



2016 SPRING CLEAN-UP City of Yellowknife SERVICE CONTRACT INFORMATION

The City of Yellowknife is now accepting applications for the 2016 Spring Clean-Up Service Contract. The application deadline is **Wednesday, April 20, 2015 at 4:30 pm.**

PROCESS

The city will be split into 60 areas with \$500 awarded per area. Groups are encouraged to apply for multiple areas if they are able to recruit sufficient participants (20+).

- Should the number of requested areas be less than 60, the City will contact groups who requested multiple areas and choose randomly from those interested.
- Should the number of requested areas exceed 60, the City will allocate areas based on applicant's eligibility ranking (see below) and number of requested areas in as fair a manner as possible. Groups who requested two or more areas can expect two areas on average.

All applications will be considered and ranked based on how well they meet the criteria outlined in the policy (summarized in the Eligibility and Criteria list below). All non-profit organizations are encouraged to apply.

GENERAL INFORMATION

- Only public land is assigned for clean-up.
- Groups requesting multiple areas will be given adjacent areas.
- All applicants will be contacted by email by April 22 to confirm receipt of application and acceptance. Additional information will follow.
- The bulk of communication will be done by email. Please check email address provided on application on a regular basis (e.g. every two days).
- Successful applicants will be asked to identify two clean-up dates.
 - The first date represents when you will be done your area and it is ready for inspection. This must be between May 7 and 12, 2016.
 - The second date is your stand-by date in case you are required to return to your area. This must be between May 10 and 15, 2016.

Please allow two days in between chosen dates to allow for inspection. Inspections will commence May 9, 2016.



- In partnership with NTPC, successful groups will receive garbage bags and gloves. The City does not provide safety vests or any other equipment.
- If unable to complete clean-up for any reason other than weather, organization may forfeit the Service Contract. Incomplete areas and funding will be offered to other applicants for completion.
- Funds will be released by cheque or electronic transfer at the end of May. Groups are encouraged to submit the Electronic Funds Transfer form for faster payment. (Look for the Pre-authorized Payment from - Vendors form under Finance, Lottery and Tax Forms on our [forms page](#).)

ELIGIBILITY AND CRITERIA

Applications for the Spring Clean-Up Service Contract will be assessed and ranked based on the following:

- Applicants must represent a non-profit organization or school.
- Preference will be given to youth- or family-oriented organizations.
- Preference will be given to organizations whose main focus is sport, recreation, education and/or culture.
- Applicants (and/or governing organizations) must be in good financial standing with the City of Yellowknife.
- Preference will be given to Yellowknife-based organizations serving Yellowknife residents.
- A list of participants is required with your application: 10+ for small areas; 20+ if applying for more than one area.
- Only one application per governing organization or school per year will be considered. Applications from multiples groups/teams from the same governing organization or school will be treated as one application and applicants will be contacted to discuss options.
- Organizations who have been awarded funding from other City programs or grants may not be considered for the Service Contract.

Please direct any questions and/or submit applications (pp. 3-5 only) to:

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