

An illustration on a light blue background showing two hands, one from the left and one from the right, holding a white, rounded vase. Inside the vase are two flowers: a larger pink one with a yellow center and a smaller yellow one with a blue center. The word 'reuse' is written in a light, lowercase font in the bottom left corner of the illustration area.

2016 REUSE FAIR GUIDE & GRANT APPLICATION

WHAT IS A REUSE FAIR?

A Reuse Fair, formerly known as a Garbage Fair or Reuse Roundup, is a one-day community event where unwanted but reusable household items are collected and passed on to charities, non-profits, artisans and schools that need them. Reuse Fairs are free events, not for monetary gain, held to promote the concept of reuse in your community.

Some examples of typical items collected include milk jug lids, old bedding, onion bags, keys, spices, corks, broken jewellery, nylons and old calendars. These simple items are valuable resources that can be given to schools and charities to be reused.

REUSE FAIRS SERVE MANY PURPOSES

- Encourage community members to join in, clean out clutter, and pass it on.
- Divert reusable items from Edmonton's landfill.
- Promote community and environmental stewardship, which in turn generate pride in the area.
- Community and charitable organizations save money with items that can enhance their programs.
- Free Tables and Book/Magazine Exchanges give everyone a chance to find a treasure.
- Volunteers of all ages and from all walks of life get involved in a community activity. It's a fun opportunity to meet like-minded people in your area.

REUSE FAIR GRANT

The Reuse Fair Grant is given to individuals or community leagues in Edmonton that want to organize and host a Reuse Fair. Six grants of up to \$500 each are given out each year to help cover the expenses of holding a Reuse Fair. Reuse Fairs take place in the spring (limited to the months of May and June) and the fall (limited to the month of September). Funding availability is dependent on the number of applications received.

It is the responsibility of the successful grant recipient to coordinate the organization, promotion/advertising, volunteer recruitment, and hosting of the Reuse Fair.

Up to \$500 in funding per Reuse Fair can be used for expense reimbursement. Acceptable expenses include:

- Advertising (*Examiner ads are 50% off for community leagues*)
- Food provided to volunteers and display attendants during set-up and day of event
- Gas and/or rental of vehicle used to collect supplies and transport donated items to organizations (*Gas reimbursement is calculated by trip mileage and allotted according to current City of Edmonton reimbursement rate*)
- Supplies needed for event (*blue, garbage and clear bags, paper, pens, posters, signs*)
- Hall rental

HOW THE REUSE CENTRE CAN HELP WITH YOUR REUSE FAIR

While Utility Services does provide Reuse Fair grants, Reuse Fairs are not City of Edmonton events.

The Reuse Centre supports successful grant recipients with their community Reuse Fairs in the following ways:

- Lending plastic bins for organizing donated items at the fair (*Please organize pick up & drop off of bins with Reuse Centre Volunteer Coordinator. Availability may be limited depending on date.*)
- Promoting your fair by:
 - Linking to your Reuse Fair on our website www.edmonton.ca/reuse
 - Answering inquiries through Utility Services and 311.
 - Promoting your fair on City of Edmonton social media accounts
- Assisting with volunteer recruitment if needed (e.g., from the City's Master Composter Recycler Program and Reuse Centre Volunteer Program)

HOW TO PLAN A SUCCESSFUL COMMUNITY REUSE FAIR

Once you have been awarded the grant, here are some tips on how to plan a Reuse Fair.

SIZE OF REUSE FAIR

Reuse Fairs can be stand-alone community events or can be held in conjunction with other simple events such as bottle drives and BBQs. Remember, "keep it simple" is often the most effective approach.

Tip: If you are organizing a fair in conjunction with other events (e.g., Community League Day), be sure to confirm and coordinate date, time, and locations details with the other event organizers.

LOCATION

A key element to planning your fair is finding a location. In addition to floor space, you will need to consider accessibility and parking. Most fairs are held at community halls, but church halls and other similar spaces work as well. Ideally, space should be available at no charge and available for fair set-up the evening before.

Tip: First time Reuse Fairs should try to keep their event simple and plan to build it up from year to year. New Reuse Fairs will usually attract around 100 people. Well-established fairs have attracted over 250 people.

