



PROGRAM GUIDE

CleanBC Plastics Action Fund

Indigenous Projects Program Guide



cleanBC
our nature. our power. our future.



alacrity SYNERGY
Canada FOUNDATION

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1. Program Overview

The CleanBC Plastics Action Fund supports plastic waste reduction projects to promote a circular economy in British Columbia through recycling, remanufacturing, reuse and repair projects.

The Indigenous Project category was launched in 2022, providing over \$1 million for Indigenous-led projects that reduce plastic waste. Funding was awarded to two businesses and six communities. Project examples include refill businesses, recycling plastic from automobile windshields, and supporting the use of reusable dinnerware to host zero waste community events. Through these diverse projects, the CleanBC Plastics Action Fund has been instrumental in promoting sustainable practices, reducing plastic waste, and fostering a cleaner and more environmentally responsible future for the province.

The current phase of the CleanBC Plastics Action Fund seeks to provide over \$20 million to four categories ([main Program Guide](#)), including Indigenous-led projects. This funding will further support the prevention and reduction of plastic waste, while developing B.C.'s circular economy.

The Plastics Action Fund is administered on behalf of the Government of British Columbia by [Alacrity Canada](#), in partnership with the [Synergy Foundation](#).

1.1 Project Scope and Outcomes

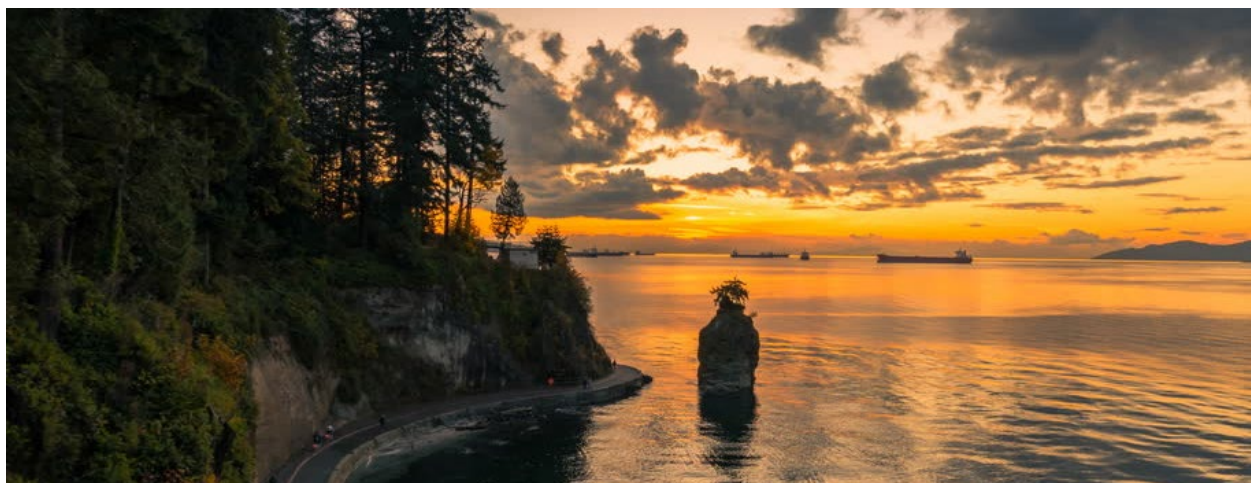
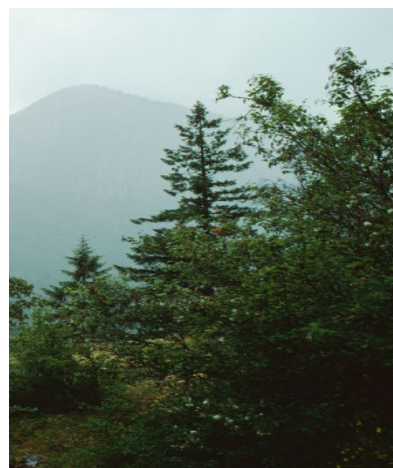
The CleanBC Plastics Action Fund will support Indigenous-led projects with the following scopes and outcomes:

Plastics Action Fund - Indigenous Projects

- Support projects led by individuals, communities, businesses, and organizations which self-identify as First Nations (status and non-status), Métis, and/or Inuit.
- Support plastic waste reduction activities that prevent or eliminate waste through reuse and repair models.
- Support plastic waste reduction activities through remanufacturing, value-add processing, and recycling processes.
- Build capacity around the circular economy and plastic waste reduction which are led by Indigenous people, communities, and businesses.

