



2025-2026

Tire Recycling Demonstration Grant Program Application Guide

PHONE 780.990.1111 TOLL-FREE 1.888.999.8762
FAX 780.990.1122 TOLL-FREE FAX 1.866.990.1122
e. grants@albertarecycling.ca w. albertarecycling.ca

1) Grant Purpose

Alberta Recycling Management Authority (ARMA) is responsible for managing the province's electronics, paint, tire, and used oil materials recycling programs and reports to the Minister of Environment and Protected Areas. ARMA was established in 1992 and since the inception of Alberta's tire recycling program over 149.5 million scrap tires have been recycled.

The Tire Recycling Demonstration Grant provides municipalities, indigenous communities, community organizations, and other non-profit groups funding support to purchase recycled tire product/materials made from Alberta's eligible scrap tires for use in public projects. To date, over 11 million dollars in funding has been provided to incorporate recycled tire products into over 600 community projects around the province.

2) Eligible Applicants

- a) Municipalities, including cities, towns, villages, municipal districts, Special Areas, hamlets, summer villages, or towns under the Parks Act.
- b) Indigenous Communities within the Province of Alberta.
- c) Registered non-profit community organizations including community leagues/associations, and schools.

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

3) Grant Timelines

- a) April 1, 2025 – March 31, 2027.
 - i) Applications will be open April 1, 2025 – May 15, 2025.
 - ii) Approval and Funding Agreements must be executed prior to project/purchasing start.
 - iii) Project construction must be completed by December 31, 2026.
 - iv) Project Inspection and Final Reporting must be completed by March 31, 2027.

4) Grant Scope and Funding

There is a limited budget for the 2025-26 Tire Recycling Demonstration Grant.

- a) **Eligible Expenses will be covered at 50% of the final invoice amounts up to the maximum amount of \$30,000.**
- b) Eligible Expenses include only the recycled tire products/materials used in the project:
 - i) Funding is only for the purchase of surfacing materials manufactured with recycled tire products/materials from eligible Alberta scrap tires.
 - ii) Examples of eligible surfacing materials include, but are not limited to, roofing, pour-in-place, sidewalk tile, indoor tile, and rubber matting.
- c) Funding under the Grant Program is payable based on the actual expenses incurred by the Applicant in completing the project as evidenced by receipts and invoices provided by the Applicant to ARMA and not on the eligible expense quotations provided with the Grant Application.
- d) GST is not included in the funding.

5) Selection Criteria

We have included the following general criteria for your reference which indicates how the Grant Application may be evaluated for approval:

- a) Applicants who have not previously received a Tire Recycling Demonstration Grant (previously known as ARMA Municipal Demonstration Grant) may receive a higher rating.
- b) Applicants who can demonstrate a high level of community support and a high level of community need may receive a higher rating.
- c) Projects that are fully accessible to those with limited mobility will receive a higher rating.
- d) Projects providing full public access may receive a higher rating.
Projects incorporating innovative use of Alberta recycled rubber product/material through design/layout of material may receive a higher rating.
- e) Often there may be multiple grant applications from within the same municipality. Each will be assessed independent of the others in accordance with the selection criteria, and all may not be approved.

6) Grant Conditions

- a) The funding is for publicly accessible projects only; it cannot be used to fund private or commercial sector facilities or to fund components of a facility that are restricted or extremely limited for public use.
- b) The Applicant must provide verification from the manufacturer that the recycled tire product/material used in the project will be produced from eligible Alberta scrap tires and provide a warranty for the tire product/material.
- c) Pour-in-place surfacing is the only finished product that will be considered for funding for playground, spray park, and pool deck projects.
- d) The purchase of the recycled tire product/material is to occur after the Applicant has entered into a grant agreement ("Funding Agreement") with ARMA. Any tire product/material purchased, or work done prior to this date is not eligible for funding.
- e) All permits and project contracts are the responsibility of the Applicant.
- f) The project must stand alone; it cannot be dependent on future ARMA funding for its completion. ARMA will award only one grant per project.
- g) The project must be complete and accessible to the public by **December 31, 2026**.
- h) Funding Requests must be submitted no later than **March 31, 2027**, to be eligible for payment.
- i) Approved Applicants agree to provide access to ARMA and/or its representatives to all financial records or other documentation related to the project upon request.
- j) Upon completion of the project, funds will only be released after all Grant requirements are met and ARMA has completed an inspection of the project satisfactory to ARMA in its sole discretion.