DATE AND TIME

Events held on weekends during the mild weather of spring (May to mid-June) and fall (September) are eligible for Reuse Fair grants, because they have proven to draw the highest attendance. Additionally, the fairs held from 10 am to 3 pm have proven to be the most successful.

WHAT TO COLLECT

Once you have arranged the time and place for your Reuse Fair, you are ready to gather "wish lists" from local organizations that would like items collected for them. Local organizations you may want to collect for include schools, shelters, religious organizations, or social clubs.*

Ask organizations to clearly indicate the items they are interested in, and the maximum amount they will accept. Consider providing them with a list of potential items that you could collect, if they are unsure of what they would like to receive. Let organizations know that you cannot guarantee that they will receive everything that they request, as item donation at each Reuse Fair will vary.

Tip: Collecting a smaller number of items will help keep your first event more manageable.

Create a "master list" of all the items you will be collecting. Publicize this list as the items being accepted at your Reuse Fair. Remember to submit your master list to the Reuse Centre Volunteer

Coordinator as soon as possible (at least two weeks in advance of your fair) for publication on edmonton.ca/reusefair.

***Note:** The Reuse Fair grant was created to encourage reuse in the community. As such, the Reuse Centre **should not** be one of the organizations for which you are specifically collecting. Surplus items can be donated to the Reuse Centre, as long as they are included on our [Accepted Items List](#). Please let the Reuse Centre Volunteer Coordinator know in advance, and ensure items are on our list before bringing them in. Fair coordinators are responsible for donation or disposal of surplus items not on our list.

DISPLAYS

Create a fun, fair-like atmosphere at your reuse event by inviting interesting artisans and community organizations to set up displays. Master Composter Recycler Volunteers are often available to host a display with information about the Reuse Centre, waste and recycling services in the City of Edmonton, or composting. Ask the Reuse Centre Volunteer Coordinator if you would like to request one of these.

FREE TABLE & BOOK EXCHANGE

You will find that items that you did not request will be brought to the Reuse Fair. These items can be directed to a “Free Table” for visitors to take as they wish. The Free Table is an integral element to all Reuse Fairs and is also one of the most popular. Another possible draw for a Reuse Fair is a “Book and Magazine Exchange Table”, where visitors can drop off magazines and books that they no longer want, and take home new ones!

COLLECTING & DISTRIBUTING ITEMS

Have a plan for how you will collect, sort, and pack items for your chosen organizations, and prepare supplies in advance. Some coordinators find it helpful to fill requests by packing requested items as they come in. Others tally and distribute items evenly later. You are responsible for distributing and delivering the items that you collect, to your chosen organizations.