Expected Project Range

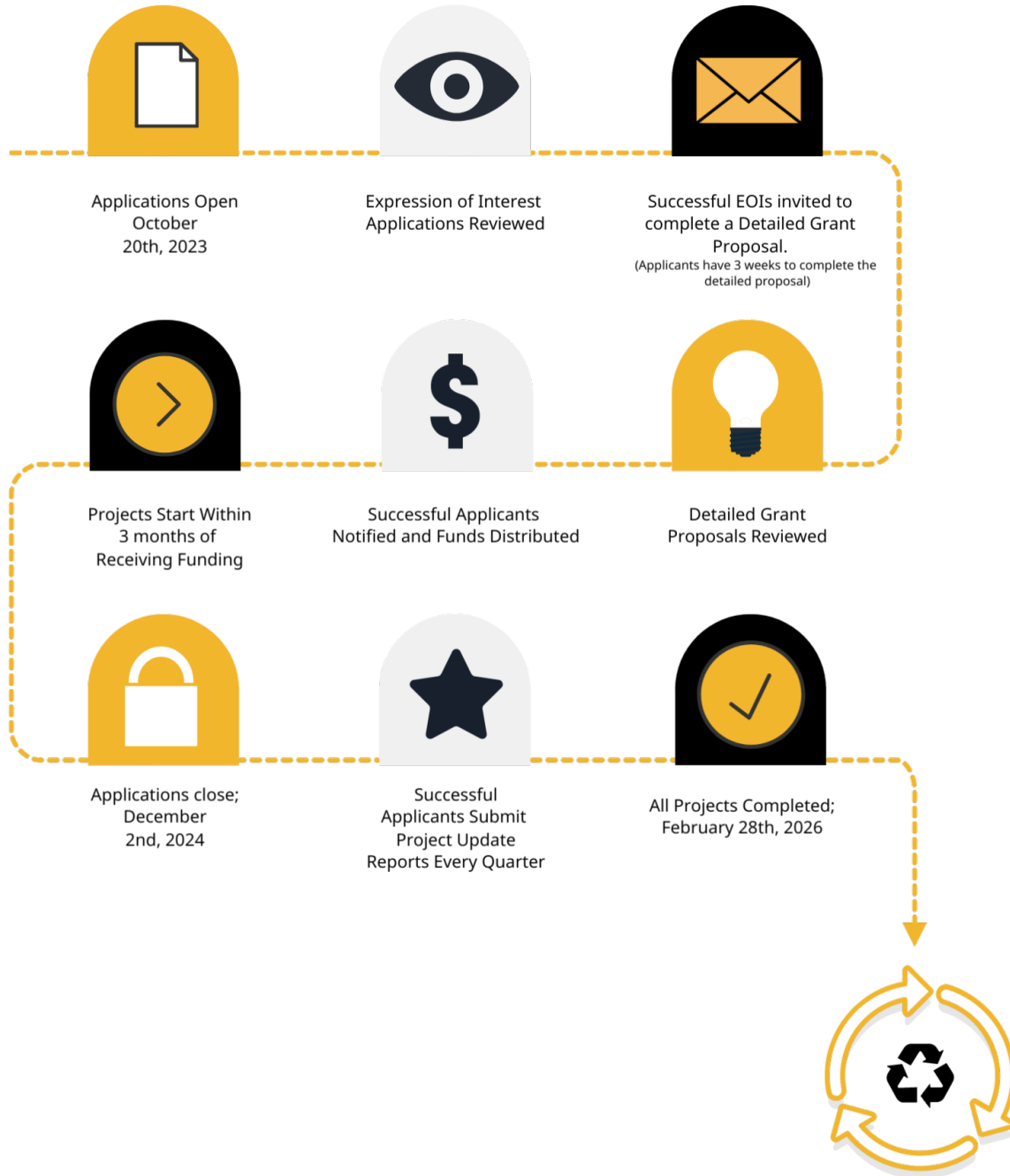
\$75,000 - \$150,000



1.2 Program Intake and Timelines

The Plastics Action Fund accepts applications on a rolling basis, and until funds are spent. This allows the fund to provide ongoing support to qualified projects and organizations. One application per organization may be submitted.

