address

City

Province

Postal Code

Phone

Website (if applicable)

Eligibility Criteria Requirements

Applicants must confirm that they meet all the following requirements before proceeding with the application:

* Your organization is one of the following:

Select the one that applies to your organization

- Not-for-profit organization or Society registered in Alberta, or extra-provincially registered in Alberta **or**
- A Business Improvement Area (BIA) established through a City of Calgary bylaw

* Meet all the following Circular Economy Grant objectives:

Must select all the following

- Promote understanding and knowledge of circular economy through innovative projects and programs.
- Reduce waste generation and encourage reuse.
- Help individuals, organizations, and/or communities that might otherwise be hard to reach and have limited access to programs.

* Additional criteria and requirements:

Must select all of the following

- Organization has a mandate that benefits Calgarians.
- Have the intent of providing the proposed project in Calgary and to Calgary residents.

Project can be delivered within a one-year timeframe from start to end.

Funding Request

* CEG provides grants ranging from a minimum of \$5,000 to a maximum of \$25,000.
What amount is your organization requesting for funding?

Grant request:

\$

Project Overview

* Project Title

* Provide a summary of the proposed project including a clear waste/circular economy issue that the project will address.

Maximum 300 words

* Which of these Focus Areas does the proposed project align with the best?

The proposed project must fall into one of the designated Focus Areas listed below. For the full description and project examples for

each area, please refer to the [CEG Guidelines](#).

Choose one of the following:

- Share, Trade, and Donate
- Maintain and Prolong
- Reuse and Redistribute
- Refurbish and Upcycle
- Food and Organic Waste Reduction

Organizational Alignment

* What is your organization's mission, mandate, history, goals? How do they align to the proposed project? What makes your organization a good fit to deliver this project?

Maximum 300 words

Project Plan

For this application, the project start date must be between May 12, 2025 and September 30, 2025. The project end date must be between May 13, 2025 and September 30, 2026.

If you are applying for the grant using on an ongoing project, please pick a project start and end date that will determine the eligible expenses.

* What is the anticipated **start** date of the project?

The project start date must be between May 12, 2025 and September 30, 2025.

Project Start Date:

Month Day Year

* What is the anticipated **end** date of the project?

The project end date must be between May 13, 2025 and September 30, 2026.

Project End Date:

Month Day Year

* **Project Plan**
Project Timeline

Please use the link below to download and complete the Project Timeline and Activities Template.

Download [Project Timeline and Activities template](#)

Complete the Project Timeline and Activities Template and upload it to this page.

1. Enter your project timeline, project activities, and project activity descriptions.
2. Add or delete rows as required.
3. Save your document along with the name of your organization.
4. Upload your file below. You may only upload **one** file.

Please note that the file has been successfully uploaded once the line is completely blue.

Press here to [Browse](#)

Budget Plan

Please use the link below to download and complete the Budget Template.

Download the [Budget Template](#)

Complete the Budget Template and upload it to this page.

1. List all the direct costs for each project activity, including but not limited to materials, supplies, staffing, consulting, marketing, and communications.
2. Review [Circular Economy Grant Guidelines](#) for budget exclusions and funding limits.
3. Add or delete rows as required.
4. Save your document along with the name of your organization.
5. Upload your file below.

Please note that the file has been successfully uploaded once the line is completely blue.

Press here to [Browse](#)

Community Benefit and Engagement

- * How will community and people benefit from this project? How will your organization support access, equity, and diversity during the project (e.g., provide translation, childcare, honorariums, transportation or target specific neighbourhoods)?

Please do not include personal details.

Maximum 300 words

Collaboration and Partnerships

- * Do you plan to partner or collaborate with any other organization to deliver this project?

Yes

No

-
- * If 'yes', state the name(s) of the organization(s) and provide an overview of their role in the project:

Name of organization(s):

* Overview of partner organization(s)' role(s) in the project:

* Would you be open to collaborating with another organization that has a similar project idea?

Yes

No

The City reserves the right to request that applicants with similar project proposals consider making a collaborative submission.

Evaluation and Success Measures

How will you measure, monitor, and share the success of this project?

Include both qualitative and quantitative indicators of success.

* Qualitative measurement (e.g., survey results, testimonial):

* In making this application, I declare that to the best of my knowledge and belief, the information provided is truthful and accurate and I am truly authorized to make this application on behalf of the organization.

**Please note, if you click "Disagree", your application will be terminated.*

Agree

Disagree

You are about to exit the application process. Once the application has been exited before submission, it cannot be edited or re-opened.

If you have reached this page by mistake, you can return to the previous page and change your response.

By clicking the checkbox below, you confirm that you are willing to exit the application process and understand that it will no longer be possible to submit or edit this application unless you begin a new application.

I understand that by checking this box I will be exiting the application process.

