



2025-2026

Electronics Recycling Roundup Grant Program Application Guide

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1) Grant Purpose

Alberta Recycling Management Authority¹ (ARMA) has made tremendous progress in generating awareness of recycling old electronics. Since 2004, over 259,762 tonnes of electronics have been recycled in Alberta.

The Electronics Recycling Roundup Grant (ERRG) is designed to encourage non-profit organizations, schools, and community groups to increase awareness of recycling and raise funds while making it easier for Albertans to recycle their old electronics.

2) Eligible Participants

Participants include schools or school-based groups (K-12; post-secondary); 4-H Clubs, registered non-profit organizations including community leagues/associations, amateur sports associations/teams, Scouts and Girl Guides; registered charities; churches and religious organizations; First Nations, Métis communities and Indigenous-serving organizations, and businesses (for charity fundraising events).

If you are unsure if your organization qualifies for funding, please email grants@albertarecycling.ca.

3) Grant Scope and Funding

Working with a Registered Electronics Processor (Processor), participants can collect and recycle over 500 types of household electronics.

The participating organization will receive funding at the rate of **\$500 per metric tonne** based on the weight of the [eligible electronics](#) collected for recycling.

Items not eligible for funding include light fixtures, loose batteries, exercise equipment, devices with freon, commercial-grade items, and or gas-powered products.

Grant approvals and funding availability is subject to ARMA's annual budget approval.

4) Grant Timeline

- a) April 1, 2025 – March 31, 2026.
- b) Apply at least 30 days before the event to allow time for the Participant to advertise the event.
- c) Events scheduled for March 2026 must be completed by March 31, 2026. Funding Requests must be submitted no later than **April 10, 2026**, to be eligible for payment.

5) Grant Process

- a) The Participant must work with a [Registered Electronics Processor](#) to co-ordinate the Roundup Event and recycle the electronics collected.
- b) Advertising and promotion are critical to the success of your event; therefore, it is an essential component of this program. Please see the Advertising and Communications section.
- c) An Electronics Recycling Roundup Event can run for minimum of one (1) day and up to a maximum of 30 days.
- d) Multiple events can be held, but a separate application and funding package is required for each

¹ ARMA is responsible for managing the province's electronics, paint, tire, and used oil recycling programs and reports to the Minister of Environment and Protected Areas.

event.

- e) The Participant must ensure secure, safe, and proper handling and storage of electronics collected to prevent theft, scavenging, vandalism, and environmental damage.
- f) The Processor will work with the Participant to set up a temporary roundup (drop-off) site where the items will be collected and stored.
- g) Following the event, the Processor will:
 - i) transport and weigh the electronics collected,
 - ii) calculate the funding amount based on the net weight of the electronics,
 - iii) provide the grant funding payment to the Participant, and
 - iv) report the event results to ARMA in the Funding Package.



6) Payment for Approved Events

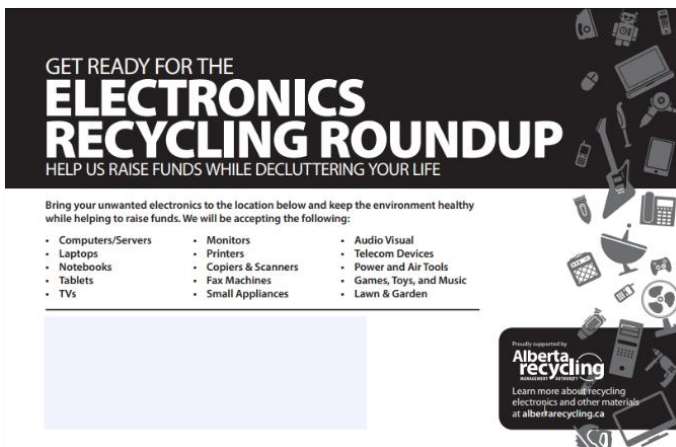
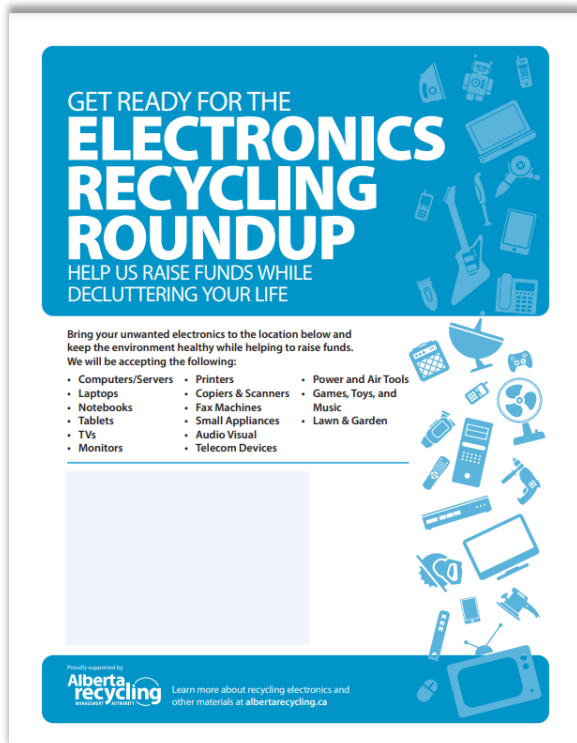
- a) Payment to the Participant (by the Processor) is based on the net weight of the electronics collected at the event.
- b) The Funding Request Package must be completed and submitted by the Processor to ARMA at grants@albertarecycling.ca within four (4) weeks following the event for verification and approval. Please include:
 - i) ARMA ERRG Grant Funding Request Form (revised April 2025)
 - ii) ARMA Electronics Material Transportation Manifest (revised 2025) complete with the event details, shipment date, participant's signature, transportation information (part B), and Processor Information (Part C).
 - At the time of shipment, it is mandatory that the participant sign the Electronics Material Transportation Manifest (revised 2025).
 - iii) Processor's scale tickets with weights for the electronics collected.
 - iv) Processor's proof of payment to the Participant.
- c) ARMA will review the funding request package and provide reimbursement payment to the Processor within six (6) weeks of receipt. *The request must be complete and error-free to avoid delays.*