- k) In recognition of ARMA's contributions to the project, the Applicant agrees to:
 - i) Allow social media promotion of the project by ARMA.
 - ii) Include recognition of ARMA in any Applicant-initiated external communications about the project.
 - iii) Provide access to the project for tours, photos, and other promotional and educational opportunities for ARMA and partners, which may include government representatives.
 - iv) Install signage provided by ARMA within 30 days of the project inspection. ARMA is not responsible for the replacement of lost or damaged signage.
 - v) Invite ARMA to attend and provide remarks at an opening event.
- l) Applicants must ensure ARMA is notified of any change to the primary contact details to ensure all correspondence relating to the grant is received.
- m) The information collected in support of this Grant Application is subject to the Freedom of Information and Protection of Privacy Act in Alberta.

Once a Grant Application is approved, if any changes are to be made to the construction plans, product/material supplier, or the materials, the Applicant must submit a written request and obtain approval from ARMA prior to implementation.

CHANGES WITHOUT WRITTEN APPROVAL MAY RESULT IN FUNDING BEING VOID.

7) Legal Notice

By submitting a Grant Application, you confirm that you have read, understand and accept the information contained herein and that you agree as follows:

- a) ARMA reserves the unqualified right to accept or reject any or all Grant Applications for any reason.
- b) The final decision with respect to the approval of any Grant Application rests solely with ARMA. ARMA may consider any criteria determined to be relevant to ARMA's mandate, regardless of whether such criteria have been disclosed to the Applicant.
- c) Grant Applications that do not comply with the requirements described herein may be rejected in whole or in part or not considered by ARMA. ARMA reserves the unqualified right to accept or reject a non-compliant Grant Application.
- d) The Grant Application is an invitation only. It is not an offer, and the submission of a Grant Application does not create a contract or agreement of any kind between ARMA and the Applicant.
- e) No conduct, act or omission of ARMA, or its directors, officers, consultants, advisors, agents, servants and their respective successors and assigns (collectively the "ARMA Parties") other than a written notice to the Applicant in writing signed by an authorized person for ARMA, will constitute an acceptance of a Grant Application.
- f) Acceptance of a Grant Application does not create a binding contract between ARMA and the Applicant. ARMA shall not be obligated in any matter whatsoever to any Applicant until the Grant Agreement has been duly executed relating to an approved Grant Application.
- g) As between the parties, the Grant Application and all documents and materials you submit to

ARMA in connection with the same and all intellectual property in and to the foregoing are the exclusive property of ARMA immediately upon delivery to ARMA. For clarity, this refers to the materials themselves, not to any technology or innovations disclosed or discussed in them. Intellectual property developed during the course of the project will be addressed through the Grant Agreement and will normally be owned by the Applicant.

- h) Neither ARMA nor any of the ARMA Parties will have any liability whatsoever to the Applicant in connection with any Grant Application.
- i) You will not make a claim against ARMA or the ARMA Parties for any reason whatsoever or howsoever relating to this Grant Application. You are undertaking the expenditures required to prepare and submit a Grant Application entirely at your own risk, and you waive any right and release ARMA and the ARMA Parties from any demands, liability, claim or recovery for costs, expenses, or damages incurred whatsoever or howsoever arising out of or relating to this Grant Application or any Grant Application prepared in response to it, whether such right or claim arises in contract, negligence or otherwise.
- j) ARMA takes no responsibility for the accuracy of the information supplied during this Grant Application process by ARMA or the ARMA Parties.

Complete the application form that begins on page 6

Completed Grant Applications must be submitted by

May 15, 2025, at 4:30 p.m.

ARMA will send an email confirmation upon receipt of your completed application. If you do not hear from us within three (3) business days, please contact our office.

Incomplete applications will not be accepted.

Funding available under this program is limited.