ADVERTISING YOUR REUSE FAIR: GETTING THE WORD OUT

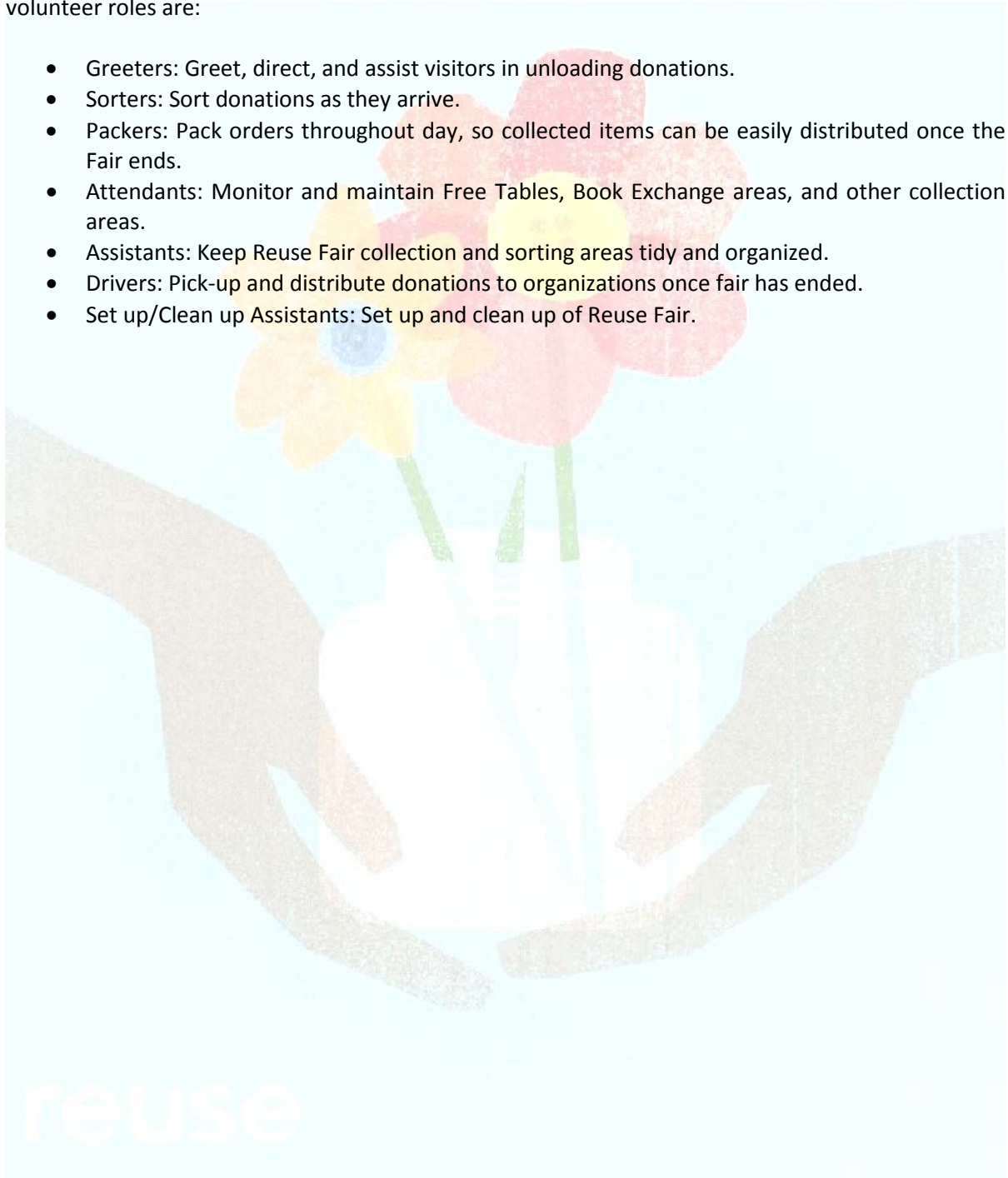
There are many ways that you can let people know about your Reuse Fair. Here is a short list of ideas. For best results, begin advertising with posters, etc. two weeks to one month prior to your event. Plan print ads and social media for the week or two before your event.

- Place announcements or inserts in community and school newsletters or newspapers
- Place an ad in the Edmonton Examiner
- Provide posters to schools, community centers, churches and daycares
- Post notices on community bulletin boards and at the Reuse Centre
- Arrange to have information posted on large community league signs and on your community league website and social media pages
- Share your event information on social media (Facebook, Twitter, etc.)
- Add your event to Community Event Calendars. Examples include:
 - [CTV Community Events](#)
 - [City of Edmonton Events](#)
 - [Global Community Events](#)
 - [ShareEdmonton Events](#)

VOLUNTEERS

Volunteers are essential to a successful Reuse Fair. An average of 15 people are needed on the day of the fair (Reuse Fairs have been run with as few as 8 people and as many as 40). Don't forget to thank and recognize your volunteers for a job well done once the fair has ended! Examples of volunteer roles are:

- Greeters: Greet, direct, and assist visitors in unloading donations.
- Sorters: Sort donations as they arrive.
- Packers: Pack orders throughout day, so collected items can be easily distributed once the Fair ends.
- Attendants: Monitor and maintain Free Tables, Book Exchange areas, and other collection areas.
- Assistants: Keep Reuse Fair collection and sorting areas tidy and organized.
- Drivers: Pick-up and distribute donations to organizations once fair has ended.
- Set up/Clean up Assistants: Set up and clean up of Reuse Fair.



PLANNING CHECKLIST:

Pre-Event

- ☐ Choose the date and time, and make the location booking
- ☐ Contact organizations, collect their wish lists
- ☐ Determine budget for event
- ☐ Complete and submit the Reuse Fair Grant Application form before the deadline
- ☐ Publicize the fair and the list of collected items two weeks to one month in advance
- ☐ Submit accepted items list to Reuse Centre Volunteer Coordinator as soon as possible, a minimum of 2 weeks before your event
- ☐ Organize the pick up and delivery of collected items with organizations
- ☐ Invite artisans and organizations to participate in displays
- ☐ Recruit and train volunteers
- ☐ Pick up and drop off of plastic bins at the Reuse Centre for use on event day (please organize with Reuse Centre Volunteer Coordinator)
- ☐ Have a contingency plan in the event of poor weather (e.g., indoor location, rain date, etc.)
- ☐ Assign on-site contact person (yourself or alternate) in case of emergencies; let others know who to contact on date of event

During Event

- ☐ Manage event set up and clean up, ensuring you have all supplies you need
- ☐ Coordinate on-site displays, collection areas, volunteer duties and shifts
- ☐ Be on-site contact person to facilitate event details (or assign designate)
- ☐ Collect required information and valid receipts* during event day for final report

Post-Event

- ☐ Ensure pick-up and distribution of collected items, and return of any borrowed items following the event
- ☐ Complete and submit the Reuse Fair Final Report to City of Edmonton Utility Services within 30 days of your event, in order to be reimbursed for up to 500 dollars in fair-related expenses after the Reuse Fair

*A valid receipt must be original and provide information as to the vendor name, the amount expended, the amount of any GST included, and the date of the expenditure.

2016 REUSE FAIR GRANT APPLICATION

Six Reuse Fair grants of up to \$500 are given out every year for fairs to take place in the spring (limited to the months of May and June) and the fall (limited to the month of September).

To Be Eligible:

- Event must take place within Edmonton, during the months of May, June or September
- Event may not be for monetary gain
- Individual or Community League must be Edmonton-based
- Must be able to show a reasonable amount of event-day coordination and volunteer help
- Evidence of reasonable attendance and meaningful interest from community organizations

There are only six grants given out each year. The application deadline for fairs taking place in the spring is April 15th, 2016; fall fairs deadline is August 15th, 2016. Expenses up to \$500 will be reimbursed **after** the event occurs. Only applications completely filled out will be considered. Applications can be submitted to Reuse Centre Volunteer Coordinator at reusevolunteers@edmonton.ca. Please call 780-495-9851 if you have any questions.

Name of main contact person: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Name of Event: _____

Community League (if applicable): _____

Date and Time of Event: _____

Address where event will be held: _____

Please answer the following questions:

1. *Why is holding a Reuse Fair an important event to your community?*

2. *How do you plan to promote your fair?*

3. *Please list the organizations that the fair will be collecting for:*

4. *Do you plan to invite community organizations to display at your event?*

☐ Yes ☐ No

a. *If so, please list them below (Please indicate here if you want to request a Reuse Centre &/or waste display for your event. Note that these displays will only be provided upon successful recruitment of a Master Composter Recycler volunteer.):*

5. *How many volunteers will you be able to recruit to help out at the fair?*

(We recommend a minimum of 15 volunteers; 4 to help with setup, 4 to help with take down and 6 to help during the event day, 1 volunteer with a vehicle to take back items to the organizations the fair collected for)

a. *Would you like a request for volunteer help be sent to the Master Composter Recycler and Reuse Centre volunteers?*

☐ Yes ☐ No

6. *Are any other activities planned for this event?*

7. How many people do you anticipate will attend the event?

Reuse Fair Budget (List and describe briefly)	Total Project Cost
Equipment/Vehicle Rental	
1	
2	
Space Rental	
1	
2	
Food (for volunteers and display attendants)	
1	
2	
Other (Supplies)	
1	
2	
3	
Totals	

NOTE: The City of Edmonton assumes no responsibility or liability for the event. Our logo will not be shown on any promotional material.

Reporting

- Review the Reuse Fair Report Form before you begin the event to make sure you collect all the information needed (report form is available from Reuse Centre Volunteer Coordinator and will be provided to successful grant applicants).
- Final reports and all receipts must be submitted within 30 days of the event.
- Report must include **original** readable receipts for all event expenses (not only the amount of the grant).
- **Important: All receipts must be original and provide information as to the vendor name, the amount expended, the amount of any GST included, and the date of the expenditure.**
- Failure to submit a completed final report with original receipts could affect eligibility for a future Reuse Fair grant.

Name of the person responsible for keeping all receipts.

Name: _____ Phone number: _____

Name of the person responsible for submitting the Final Report.

Name: _____ Phone number: _____