

CUYHAOGA COUNTY SOLID WASTE MANAGEMENT DISTRICT

Community Recycling Awareness Grant

2012 APPLICATION



Application Deadline:
February 15, 2012



4750 East 131 Street, Garfield Heights, OH 44105
(216) 443-3749 www.cuyahogaswd.org



Cuyahoga County Solid Waste Management District

2012 COMMUNITY RECYCLING AWARENESS GRANT

I. ABOUT THE GRANT

The *Community Recycling Awareness Grant* was created by the Cuyahoga County Solid Waste District to increase recycling by increasing residents' awareness of community-sponsored recycling programs. Funding for this grant comes from the Solid Waste District's "generation fee" ratified by communities in 2006. In 2011, the District awarded grants to 31 communities.

II. ELIGIBILITY

Any city, village or township located within Cuyahoga County may apply for a grant. Grants will be awarded on a competitive basis, up to \$4,000 per community. To be eligible for a grant, projects must conform to the Project Criteria, listed below. Communities are not required to provide matching funds unless a project's cost exceeds the grant amount awarded by the District. In this case, the community must fund the excess cost.

III. GRANT TIMELINE

January 6, 2012: Grant meeting 10:00 a.m. @ Cuyahoga County Solid Waste District
February 15, 2012: Grant application deadline
March 15, 2012: Grant awards announced and grant award letters mailed.
November 20, 2012: Deadline to complete grant project and submit *Grant Summary and Reimbursement Report*.

IV. PROJECT CRITERIA

Projects that increase recycling awareness and increase community recycling opportunities and participation are eligible for a grant. Types of projects may include the following. If your project is not mentioned below it may still be eligible, contact the District to discuss.

- Recycling brochures, newsletters, fliers, calendars, door hangers, information packets, etc.
- Advertising
- Video production or PSA production for community cable station or web site
- Resident mailings and "new resident" recycling information packages
- Promotional or educational recycling signage
- Community special waste collection events and shredding events
- *NEW!* Public space recycling containers

V. ALLOWABLE EXPENDITURES FOR RECYCLING AWARENESS GRANTS

- Costs to design produce and print public awareness materials (fliers, newsletters, brochures, etc.)
- Costs to mail or distribute printed materials to residents.
- Costs to produce and place print advertisements or to conduct other advertising.
- Costs to produce recycling signs for city drop-off site or collection events.
- Costs to produce recycling videos for city web site or local cable station.
- Costs to produce and maintain a recycling web site or web pages.
- Cost to conduct and promote a community shred day or special waste collection event.
- Cost to purchase public space recycling containers if part of a recycling awareness campaign.



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VI. **UNALLOWABLE EXPENDITURES** (including, but not limited to the following)

- Promotional giveaways like tote bags, mugs, pens, pencils, etc.
- City newsletters, brochures, calendars etc. that are not exclusively devoted to waste reduction, recycling, composting, and other solid waste management topics.
- Labor
- Equipment

VII. **EVALUATION CRITERIA**

District staff will review and score each eligible application according to the criteria listed below. If the total amount of grant requests exceeds the amount of funding available, the District will award grants based on the highest scoring applications.

- Degree to which the project has a defined goal.
- Degree to which the proposed project supports and enhances the community's recycling program and helps to increase recycling participation and the amount of recyclables collected in Cuyahoga County.
- Degree to which the application explains the grant project and the activities to be implemented
- Degree to which the project's success can be tracked and measured.
- Degree to which the proposed project demonstrates forethought and planning.
- Degree to which the funding request is reasonable and the costs are explained and justified.
- Degree to which the proposed project is creative and innovative.

VIII. **CONDITIONS OF THE GRANT**

- Communities that receive a grant (Grantees) must implement the grant project as described in its application or obtain District approval for any modifications to the approved project.
- This is a "reimbursement" grant. Grantees will be required to keep records of all grant expenses including purchase orders, invoices and receipts to account for the use of all grant funds. In order to be reimbursed, Grantees must submit this expense documentation with the *Grant Summary and Reimbursement Report* to the District. Payment will be made within 30-days.
- All grant projects must be completed by November 20, 2012.

IX. **APPLICATION INSTRUCTIONS**

- Complete the following application (be sure to attach your project description).
- Staple your application. **DO NOT USE REPORT COVERS.**
- **Mail** two (2) copies of your application to the District Contact by **4:00 p.m. February 15, 2012.**

X. **DISTRICT CONTACT**

Diane Bickett, Executive Director
Cuyahoga County Solid Waste District
4750 East 131 Street, Garfield Heights, OH 44105
Phone: (216) 443-3714, **e-mail:** dbickett@cuyahogacounty.us



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APPLICATION

I. APPLICANT INFORMATION

Name of Community: _____

Address: _____

Grant Contact Person and Title: _____

Phone: _____ E-Mail: _____

II. AMOUNT OF GRANT REQUEST (not to exceed \$4,000 per community) \$_____

III. BUDGET DETAILS

Complete the following table to indicate how the grant funds will be spent. Please break out the costs for each aspect of your project. For instance, if your community proposes to produce a recycling brochure for residents, indicate separately, the cost to design the brochure, print the brochure, and mail or distribute the brochure. Your grant request should not exceed \$4,000. If your project will cost more than \$4,000, explain this in your narrative but do not include the extra cost in the following table.

***** Costs should be based on actual quotes or estimates. *****

ITEM OR SERVICE	QUANTITY (if applicable)	TOTAL COST (round to highest dollar)
TOTAL GRANT REQUEST		\$



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APPLICATION

IV. PROJECT DESCRIPTION

On separate paper, please respond to the following in the order presented and attach to your application. Limit your response to no more than two (2) typed pages. If available, enclose samples of your community's recycling brochures or other public awareness materials to demonstrate how your community promotes recycling to its residents.

- 1. Why does your community want to implement this grant project? What is the goal(s) of this grant project?**
- 2. Describe your grant project, the activities to be completed and what the grant funds would be spent on.**

Note: if you are requesting funds for a community shred day or special waste collection, explain how this will be promoted to residents. If you are requesting funds for a community shred day, indicate what vendor will be used.

Note: if you are requesting funds to purchase public recycling containers, describe the containers to be purchased; and indicate where they will be located, what recyclables will be collected, how the containers will be serviced, and how this service will be promoted to residents.

- 3. From a financial standpoint, why is grant funding needed?**
- 4. What staff person will be responsible for implementing this project?**
- 5. What is the project timeline? When the project will be initiated and completed?**
- 6. How will your community track and measure the success of this grant project?**
- 7. How many residents will this grant project serve?**
- 8. How will this project support, promote, or enhance your community's recycling program?**