

Environmentally Sustainable Container Grant Program Policy

Authority	Council		
Establishing By-law No.	2020-023	Amending By-law No.	N/A

1. PURPOSE

1.1. To establish a transparent, fair and equitable policy for the distribution of Environmentally Sustainable Container Grants for the Corporation of the Town of Gananoque.

2. SCOPE

2.1. This Policy applies to all Businesses who are eligible to apply for a Environmentally Sustainable Container Grant for the Town of Gananoque.

3. AUTHORITY

3.1. The Treasurer is responsible for the monitoring and administration of this Policy.

4. POLICY

4.1. PROCEDURE/PROGRAM GUIDELINES

4.1.1. Who Is Eligible

Any Town of Gananoque food selling business that sells take-out prepared food.

4.1.2. What Is Eligible

The Grant is for the purchase of paper or cardboard take-out containers. The Grant funds must be used to purchase environmentally sustainable containers. Failure to do so will result in the amount of the Grant being billed back to the business on their tax account where applicable. In the event that the property is not subject to property taxes, i.e. mobile canteens, failure to refund grant funds in a non-compliance situation will result in the license not being renewed until the Town receives payment.

4.1.3. Application Procedures

The Business Owner or Manager must submit a completed and signed Grant Application form to the Town of Gananoque's Treasurer.

4.1.4. Review Process

Complete Grant Applications, with attached proof of expenses, will be reviewed by the Treasurer on a first-come first-serve basis.

Grant Applications will not be approved without attached proof of paid expenses. In the event that an Application does not include the expense receipts, it will not be considered as complete. If the Application is not complete before the Grant budget is exhausted, the Application will not receive funding.

This Grant Program will remain open until all funds are exhausted.

4.1.5. Post-Project Report

All Businesses that receive the grant will report back on the quantity of environmentally sustainable containers that were purchased with the funds.

Attached will be a copy of the invoice for the containers.

4.1.6. Town of Gananoque Recognition

An individual or organization that receives a grant from the Town of Gananoque must acknowledge the receipt of financial assistance by the Town on all publicity or promotional materials.

The Applicant acknowledges that the Town of Gananoque will share the names of recipients on its website and social media platforms.

TOWN OF GANANOQUE

Environmentally Sustainable Food Container Grant Program Application

Business Name:

Owner Name:

Cheque payable to:

Business Site Address:

Mailing Address & Postal Code:

Telephone: _____

Email: _____

Grant Amount Requested: \$ _____

Please attach the applicable invoices or receipts dated within a 1 year period, as proof of cost of container type currently purchased and used. (Grant is 50% of applicable cost up to a maximum grant of \$1,000)

- Please check this box to confirm that you are agreeing that your business will be featured on the Town's website and social media pages
- Please check this box to confirm that you acknowledge that the grant must be spent on environmentally sustainable containers and that proof of purchase must be submitted to the Town.

Signature of Applicant

Date

Printed Name of Applicant

PLEASE RETURN THIS APPLICATION TO:

Melanie Kirkby
Treasurer
Town of Gananoque
30 King Street East
Gananoque, Ontario K7G 2T6
Email: mkirkby@gananoqe.ca
Phone: (613) 382-2149 ext. 1124
Website: www.gananoque.ca