Program Timeline



1.3 Application and Award Process

The CleanBC Plastics Action Fund has two application stages: an initial Expression of Interest, and a Detailed Grant proposal. Applications are reviewed in the order they are received.

Expression of Interest (Stage one)	
Pre-Application Preparation	<p>Identify Funding Opportunity: Research and identify relevant grant opportunities that align with your project or organization's goals and objectives.</p> <p>Review Guidelines: Read and understand the grant guidelines, eligibility criteria, deadlines and program requirements.</p> <p>Project Concept Development: Develop a project proposal that addresses the outlined priorities, and shows the potential impact of your proposed project.</p>
Expression of Interest (EOI)	<p>Submission of EOI: Complete and submit the online Expression of Interest (EOI) form. This form serves as an initial screening of projects. Applicants can submit one application per organization.</p> <p>Submission Review: The submitted forms are reviewed. Projects that align with fund priorities and potential impact are recommended, and asked to submit a detailed grant proposal.</p> <p>Feedback: Some applications may be asked to strengthen proposals before being recommended for the detailed grant proposal.</p>

Detailed Grant Proposal (Stage two)	
Detailed Grant Proposal Form	<p>Invitation to Submit Detailed Grant Proposal: When a project EOI is recommended to move forward, Alacrity will invite applicants to submit a detailed grant proposal form.</p> <p>Detailed Grant Proposal Form: This form requires detailed information about the project and the organization, including:</p> <ul style="list-style-type: none"> • In-depth project description • Budget and financial information • Partnerships and collaborations • Monitoring and evaluation • Sustainability and risk mitigation • Supporting documents <p>Submission Timelines: Applicants are asked to submit the completed application within <i>20 business days</i> of receiving the detailed grant proposal form.</p>
Review and Selection Process	<p>Initial Review: The detailed grant proposals are reviewed for completeness and to ensure they meet the eligibility criteria.</p> <p>Evaluation and Scoring: A panel of reviewers assess the proposals based on predetermined evaluation criteria (<i>see section 4.6</i>) to produce an overall score.</p> <p>Shortlisting and Final Selection: Based on the evaluation scores, a shortlist of top-ranked applications is created. Alacrity may conduct interviews or request additional information from shortlisted applicants.</p> <p>Award Notification: Successful applicants will be notified by email. Unsuccessful applicants will receive feedback on their application.</p>

Disbursement and Post-Award Requirements	
Grant Acceptance and Agreements	<p>Acceptance and Agreement: Successful applicants will review and accept the grant offer, and enter into a funding agreement with Alacrity Canada.</p>
Funding Disbursement	<p>Disbursement: Funds will be disbursed once applicants have submitted all required documentation.</p> <p>Projects under \$150,000 will receive 100% of funding once the grant agreement is complete.</p> <p>For projects over \$150,000, funds will be disbursed as follows:</p> <ul style="list-style-type: none"> • 60% of total awarded grant funds are disbursed upon completion of the grant agreement. • 30% of total awarded grant funds are disbursed once the mid-project update report has been received. • 10% of the total awarded grant funds are disbursed once the final project report has been received.
Reporting and Project Implementation	<p>Reporting and Documentation: Successful applicants are required to complete quarterly progress reports, provide financial documentation, and any other requested information. Applicants may be selected to participate in an audit.</p> <p>Project Implementation: Applicants begin implementing the project according to the proposed timeline and project description provided in the application.</p>



2. Applicant Eligibility

2.1 Eligibility Requirements - General Conditions

All eligible applicants and organizations must adhere to the following conditions:

- Applicants must agree that the qualified expenses are used solely towards their project, which aims to achieve one or more of the expected outcomes outlined in the funding categories (*see section 1.1*).
- Applicants must participate in an audit, if selected. The audit will require receipts and invoices of the eligible expenses be submitted for review.
- Applicants must participate in a follow-up survey to demonstrate program outcomes. Only aggregate results will be made public.
- Applicants may only make one submission per organization.

