

Cuyahoga County
Solid Waste Management District

Recycling Container Grant

2012 Application



**Application Deadline:
February 15, 2012**



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



2012 RECYCLING CONTAINER GRANT

I. PURPOSE

The *Recycling Container Grant* was created by the Cuyahoga County Solid Waste Management District to help local not-for-profit organizations and schools reduce waste by establishing or expanding recycling and composting programs within their facilities. Non-profit organizations may apply for up to \$2,000 to purchase recycling containers or equipment. A total of \$32,000 will be available in 2012. Grants will be awarded on a competitive basis according to the evaluation criteria below. Grant awards will be subject to approval of the Board of Directors of the Cuyahoga County Solid Waste Management District.

II. ELIGIBILITY

Any nonprofit organization or school located within Cuyahoga County is eligible to apply for a grant. Eligible schools must be recognized by the Ohio Department of Education. Grants will be awarded on a competitive basis, up to \$2,000 per organization. Previous grantees may only apply for a new grant if they are proposing to expand a recycling program and to collect additional types of materials for recycling.

III. TIMELINE

February 15, 2012

Application deadline

March 15, 2012

Grant awards announced and grant award letters mailed.

November 20, 2012

Deadline to complete project and submit *Grant Summary and Reimbursement Report*

IV. ALLOWABLE EXPENDITURES

Container grants may be used to purchase the following:

- Recycling containers, equipment and supplies including bins, can crushers, carts or dollies
- Composting containers, equipment and supplies including compost bins, storage containers, tools, compostable liners for bins or storage containers

V. UNALLOWABLE EXPENDITURES

- Any expenditure for containers not exclusively devoted to recycling and/or composting.
- Any expenditure made prior to the effective start date of the grant.
- Any expenditure for containers, equipment or supplies that will not be used on the organization's property.



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VI. EVALUATION CRITERIA

District staff will review and score each application according to the following criteria. The District will recommend grants based on the highest scoring applications.

- Degree to which the application describes the grant project, the proposed recycling program and the materials to be purchased. Well organized, well thought out recycling projects will receive the highest consideration.
- Degree to which the project is sustainable. Applications must demonstrate how the recycling program will be implemented, promoted and maintained. Projects that demonstrate the program longevity will receive the highest consideration.
- Degree to which the project has educational impact. Applications must indicate how the organization will promote recycling and how users will be involved with the recycling program. Projects that increase a user's understanding of and participation in recycling and/or composting will receive the highest consideration.
- Degree to which the project will result in significant waste reduction and the degree to which progress will be measured and tracked. Applications must indicate the organization's goals of waste reduction and how progress will be measured. Projects that reduce the waste stream by 30% or more will receive the highest consideration.
- Degree to which the organization justifies the need for funding and the degree to which costs are reasonable and justified.

VII. CONDITIONS OF THE GRANT

1. Organizations that receive a grant (Grantees) **must** send a representative to attend a recycling program training given by the Cuyahoga County Solid Waste Management District. Grantees are encouraged to attend prior to implementing the grant project. Multiple trainings will be held throughout the year and will provide information on recycling program design, employee education, contracting for service and other topics designed to help maximize waste reduction in the workplace.
2. This is a "reimbursement" grant. Grantees will be required to keep records of all grant expenditures including purchase orders, invoices and receipts to account for the use of all grant funds. To be reimbursed, Grantees must complete a *Grant Summary and Reimbursement Report*. This report must be submitted to the District along with all expense documentation. Grantees are encouraged to include photos, samples of educational materials or other project related items with their report.



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3. Grantees must implement the grant project as described in its application or obtain District approval for any modifications to the approved project. Grant projects must be initiated within two months of the award or the grant will be rescinded.
4. Prior to authorizing payment, the District will arrange for a site visit with the Grantee to verify the project was implemented and to provide program assistance and advice as needed. Any schools receiving a grant are encouraged to engage students in the project by having them present the grant report and program results through photos, a video, PowerPoint or other means. This enhances the educational aspects of the project. The District may request to take photos during site visit for the purpose of promoting the grant, promoting recycling and recognizing the organization's efforts.
5. Grantees must complete their grant project and submit its grant Summary Report no later than November 20, 2012.

VIII. APPLICATION INSTRUCTIONS AND DEADLINES

- Complete the application (be sure to attach your project description).
- Staple your application, **DO NOT USE REPORT COVERS OR OTHER BINDING METHODS**
- Mail two (2) copies of your application to the District Contact specified below. Your application **must be received no later than 4:00 p.m. on February 15, 2012**. Electronic copies will not be accepted.

IX. DISTRICT CONTACT

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



2012 RECYCLING CONTAINER GRANT

APPLICATION

APPLICANT INFORMATION

Name of Organization: _____

Street Address: _____

URL: _____

Grant Contact and Title: _____

Phone: _____ E-Mail: _____

Tax Exempt ID #: _____

AMOUNT OF GRANT REQUEST (not to exceed \$2,000 per organization) \$_____

PROJECT DESCRIPTION

On separate paper, please answer the following questions in the order presented. Limit your response to no more than two typewritten pages.

1. Describe the recycling program for which you are requesting a grant. Indicate what materials you plan to collect, the recycler(s) you plan to utilize, and your goals for the program.
2. Does your organization currently have a recycling program? If so, please describe the recycling program; the types of materials collected; the amount of materials collected annually, and the name of the recycling company that provides the service. Explain how this grant will enhance your current program.
3. Explain the need for the recycling containers/equipment you have requested from both a financial and an operational standpoint. Explain how each type of item requested will be used.
4. Explain how your recycling program will be organized, implemented and maintained over time and provide an implementation timeline.
5. Explain how your organization will monitor and evaluate the recycling program's success.
6. Describe how your organization will educate its employees about the program and encourage recycling to become part of organizational culture.



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APPLICATION

PROJECT BUDGET

Complete the following table to indicate how the grant funds will be spent. Please list each type of item separately. Costs should be based on actual quotes.

Item	Unit Cost	Quantity	TOTAL COST
Total Grant Request			\$

RECYCLING CONTRACT BASELINE DATA

If your organization currently has a recycling program, answer Question 2 completely and provide the following information.

Current Recycling Collection Information (if applicable)
Current Recycling Contractor (s):
Recycling Contract Expiration(s):
Total Annual Recycling Cost:

CERTIFICATION

I certify that the information contained in this proposal is true and accurate to the best of my knowledge.

Grant Contact Name: _____ Signature _____ Date: _____

Grantee contact should obtain the support of the organization's administrator and facility manager as grant project may affect waste-handling procedures.

Organization Administrator: _____ Signature _____ Date: _____

Facility Manager: _____ Signature _____ Date: _____