



Environmental Services
215 N. Mason
PO Box 580
Fort Collins, CO 80521
970.221-6600
970.224-6177 - fax
fcgov.com



City of Fort Collins Business Recycling Service Rebate

Rebate Information

Program Rules

- Rebate is only available to businesses located within the city of Fort Collins.
- Rebate is available to the entity that pays trash service bill (either the business owner or property management company).
- Business cannot be based out of a single-family home.
- For the purpose of this rebate, "business" is intended to mean any entity or type of organization, including for-profit or nonprofit organizations, that hires an outside organization for trash removal services. A business may include mixed uses of residential units and business units, but may not be purely residential.
- Multiple sites for one business are eligible for separate rebates if sites are located at least one mile from each other – multiple sites on one campus are only eligible for one rebate.
- Recycling service must collect at least two recyclable items from the City of Fort Collins' list of designated materials.
- Service must be provided by a hauler that reports tonnages to the City of Fort Collins.
- Business must provide adequate documentation, as listed below.
 - Note: proof of the actual receipt of recycling service for at least one year must be available upon request. If business fails to follow through with a full year of recycling service, business will be obligated to repay the rebate amount to the City of Fort Collins.
- Rebate pre-application must be submitted and receive pre-approval prior to start of service; final rebate application must be submitted within six to eight months after the start of recycling service.
- Rebate can only be received once.
- Recycling service can be provided by same company currently servicing trash or by a different company.

Eligible Services & Rebate Details

- Business must sign up for one year of ongoing, regularly-scheduled recycling service.
- Business recycling must be serviced at least once a month – one-time or on-call service is not eligible.
- Business must have not had such service for at least one year prior.
- Rebate is available for 50% of the additional cost of recycling service (does not include the cost of trash service) for the first six months of service or \$500, whichever is less.
- Deposits, delivery charges, or other tangential charges are not eligible for rebate.
- Limited funds are available for rebates; acceptance of rebate application is dependant on availability of funds.

Supporting Documentation Required

Pre-application:

- Copy of bill showing trash service only (from prior to recycling service being provided)
- Copy of quote for recycling service in addition to trash service

Final application:

- Receipts showing six months of payment of same recycling service that was pre-approved.
 - Recycling service charges must be itemized on receipt.
- Copy of service agreement showing recycling service being agreed to for at least one year.

Steps to Receive Rebate

- 1) Fill out application and attach supporting documents.
- 2) Return completed application to:

City of Fort Collins Environmental Services
Attn: Caroline Mitchell
PO Box 580
Fort Collins, CO 80522

Or scan all documents and email to cmitchell@fcgov.com.

Or fax all documents to 970-224-6177.

- 3) Allow 2 to 4 weeks for notice of approval or lack thereof.

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.

Checklist for application enclosures:

- ☐ Signed and completed pre-application form
- ☐ Completed Attachment 1
- ☐ Completed Attachment 2
- ☐ Copy of bill showing trash service only (from prior to recycling service being provided)
- ☐ Copy of quote for recycling service in addition to trash service



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1) Applicant Information

Business name _____

Number of employees _____

Number of employees for whom access to recycling will be provided _____

Federal tax ID # _____

Mailing address _____ Zip code _____

Contact name _____

Contact phone _____

Contact email _____

Contact title _____

Entity responsible for paying trash / compost collection bill: *property manager* / *owner* (circle one)

Property management company _____
(if applicable)

Owner's name _____

2) How did you hear about this rebate?

_____ my trash / recycling hauler _____ mailing _____ City website

_____ City representative (name _____) _____ other business or multi-family complex

_____ other (please describe) _____

3) If another business, multifamily complex, or individual encouraged you to start service or referred you to start service, please list here:

(Entity who referred you to start recycling service may be eligible for an incentive. Please see fcgov.com/recycling for details.)

4) Please indicate the extent to which the rebate program influenced your decision to start recycling service
(please circle a number)

Not at all				somewhat						very much
1	2	3	4	5	6	7	8	9	10	

5) Please indicate which of the additional waste reduction rebates your business intends to apply for:
(rebate details available at fcgov.com/recycling)

_____ recycling start-up costs	_____ referral incentive
_____ compost collection service	_____ compost start-up costs

6) Would you be willing to request your employees take a brief survey as to their opinions about recycling before your recycling program starts and after your recycling program has been operational for at least six months?
(City staff is willing to provide the survey and assist with administering the survey.)

_____ yes _____ no

7) Signature

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): _____
- Which materials will be 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 PRIOR to 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	_____ ¾ full or less _____ ½ full or less
- Level of trash service anticipated to be contracted AFTER starting recycling:
_____ cubic yard Dumpster, serviced _____ times per week
Or
_____ 96 gallon carts , serviced _____ times per week
(number of carts)
- Level of recycling service quoted:
_____ cubic yard Dumpster, serviced _____ times per week
Or
_____ 96 gallon carts , serviced _____ times per week
(number of carts)

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Attachment 2: Pre-Program Survey

My business has not recycled in the past because (choose one or more):

- ☐ It didn't occur to us to recycle until now
- ☐ Recycling is more expensive than trash service alone
- ☐ The leadership at my business was not interested in recycling
- ☐ We had tried a recycling program and it failed
- ☐ Our business didn't produce any recyclables
- ☐ Other (please explain):

I am interested in starting a recycling program because (choose one or more):

- ☐ Our employees requested recycling
- ☐ Our customers requested recycling
- ☐ Recycling now makes more financial sense due to the City's rebates
- ☐ Recycling now makes more financial sense due to the cost savings of recycling vs. trash service
- ☐ My business is interested in the publicity and exposure of participating in the City's rebate program
- ☐ My business is "going green" and is more concerned about the environment
- ☐ Other (please explain):

I anticipate that the implementation of our recycling program will be:

- ☐ Easy
- ☐ A bit of work, but worth it
- ☐ Difficult

I think the employees at my business will:

- ☐ Be excited about the recycling program
- ☐ Participate in the recycling program but not be that excited
- ☐ Participate in the recycling program because they have to
- ☐ Refuse to participate in the recycling program
- ☐ Other (please explain):

I think customers to my business will:

- ☐ Not notice a difference when we start a recycling program
- ☐ Respond positively to our new recycling program
- ☐ Respond negatively to our new recycling program
- ☐ Other (please explain):