All eligible organizations must be majority owned by a B.C. resident(s), and all applicants, organizations and communities must meet the following conditions:

- Is currently operating or active as a community or organization.
- Is located and registered in British Columbia.

Meeting the program intake criteria does not guarantee the application will be approved for funding. Applicants must ensure that the application form, and all required information and attachments are completed and submitted. An incomplete application cannot be approved to receive a grant.



2.2 Who Can Apply to the Plastics Action Fund?

<p>Eligible Indigenous Applicants</p>	<ul style="list-style-type: none"> • Communities • Schools, childcare, and other educational institutions • Band stores • Indigenous economic development organizations • Indigenous owned and operated businesses
<p>Ineligible Applicants</p>	<ul style="list-style-type: none"> • Applicants not operating or located within British Columbia • Applicants that are subsidiaries of organizations that maintain a corporate headquarters outside of B.C. • Non-indigenous communities and organizations



3. Project Eligibility

Projects must meet all applicable federal and provincial legislation and standards. It is the applicant's responsibility to obtain any required approvals and permits.

3.1 Regulatory Considerations

All projects must be consistent with current regulations and regulatory intentions, including the:

- [Provincial Actions on Plastic](#)
- [Provincial Single-use and Plastic Waste Prevention Regulation](#)
- [EPR 5-year plan](#)
- [Federal ban on single-use plastics](#)

3.2 Previously Funded Projects

For more information on what projects and organizations have been funded during previous phases of the Plastics Action Fund, please see **Appendix B**.



4. Preparing a Detailed Grant Proposal

Applicants that are invited to submit a detailed grant proposal will be provided with a fillable PDF or Word application form and a budget template. Applicants must ensure their detailed grant proposal aligns with the outcomes listed in this program guide (*see section 1.1*).

Indigenous Application Support: If you would like help to complete your project proposal, please contact the Indigenous Zero Waste Technical Advisory Group (IZWTAG) at: tania.solonas@izwtag.com.

4.1 Eligible and Ineligible Expenses

Using the project budget template provided, include all related project costs. To be eligible, project costs must be essential to the project and be accurately estimated. Alacrity will assess the eligibility of all project expenses. Project expenses that are not eligible for funding through the CleanBC Plastics Action Fund must still be included in the project budget but funded by either the applicant or another funding sources.

Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> ✓ Capital expenditures related to the project ✓ Salary costs for project-specific labour ✓ Retrofit costs to enable the project ✓ Contractor or partner organization fees ✓ Equipment installation costs ✓ Freight or transportation charges ✓ PPE ✓ Marketing and media-related expenses ✓ Education, outreach and capacity building activities 	<ul style="list-style-type: none"> × Expenses incurred for activities before the project start date × Operating expenses × Attendance fees for tradeshow, conferences and industry events × Salary costs for general staff × General website or IT upgrades × Hosting an existing website × Credit card processing fees × Packaging materials for product shipping and related shipping costs × Real estate capital purchases × Purchase or lease of private/personal vehicles × Labour costs associated with ongoing operations × Travel and hospitality for staff or contractors × Structural renovations not specific to the project × Feasibility studies × Plastic collection, transportation, or depots

4.2 Applicant Contributions

Indigenous Projects must provide a **minimum of 20% contribution** (maximum funding of 80% of project costs).

The application will not be assessed if it does not meet the contribution requirement. Confirmation of applicant funding commitment will be requested upon application review.



4.3 Source of Applicant Financial Contribution

There are **no fund stacking limits** for the CleanBC Plastics Action Fund; however, **fund stacking cannot exceed 100% of total project cost**. The applicant contribution may come from:

- Applicants' own funds, including funds obtained through financing.
- Funds from not-for-profit organizations, such as development trusts.
- Funds from project partners.
- Other government sources (federal or provincial).
- In-kind contributions (see below).



