

# **BRIAN GRANT AWARD GUIDELINES**

## **I. INTRODUCTION**

The British Columbia (B.C.) Ministry of Environment, the Recycling Council of British Columbia (RCBC) and the British Columbia Chapter of the Solid Waste Association of North America (BC Chapter of SWANA) have established an award to recognize the work of Brian Grant in advancing product stewardship/extended producer responsibility and solid waste management in British Columbia

This annual award was named after Brian Grant, a long time employee of the B.C. Ministry of Environment who went missing while kayaking around Brooks Peninsula off the West Coast of Vancouver Island in 2006. Brian worked with local governments and industry and was instrumental in introducing and advancing solid waste management planning and extended producer responsibility in British Columbia. Through the work of Brian and others, B.C. is now recognized as one of the leaders in the implementation of product stewardship in North America.

## **2. SCHOLARSHIP AWARD**

### **A. Candidates**

Eligible candidates must be currently enrolled full-time in a college or university in the province of British Columbia and have successfully completed at least one year at a post-secondary institution. All persons shall have equal access to this program, regardless of race, color, age, sex, marital or veteran status, creed, religion, or disability.

### **B. Award**

The award(s) are for students currently enrolled in a full-time college or university program and have completed at least one undergraduate year. Eligible students are students who are pursuing a degree, certificate or diploma in environmental science, engineering, or other suitable major related to the field of solid waste management, industry product stewardship/extended producer responsibility and recycling.

## **3. VALUE AND NUMBER OF AWARDS**

The Brian Grant Award is for \$1,500. As the fund grows, multiple \$1,500 awards will be granted to successful candidates. If no submissions, or a lack of qualified submissions, are received in one year, the BC Ministry of Environment, BC Chapter of SWANA and RCBC reserve the right to recapitalize the interest earned. The B.C. Ministry of Environment will re-evaluate the amount of the fund periodically based on tuition costs and the financial performance of the Brian Grant Fund.

## **4. RCBC AWARD COMMITTEE**

RCBC's Brian Grant Award Committee consists of at least three members in good standing. The Committee is appointed by the RCBC Board to serve one-year terms. Committee members will either be reappointed or new members will be selected and appointed as required. In addition, members must be free of bias (not have qualifying family members applying for an award). If a family member becomes a candidate, the committee member shall not participate in the round of reviews for that particular year. The committee is responsible for reviewing applicants and selecting a winner. The B.C. Ministry of Environment, BC Chapter of SWANA and RCBC are responsible for determining program procedures, policies, and requirements.

## **5. RCBC BRIAN GRANT AWARD COMMITTEE RESPONSIBILITIES**

### **A. Award Promotion**

The B.C. Ministry of Environment, BC Chapter of SWANA and RCBC will be responsible for promoting the award. The award will be advertised by post-secondary institutions, promoted in SWANA and RCBC newsletters and on each founder's web sites, emailed to members/stakeholders as well as announced at meetings and/or conferences.

### **B. Dispersal of Applications**

The award application has been developed by BC Chapter of SWANA, the B.C. Ministry of Environment and RCBC and must be used by all applicants. Failure to use this application will result in a candidate's disqualification. This rule must be enforced so as to maintain consistency among the candidates. The application will be available on the Vancouver Foundation's, B.C. Ministry of Environment's, RCBC's and SWANA's websites and will be disseminated to all the post-secondary institutions in British Columbia by RCBC.

### **C. Receipt of Applications**

All applications and verification materials should be received at the RCBC address provided and reviewed by a RCBC committee member. If there are any deficiencies in the application, the applicant should be notified. It is the applicant's responsibility to ensure that all information required is sent by the college, university, or testing institution. The RCBC Committee should not get involved in calling these organizations to check on the status of an applicant's documentation. The only reason the RCBC Committee should be calling these organizations is to verify a GPA, award/honour, research effort, participation in an activity or graduate assistantship.

### **D. Review of Applications and Winner Selection**

The committee is responsible for reviewing the applications and choosing the winner(s).