Not all applications may be approved for funding.

2025-2026 Municipal Demonstration Grant Program Application

APPLICANT INFORMATION	
Legal Name of Applicant:	
Act Incorporated Under:	
Incorporation Number: (If not incorporated under the <i>Municipal Government Act</i> RSA 2000, c M-26)	
Mailing Address: (complete)	
Physical Address of Project:	
CONTACT INFORMATION	
Contact Name & Title/Position:	
Telephone Number:	
E-mail Address:	
Alternate Contact Name & Title/Position:	
Telephone Number:	
E-mail Address:	
PROJECT INFORMATION	
Project Name:	
Project Description:	
Type(s) of recycled tire product/material to be used in the project:	
Describe how your project meets the needs of your community:	

What percentage of the community will likely access the project? Please explain.		
What makes your project innovative, unique, and creative?		
Why did you choose this product and the supplier?		
Letters of Support included with application (check all that apply): Provide at least 2 letters.		
☐ Municipality	☐ Landowner	☐ Community Groups
☐ School	☐ Other (please specify)	
Clear site plan of proposed project (to be attached to application) must include:		
Dimensions of proposed project, Proposed location of equipment (if applicable), Proposed location of ARMA project sign.		
List of committee/organization members (to be attached to application) must include:		
Names, contact numbers, and e-mail addresses:		

Note: Approved Applicants must agree to install signage provided by ARMA in a visible location. The project site and sign must be well maintained for a period of three years. ARMA is not responsible for the replacement of lost or damaged signage.

PROJECT TIMETABLE	
Estimated Project Start Date:	
Estimated Project Completion Date:	
Must be accessible no later than December 31, 2026	
Provide your proposed construction schedule (including key milestones):	
Please detail your plans to promote your project and recognize the funding received from ARMA through the Tire Recycling Demonstration Grant (i.e. project opening, news release, social media). <i>[Note: ARMA must complete a quality assurance inspection of the project prior to an opening event.]</i>	
DETAILED PROJECT BUDGET	
REVENUE - Specify all sources of revenue for this project. Attach detailed project budget including other funding sources:	
☐ Funding Sources (i.e. grants, donations, corporate sponsorship, fundraising, crowdfunding) ☐ In-Kind Support ☐ Other	

ELIGIBLE EXPENSES		
REQUESTED GRANT AMOUNT		
	DESCRIPTION AND QUANTITY	ELIGIBLE AMOUNT (\$)
Total cost of recycled tire product/material made from eligible Alberta scrap tires used in the project excluding GST. ATTACH QUOTE & WARRANTY		
Reminder: - Funding for products will only be provided where the supplier and/or installer provide a written warranty. - Professional Base Preparation and Professional Installation are required for all projects.		
REQUESTED GRANT AMOUNT		
Total estimated project cost:		\$
Cost for recycled tire product/material made from eligible Alberta scrap tires:		\$
Total Grant amount requested from ARMA: (50% of recycled tire product/material cost to a maximum of \$30,000, excluding GST)		\$
AUTHORIZING SIGNATURE		
a) The Grant Application must be signed by a person with legal and/or financial signing authority within your municipality/organization. b) All Applicants agree to comply with all laws, bylaws, regulations and requirements of any Federal, Provincial, or Municipal authority. ARMA accepts no legal liability for the Applicant's project.		
With this signature, I agree that I have read and understand the grant conditions, and I understand that all conditions need to be adhered to if my application is successful.		
Signature:	Print Name:	Title:

Please email your completed application with all attachments to
grants@albertarecycling.ca
 by May 15, 2025, at 4:30 p.m.

REVIEW CHECKLIST

Ensure that you have completed all application fields. Incomplete Grant Applications will not be accepted.

Check all that you have included:

- ☐ Recycled Tire Products Quote and Warranty
- ☐ Detailed Project Budget
- ☐ Project Timetable
- ☐ Site Plan
- ☐ Letters of Support
- ☐ Contact list of committee/organization members
- ☐ Copy of the Incorporation Documents (applicable to those Applicants that are registered nonprofit community groups/organizations)

Examples of Past Municipal Demonstration Grant Projects