In-kind Contributions

The applicant in-kind contribution:

- May be up to 100% of the applicant's financial contribution.
- May include **goods and services** donated to a project by the eligible applicant and/or eligible partners (e.g., staff time, use of space or equipment).
- Must be clearly identified in the 'Budget' subsection of the Detailed Grant Proposal.
- Must be valued at fair market value.

4.4 Project Timeline

You will be asked to submit a project timeline in the detailed grant proposal that includes all major project milestones.

Project timeline must be reasonable and take into consideration possible delays, including access to staffing resources, supply chains or transportation challenges.

Project Start	Successful projects must commence within three months of receipt of funding.
Project Completion	Projects must be completed within by February 28, 2026 .



4.5 Supporting Documents

Document	Details	Required	Optional
Financial Statements (audited, if available)	Income statements, balance sheets, debts and liabilities, and cash flow statements to demonstrate financial stability and ability to manage funds.	✓	
Project Budget	A detailed budget outlining how the grant funds will be used is required. This should include projected costs for equipment, materials, labor, and any other relevant expenses associated with the successful completion of the project.	✓	
Letters of Support	Any testimonial written on the behalf of the applicant organization to show why they are deserving of a Plastics Action Fund grant.		✓
Band Council Resolution	A written resolution from a Band Council within the meaning of Section 2 of the <i>Indian Act</i> .		✓
Supporting Documentation	Additional supporting documentation may include but is not limited to quotes, project plans, list of permits or approvals needed, and funding confirmation or commitments.		✓



4.6 How Proposals Will Be Assessed

The following process is used to evaluate applications:

1. All applications undergo an administrative review to confirm project eligibility and a technical review to ensure they meet program funding objectives. Applications are reviewed in the order they are received.
2. The assessment panel evaluates eligible applications using the assessment criteria below.
3. Program staff may conduct due diligence to gather expert feedback regarding the feasibility and/or funding of proposed projects. Experts may review project-specific information provided in the application form.
4. The program area informs each applicant of the assessment panel’s decision. Funding decisions are announced quarterly.

To ensure a wide distribution of funding, organizations that did not receive funding in previous phases of the CleanBC Plastics Action Fund will be prioritized in the assessment process.

Section	Criteria	Weighted Score
Alignment	How many of the funding program's preferred outcomes does the project address and to what depth?	25%
Feasibility	Does the applicant have a reasonable plan to complete their project within the time frame specified and detailed budget with confirmed funding?	25%
Organizational Capacity	Does the applicant have the organizational expertise to execute the project and is there a reasonable risk mitigation strategy in place?	25%
Scale	How scalable and replicable is the project?	5%
Capacity Building	What degree does the project support education and training, and/or support plastics reduction?	20%



5. Receiving Funding

5.1 Funding Terms and Conditions

- All funding decisions are final.
- Grant funding cannot be used retroactively or any for activities that have already begun before the project start date.
- At the discretion of Alacrity Canada, any portion of the funding that remains at the end of the project shall be returned to the Minister of Finance within 30 days upon written request from Alacrity Canada or the Province of British Columbia.
- On the happening of an event of default, or at any time thereafter, Alacrity Canada may elect to do any one or more of the following:
 - By written notice to the funding recipient, require the event of default be remedied within a time period specified in the notice.
 - Pursue any remedy or take any action available in law or in equity.
 - By written notice to the funding recipient, terminate any future funding with immediate effect or on a future date specified in the notice, subject to the expiration of any time period specified.
 - Suspend any funding installment or any amount that is due to the funding recipient, subject to the satisfactory remedy through notice.
 - Require repayment of any portion of the funding not spent in accordance with this agreement prior to termination.

The grant agreement for successful applicants has further information on requirements.

5.2 Reporting Requirements

Successful applicants will be required to submit progress reports every fiscal quarter after the transfer of initial payment until the project conclusion.