## **6. SCORING OF APPLICANTS**

### **College, University Upper Level Undergraduate or Graduate Candidates**

1. Relevance of program to solid waste management, industry product stewardship/extended producer responsibility and/or recycling.	5 points
2. Academic performance.	10 points
3. School & community involvement.	5 points
4. Solid waste management, industry product stewardship/extended producer responsibility and/or recycling involvement (community activities, memberships, course or major project work).	5 points
5. Career goals and their application to solid waste management, industry product stewardship/extended producer responsibility and/or recycling.	5 points
6. Initiative and/or innovation demonstrated in solid waste management, industry product stewardship/extended producer responsibility and/or recycling.	6 points
	Total 36 points

The highest total points identify the award recipient. Documentation on all grades and test scores should be forwarded to RCBC Committee directly from the college, university or testing organization. This information should not be provided by the applicant except in extreme cases where written permission is granted by the RCBC Committee.

Candidates should include a contact and phone number for the RCBC Committee to confirm participation in any community and/or extracurricular activities referenced in the application.

Regarding "Relevance of program to solid waste management, industry product stewardship/extended producer responsibility and/or recycling", candidates should provide a description of all course work clearly identifying those which are most closely related to solid waste

management, industry product stewardship/extended producer responsibility and/or recycling. If involved in a research program or an internship/assistantship, applicants should provide details on the nature of the research/work and performance.

## 7. TIMETABLE

**Throughout the year** – RCBC notifies all post-secondary institutions of award.

**March 30** – Vancouver Foundation provides rough estimates of funds available.

**May 15** – Deadline for submission of application materials to RCBC Committee.

**May 15 to July 15** – RCBC Committee meets to select winners.

**July 15** – RCBC Committee forwards recommendation(s) to Vancouver Foundation to develop certificates of registration. RCBC notifies successful applicant(s).

**July 30** – Vancouver Foundation mails our certificates of registration to RCBC Committee.

**August 15** – RCBC Committee mails certificate of registration to students prior to September and announces award winner(s) at the next RCBC Annual Conference.

## 8. BRIAN GRANT AWARD APPLICATION AND INSTRUCTIONS

### BRIAN GRANT AWARD APPLICATION FORM

#### INSTRUCTIONS

The British Columbia Ministry of Environment, B.C. Chapter of the Solid Waste Association of North America (BC Chapter of SWANA) and the Recycling Council of British Columbia (RCBC) are offering a \$1500 award to encourage students studying in disciplines related to solid waste management, industry product stewardship/extended producer responsibility and/or recycling.

Recipients of the scholarships will be determined by a panel of RCBC committee members and will be chosen on the basis of:

- intended course of studies and its relation to solid waste management, industry product stewardship/extended producer responsibility and/or recycling;
- academic performance;
- involvement in school and community activities;
- involvement in activities besides regular course work which is related to solid waste management, industry product stewardship/extended producer responsibility and/or recycling;
- career goals and their application to solid waste management, industry product stewardship/extended producer responsibility and/or recycling;
- initiative and/or innovation demonstrated in solid waste management, industry product stewardship/extended producer responsibility and/or recycling;
- a brief written submission (**500 words or less**).

A recipient of 2009 Brian Grant Award is not eligible for awards in 2010 but will become eligible again in 2011.

Requirements:

- Completed applications must be received on or before May 15<sup>th</sup>.
- Applicants must be registered in a full course of studies in an environmental management or a related program at a recognized post-secondary institution in British Columbia.
- Applicants must have completed their first year of post-secondary studies.

To be considered for one of these scholarships, the applicant must submit the following:

- completed application form (over),
- written submission as described in number 7 on the application form (over), and

- transcript or copy of last year's statement of marks.

Applicants receiving scholarships will be notified before July 30<sup>th</sup>. A certificate of registration for \$1,500 will be mailed to the successful candidate and an announcement will be made at the following year's RCBC annual conference.