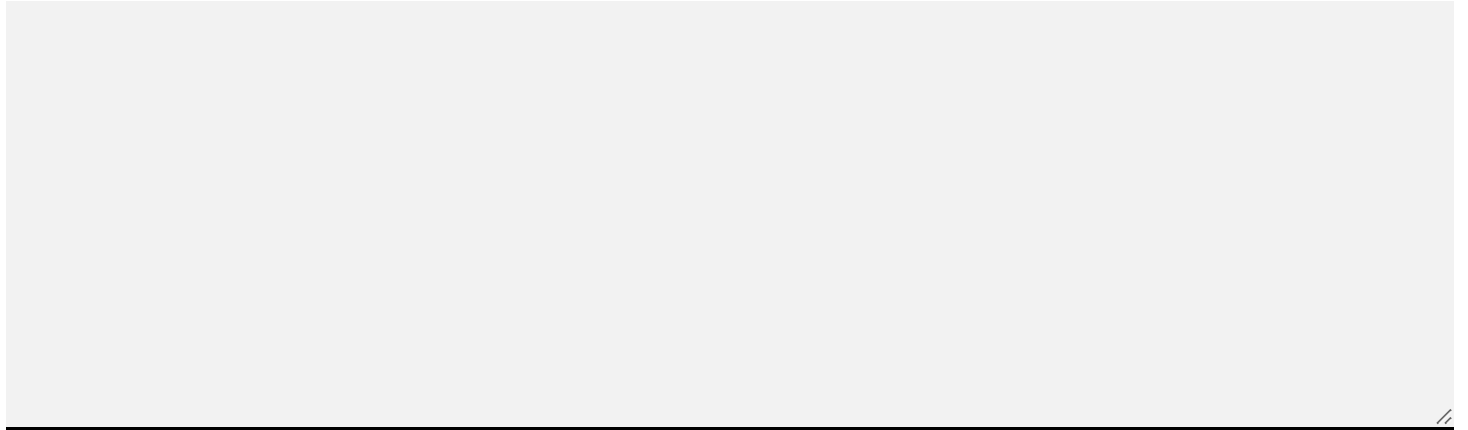
Thank you for filling out the application form.

Before ending the process and submitting this form, we would like know how you heard about the Circular Economy Grant and give you the opportunity to provide feedback related to the application process.

Application Feedback

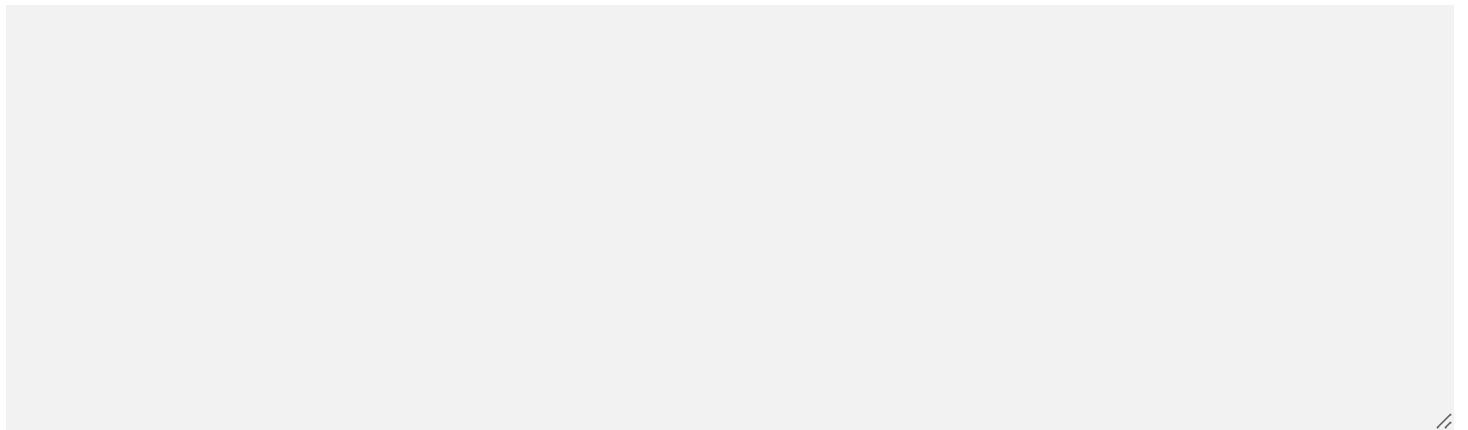
In the spirit of continuous improvement, what feedback can you offer us regarding this application process?

(optional)



How did you hear about the Circular Economy Grant program?

(optional)



Next Steps and Contact Information

Applications will be evaluated by the Circular Economy Grant evaluation committee, comprised of The City of Calgary staff. Organizations may be contacted if further information or clarification is required.

All applicants will be notified of final decisions by April 11, 2025. If non-profit organizations are chosen to receive funding, they should provide proof showing the organization is an active entity. The proof can be a corporate/non-profit search result that is no older than 30 days or, in the case of a federally registered

not-for-profit, registration with the CRA. BIAs should provide documentation showing the Bylaw number BIAs are established under.

Once we verify that organization meets the organizational criteria, successful applicants will receive a funding approval letter and will be required to sign an agreement with applicable terms and conditions that will govern the funds provided before funds are distributed and the project begins. Applicants that are not successful will have the option to receive feedback and recommendations.

For questions, comments or concerns regarding the Circular Economy Grant or the Application please contact:

Circular Economy Grant Team
City of Calgary, Waste and Recycling Services
Email: circulareconomygrants@calgary.ca

By clicking '**Done**' below you will be submitting this application. Please note that you will enter a preview page and be able to read your complete application form. You can edit and save your answers if you need to make any changes. Once you close the preview page, no further changes can be made. **It is important applicants retain a complete copy of their application for their own records should The City of Calgary have questions regarding the application.**

After the application is submitted, you will receive an email from research@services.calgary.ca with a confirmation of your responses for your records. If you do not see an email, please check your Junk or Spam email folder.