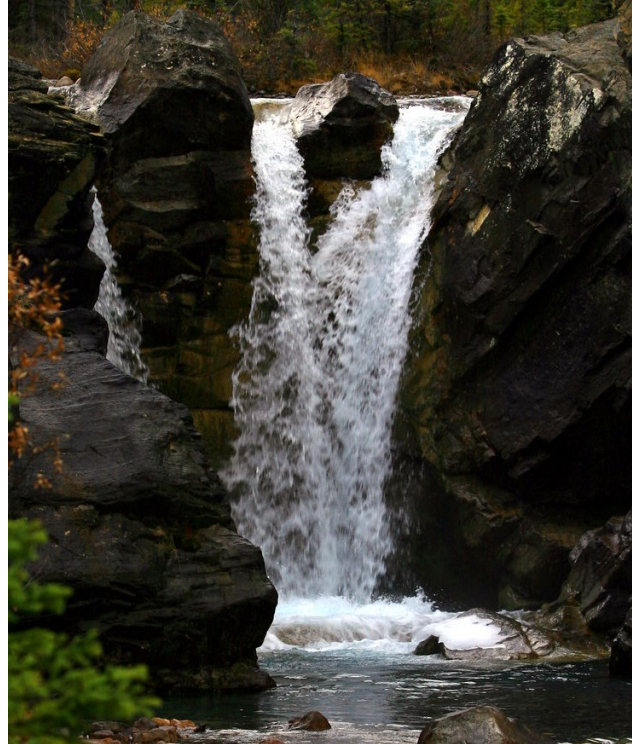
The progress reports will be submitted to Alacrity by means of electronic survey, and will collect information about fund usage, project status, progress on project, key performance indicators and other metrics identified by the Province of British Columbia or Alacrity Canada.

Upon project completion, applicants are required to complete a follow up report to demonstrate the outcomes they have experienced as a direct result of the grant funding. Additionally, applicants will be required to submit high-resolution photographs of the completed project and any supporting documentation requested by Alacrity Canada.

Only aggregate information will be included in the final report, which may be made available to the public.

5.3 Expense Report Assessment and Audits

A percentage of applicants' reports will be audited, and expenses will be reviewed in detail, by an independent auditor. In case of audit, the applicant must keep invoices and receipts related to project expenses, and proof of payment.



5.4 Communications and Funder Recognition

Funding recipients must not publicly acknowledge the award of any grant funds until explicit approval to do so is received from Alacrity Canada.

Throughout the project, there may be several occasions that require communication support for events and/or publications. As such, the following is required:

- Funding recipients must keep Alacrity Canada informed in advance (with a minimum notice period of 10 business days) of any promotional activities or events related to the project.
- The Province of British Columbia (program funder) and Alacrity Canada must be acknowledged in project communications, events and signage. Funding recipients must acknowledge the financial contribution made by the Province by printing the following statement on all materials:

"We gratefully acknowledge the financial support of the Province of British Columbia and Alacrity Canada through the Ministry of Environment and Climate Change Strategy."

- The Province and Alacrity Canada must provide written consent to the funding recipient to publish project details in reports and in promotion of the fund.

5.5 Freedom of Information

Applications submitted under the program are subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of administering the program and evaluating eligibility of the proposal.

The names and locations of successful award recipients may be published, along with the amount of the award, in various communications and promotional materials. Applications, in whole or in part, may be shared with other provincial ministries as part of the due diligence process.



5.6 Program Contacts

Plastics Action Fund Program Staff

Program staff can help determine whether the proposed project aligns with the program's scope and criteria. They can also provide clarification regarding requirements in the application form and budget template.

Phone:

250 412-5801

Email:

plasticsactionfund@alacritycanada.com

Website:

alacritycanada.com/plasticsactionfund

Alacrity Canada Staff

If you have any questions, support is available from Alacrity Canada. Support is provided in English

Phone:

250 412-5801

Email:

info@alacritycanada.com

Website:

alacritycanada.com

IZWTAG

The Indigenous Zero Waste Technical Advisory Group (IZWTAG) offers training and resources to First Nations to implement zero waste systems and projects.

Phone:

877 771-2135

Email:

tania.solonas@IZWTAG.com

Website:

izwtag.com

6. Frequently Asked Questions

Are non-profits eligible to apply to the Plastics Action Fund?

Yes, non-profit organizations are eligible if they meet the existing eligibility criteria.

Are environmental cleanup projects eligible?

No, environmental cleanup projects are not eligible.

Are transfer stations eligible for funding under the program?