Completed application packages should be sent to:

**The RCBC Brian Grant Award Committee**  
**c/o Recycling Council of British Columbia**  
**Suite 10, 119 West Pender Street**  
**Vancouver, BC V6B 1S5**  
**Attention: Staff Administrator**

### **DEADLINES**

May 15 - All completed application forms and back-up documentation must be received by the RCBC Committee.

July 30 or sooner – RCBC Committee notifies winner(s) and mails out \$1,500 certificate of registration in August.

Next summer - Announcement of Brian Grant Award winner(s) at RCBC's annual conference.

## **BRIAN GRANT AWARD – APPLICATION FORM**

### **1. Name in Full:**

\_\_\_\_\_  
(SURNAME) (GIVEN NAME) (INITIAL)

### **2. Mailing Address:**

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY) (PROVINCE) (POSTAL CODE)

\_\_\_\_\_  
(TELEPHONE) E-MAIL ADDRESS

### **3. Permanent Address:**

\_\_\_\_\_  
IF DIFFERENT FROM 2. ABOVE (STREET ADDRESS)

\_\_\_\_\_  
(CITY) (PROVINCE) (POSTAL CODE)

\_\_\_\_\_  
(TELEPHONE)

### **4. School at which you are registered:**

\_\_\_\_\_

Course of studies in which you have registered:

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(FACULTY AND SCHOOL)

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(OPTION AND MAJOR)

Ultimate educational objective (DEGREE, DIPLOMA, CERTIFICATE):

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**5. High School Graduation:**

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(SCHOOL)

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(CITY/TOWN)

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(DATE OF COMPLETION)

**6. Post-Secondary Institutions Attended:**

Name of Institution	Field of Study	Year or Level Completed	Date of Attendance

**7. Provide a brief written submission (500 words or less) describing:**

- your involvement in school and community activities;
- your involvement in activities related to solid waste management, industry product stewardship/extended producer responsibility and/or recycling (e.g. employment, volunteer work, thesis project, research, papers);
- initiative and/or innovation you have demonstrated in solid waste management, industry product stewardship/extended producer responsibility and/or recycling; and
- your career goals and how they relate to solid waste management, industry product stewardship/extended producer responsibility and/or recycling.

**8. Contact Number(s) for any community and/or extracurricular activities referenced in the written submission above.**

Name of Contact	Community/Group Name	Email Address and Phone Number

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I declare the above information is true and correct:

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(SIGNATURE)

(DATE)

## 9. COMPLETING THE APPLICATION

Each applicant will be required to submit the completed application form and all back-up documentation to the RCBC Committee by May 15<sup>th</sup>. All applicants must complete the entire Brian Grant Award Application form and written submission.

Illegible applications or applications without proper signatures will not be accepted. If more space is required to document current or completed courses, research efforts or intern/assistantships, these forms may be copied. The following back-up documentation should be sent to the RCBC Committee by the institution issuing the award, grade, score, etc.:

1. Current grade point average, and
2. College/university transcripts.

Any of the above information provided by the applicant will be considered invalid except in extreme cases where written permission is granted in advance by the RCBC Committee.

Applicants have the responsibility for verifying that their back-up documentation has been received by the RCBC Committee. A telephone number will be provided so you may reach the RCBC Committee to verify that your materials have been received. Please leave sufficient time for the institution to process and mail your request. Be aware that if you miss the deadline (May 15<sup>th</sup>) for submittal of your application and back-up documentation, you will be disqualified.

## 10. SUMMARY

In this document, the B.C. Ministry of Environment, BC Chapter of SWANA and RCBC have outlined the application requirements for the Brian Grant Award(s) Program. If additional information is required, please feel free to call RCBC Staff Administrator at 604-683-6009 ext 318.

The award program is to honour our colleague Brian Grant and to support students that are preparing themselves for work in the fields of solid waste planning and management. It will hopefully continue the work that Brian started in the hopes of producing knowledgeable and creative product stewardship and solid waste management professionals for the future.