



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

City of Fort Collins Recycling or Compost Service Referral Incentive

Incentive Information

Program Rules

- Incentive is available for referrals made on or after December 1, 2011.
- Organizations or employees that provide trash, recycling, or composting services, or consult regarding such services are not eligible for the incentive. In other words, to be eligible for the incentive, you cannot already have been paid to recommend recycling or composting services.
- Person or entity who referred a business or multi-family complex to start recycling or composting is known as “Referring Party” in this document.
- The business or multi-family complex that started recycling or composting is known as “New Participant” in this document.
- The New Participant must meet all requirements for the appropriate service rebate offered by the City of Fort Collins (i.e. a multi-family complex starting a composting program must meet all requirements of the Multi-Family Composting Service Rebate program – all rebate details available at fcgov.com/recycling).
- Referral Incentive application must be submitted within 30 days of the start of New Participant’s recycling service. Referral Incentive will be paid upon New Participant’s submission of service verification pursuant with Service Rebate – timing could be up to 6 months after the start of service.
- Maximum incentive is \$50 gift card.
- Referring Party is eligible to receive one Referral Incentive per service started (i.e. start of recycling and/or start of composting) per multi-family complex or business. (For example, if one person refers a multi-family complex to start recycling and composting as well as one business to start recycling, s/he could apply for a total of three referral incentives.)
- No individual or organization shall be eligible to receive Referral Incentive more than five times in one calendar year. (Please note that individuals or organizations that refer multiple new recyclers or composters could be eligible for awards from the City of Fort Collins. Contact Caroline Mitchell (cmitchell@fcgov.com) for details.)
- Limited funds are available for incentives – acceptance of incentive application is dependant on availability of funds.

Documentation Required

From New Participant:

- Must submit applications for and meet all requirements for receiving appropriate waste diversion Service Rebate.
- Individual or organization applying for this incentive must be listed as being the referring entity on the New Participant’s Service Rebate Pre-Application.
- Signature on this application affirming that the Referring Party had influence in the decision to start recycling or compost service.

From Referring Party:

- Signature on this application affirming that you had influence in the decision to start recycling or compost service.

Steps to Receive Your Incentive

- 1) Fill out application and ensure the appropriate waste diversion Service Rebate Pre-Application is submitted by the New Participant.
- 2) Return completed incentive application to:
Fort Collins Environmental Services Division
Attn: Caroline Mitchell
Recycling Incentive Program
PO Box 580
Fort Collins, CO 80522

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

- 3) Allow 4 to 6 weeks after all documentation is received to receive rebate.



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1) Referring Party information

(Information on this form must match information submitted on the appropriate waste diversion Service Rebate Pre-Application)

Organization / individual name _____

Federal tax ID # (if applicable) _____

Mailing address _____ Zip code _____

Contact name _____

Contact phone _____

Contact email _____

2) New Participant Information

(Information on this form must match information submitted on the appropriate waste diversion Service Rebate Pre-Application)

Business or multi-family complex name _____

Mailing address _____

Contact name _____

Contact phone _____

Contact email _____