No, transfer stations or projects involving the establishment of a transfer station are not eligible for grant funding.

Can behaviour change and education expenses be included?

Yes, behaviour change and education expenses can be included for the Indigenous Projects funding category to support the development of the circular economy and the prevention of plastic waste.

I previously received funding from the Plastics Action Fund. Can I apply again?

Yes, you are eligible to apply again, given you are applying for a project exclusive from the one previously funded. However, priority will be given to projects that have not received previous funding.

Can funding be used to offset the cost of projects that have already begun?

No. Grant funding cannot be used retroactively for any activities that have already begun before the project start date.

Can our organization apply for more than one category of funding?

Only one application per organization may be submitted. Please choose the funding category most applicable to your project.

If I do not have a receipt/invoice for any of my eligible expenses, can I still submit it as an eligible expense?

No. All submitted expenses will require proof of service completed and proof of payment. If you do lose original receipts or invoices, other evidence of the expense (e.g., bank statements) may be considered.

Are biodegradable plastics covered under the fund?

No, projects cannot include containers or primary materials made from problematic plastics, which includes polystyrene foam (PS/EPS), PVC, PDVC, carbon black, compostable plastic, biodegradable plastic, and all oxo-degradable plastics.

Can plastic material for recycling be sourced from outside the Province of B.C.?

Post-consumer plastic materials for processing cannot be sourced from outside of the B.C. Equipment necessary to implement your project can be sourced outside of the province.

Can a few plastic reductions and PCR projects be included in a single application?

No, an application must be submitted for one project. However, this project may be multi-faceted.

Can private companies apply in partnership with non-profit organizations?

Yes, private companies may apply in partnership with non-profit organizations.

Appendix A

Other Funding Opportunities

Clean Coast, Clean Waters Initiative

Ministry of Environment and Climate Change Strategy

BC Manufacturing Jobs Fund

Ministry of Jobs, Economic Development and Innovation

Rural Economic Diversification and Infrastructure Program (REDIP)

Ministry of Jobs, Economic Development and Innovation

Indigenous Food Security and Sovereignty (IFS) Grant

Ministry Agriculture and Food

Northern Industries Innovation Fund (NIIF)

Northern Development Initiative Trust

Plastics challenge: Advancing Reuse to Replace Single-Use Plastics

Innovation, Science and Economic Development Canada

Appendix B:

Previously Funded Indigenous Projects

Boston Bar First Nation

- The funding will increase recycling throughout the community, including training and capacity building to support the project's success.
- Program funding: \$80,000

Daylu Dena (Kaska Nation)

- The project will reduce the use of disposable tableware and address plastic waste through fabric reuse. This will be achieved with recycling bins, a community recycling program, a quilt-making program using recycled fabrics and reusable dinnerware for community gatherings.
- Program funding: \$107,669

Gitxaala Nation (Git Lax M'oon)

- The project will expand an existing reuse and recycling facility, and pilot methods to eliminate single-use containers. This will include a commercial dishwasher and storage, allowing reusable containers and bags to be used for take-out and delivery services.
- Program funding: \$320,000

Gwa'sala-'Nakwaxda'xw Nations

- The project will reduce and process plastic waste within the community, with recycling sorting bins in common buildings, reusable dishes and a commercial dishwasher for community events.
- Program funding: \$133,415

Kanaka Bar Indian Band (T'eqt''aqtn'mux)

- The funding will provide a commercial dishwasher and reusable dinnerware for the Kanaka Bar community hall to reduce the use of single-use dinnerware at community events and gatherings.
- Program funding: \$53,040

Mother Earth Recycling Inc.

- The project will recycle windshields and laminated glass using specialized machinery and technology, diverting material from landfills and recovering value.
- Program funding: \$416,440

Tsleil-Waututh Nation (səlilwətał)

- The project will lead a year-long campaign of community events and school-based activities to raise awareness and increase capacity to prevent, reduce, recover and capture plastic waste.
- Program funding: \$49,880

Vitatek Cleaning Solutions

- The funding will provide zero-waste, reusable containers for commercial cleaning supplies throughout the Okanagan region.
- Program funding: \$160,000