7) Advertising and Communications

Advertising plays a key role in the success of an event.

- a) Advertising templates (revised 2025) will be provided within the Approval Package. The templates have space for the Participant's event information.
- b) If Participants develop their own advertising, please adhere to the following guidelines:
 - i) Reference the event name as "Electronics Recycling Roundup"
 - ii) Include ARMA's logo as a sponsor for this event, following the guidelines provided with the advertising templates
- c) To aid in the promotion of your event, please tag ARMA in social media so we can help to promote the event to our followers. To do this, in your social media text box type '@' then one of the following handles.
 - i) **Facebook:** @Alberta Recycling
 - ii) **X:** @albertarecycle
 - iii) **Linkedin:** @Alberta Recycling Management Authority (ARMA)
 - iv) **Instagram:** @albertarecycling

- d) Advertising Templates
- i) The templates support promotion of the event and include information on the types of electronic products that can be accepted.
 - e) They are available in a variety of sizes, colors, and options for print and digital advertising.



- i) If you are developing your own material to promote your Electronics Recycling Roundup, you please include the ARMA logo.



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PARTICIPANT INFORMATION			
Participant Organization Name:		Participant Non-profit Registration #:	
Mailing Address:		Phone Number:	
Participant Contact Name:	Title:	Email:	
Participant Status:		Beneficiary Status:	
Charity ☐	Non-Profit ☐	OR	Charity ☐
	Other ☐		Non-Profit ☐
			Other ☐
Beneficiary of Funding (if different than Participant):		Beneficiary Non-profit Registration #:	
Mailing Address:		Phone Number:	
Beneficiary Contact Name:	Title:	Email:	
REGISTERED PROCESSOR INFORMATION			
Registered Processor Name:		Phone Number:	
Processor Contact Name:	Title:	Email:	
EVENT OVERVIEW			
Location Name:		Event Address:	
Event Date and Times:			
Fundraising Purpose/Project:			
CERTIFICATION			
I have read and understand the application requirements for the 2025-2026 Electronics Recycling Roundup Grant. I certify that I will ensure these requirements will be met. I understand the information I provide to ARMA is subject to review and audit.			
Participant:			
Signature: _____		Date: _____	
Name: _____		Title: _____	
Registered Processor:			
Signature: _____		Date: _____	
Name: _____		Title: _____	

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EVENT MANAGEMENT PLAN

How will the participant advertise the fundraiser event? (Check boxes that apply)

Newsletter ☐ Social Media ☐ Email Campaign ☐ Newspaper ☐ Posters ☐

Which social media will the participant tag ARMA on?

Facebook ☐ X ☐ Instagram ☐ LinkedIn ☐ No Social Media ☐

When will cages be delivered, and where will they be placed?

Who will be onsite collecting the electronics during the event?

If the collection cages and electronics need to be stored during or after the event, how will the electronics be collected, stored, and secured?

How long will they need to be stored after the event?

Include any other information relevant to the event.

APPLICATION CHECK LIST

- a) All applicable fields must be complete.
- b) The Participants and Processors must both sign the application form.
- c) The Event management plan is complete.

Email the completed application form (pages 1 & 2) to grants@albertarecycling.ca

In the email subject line, indicate the Grant Program (ERRG), Participant, and Event Date using the following naming convention: **ERRG-Participant-Year-Month-Day** (example: ERRG-ABC School-2025-12-31)