



**Environmental Services**  
215 N. Mason  
PO Box 580  
Fort Collins, CO 80521  
**970.221-6600**  
970.224-6177 - fax  
[fcgov.com](http://fcgov.com)



## City of Fort Collins Business Recycling Service Rebate Final Application

This application must be completed and submitted along with supporting documentation to be eligible for rebate. Applicant must have submitted pre-application and received notification of approval of pre-application prior to submitting this application. For rules regarding application and rebate eligibility and to download the rebate pre-application, please visit [www.fcgov.com/recycling](http://www.fcgov.com/recycling).

### Steps to Receive Rebate

- 1) Submit and receive approval of pre-application.
- 2) Complete final application and attach supporting documents.
- 3) Return completed final application, including attachments 1 and 2 to:

City of Fort Collins  
Environmental Services Department  
PO Box 580  
Fort Collins, CO 80522

Or scan all documents and email to [cmitchell@fcgov.com](mailto:cmitchell@fcgov.com).

Or fax all documents to 970-224-6177.

- 4) Please allow 6 to 8 weeks to receive rebate or further information regarding your application.

### Supporting Documentation Required

- Receipts showing six months of payment of same recycling service that was pre-approved.
  - o Recycling service charges must be itemized on bill.
  - o Recycling service must have started within the past six to eight months.
- Copy of service agreement showing recycling service being agreed to for at least one year.

### Publicity and Confidentiality:

Rebate recipients' names may be publicized in conjunction with business recycling program promotions from the City of Fort Collins. Total quantity and type of materials recycled will be reported in aggregate from all rebate recipients. Information will be treated as public, except as otherwise provided.

NOTE: The City of Fort Collins is subject to the requirements of the Colorado Open Records Act, and any records considered public under that law must be released to the public upon request. Information determined to constitute confidential customer records or financial proprietary information and identified as such by the applicant will be maintained as confidential by the City, unless otherwise required by court order or as agreed by the relevant party-in-interest. If the City receives a request for public inspection or a request for release of any rebate application records or related financial information from any party other than the applicant, the City will make reasonable efforts to notify the applicant of such request using the last known contact information.



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**City of Fort Collins Business Recycling Service Rebate Final Application**

Business Name \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

By signing below, I acknowledge that I am an authorized representative of the entity applying for this rebate. I certify the information provided on this application is accurate and complete. I understand that if this information is found to be inaccurate, I will be ineligible for future City rebates. I certify that this business location has not received recycling service in the last 12 months. I acknowledge and agree that the information provided in this application is provided voluntarily and with no expectation of privilege or confidentiality, except as otherwise expressly provided herein.

\_\_\_\_\_  
 Signature of authorized representative

\_\_\_\_\_  
 date

\_\_\_\_\_  
 Printed name of authorized representative

\_\_\_\_\_  
 Title of authorized representative

## Attachment 1: Service Details

If information on this attachment is proprietary and/or confidential, please check this box: \*

If information in supporting documentation (including service agreement with hauler and bills from hauler) is proprietary and/or confidential, please check this box: \*

**If not clearly indicated on supporting documentation provided, please answer the following:**

- Name of trash hauling company: \_\_\_\_\_
- Name of recycling hauling company (if different): \_\_\_\_\_
- Monthly cost for recycling hauling service: \_\_\_\_\_
- Which materials are being collected for recycling? (please circle all that apply)

office paper                      shredded paper                      cardboard                      scrap metal

glass only                      mixed paper  
(office paper, magazines, newspaper)                      shrink wrap                      electronics

mixed containers (plastic, glass, aluminum, tin)                      single stream (mixed paper, plastic, glass, aluminum, tin)

- Level of trash service contracted since starting recycling:  
\_\_\_\_\_ cubic yard Dumpster, serviced \_\_\_\_\_ times per week  
Or  
\_\_\_\_\_ 96 gallon carts, serviced \_\_\_\_\_ times per week  
(number of carts)

Dumpster / cart is generally:

\_\_\_\_\_ overly full, material piling on the ground                      \_\_\_\_\_ full  
\_\_\_\_\_ occasionally full                      \_\_\_\_\_  $\frac{3}{4}$  full or less                      \_\_\_\_\_  $\frac{1}{2}$  full or less

- Level of recycling service currently contracted:  
\_\_\_\_\_ cubic yard Dumpster, serviced \_\_\_\_\_ times per week  
Or  
\_\_\_\_\_ 96 gallon carts, serviced \_\_\_\_\_ times per week  
(number of carts)

Dumpster / cart is generally:

\_\_\_\_\_ overly full, material piling on the ground                      \_\_\_\_\_ full  
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## Attachment 2: Mid-Program Survey

Overall, the implementation of our recycling program has been:

\_\_\_\_\_ Easy                      \_\_\_\_\_ A bit of work, but worth it                      \_\_\_\_\_ Difficult

In general, since implementing the recycling program, employees at my business have:

\_\_\_\_\_ Been excited about the recycling program  
\_\_\_\_\_ Participated in the recycling program but have not been very excited  
\_\_\_\_\_ Participated in the recycling program because they have to  
\_\_\_\_\_ Refused to participate in the recycling program  
\_\_\_\_\_ Other (please explain):

In general, since implementing the recycling program, my customers have:

\_\_\_\_\_ Not noticed that we started a recycling program  
\_\_\_\_\_ Responded positively to our new recycling program  
\_\_\_\_\_ Responded negatively to our new recycling program  
\_\_\_\_\_ Other (please explain):

The recycling education currently provided for our employees / customers is:

*Employees*

\_\_\_\_\_ Extensive and working well  
\_\_\_\_\_ Sufficient  
\_\_\_\_\_ Insufficient

*Customers*

\_\_\_\_\_ Extensive and working well  
\_\_\_\_\_ Sufficient  
\_\_\_\_\_ Insufficient

We've found that the amount of materials we regularly recycle is generally:

\_\_\_\_\_ More than we had anticipated  
\_\_\_\_\_ Exactly what we had anticipated  
\_\_\_\_\_ Less than we had anticipated

What has been the most positive aspect of implementing your recycling program?

What has been the biggest challenge to implementing your recycling program?

Can the City's WRAP program staff assist you in any way with your current recycling program? If so, how?

Do you know of another business or apartment / condo complex that is interested in starting a new recycling program or expanding their current program? If so, please list as much contact information as possible here: