

Cuyahoga County
Solid Waste Management District

Recycling Container Grant

2016 Application



**Application Deadline:
February 5, 2016**



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



2016 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 \$3,000 to purchase recycling or composting containers or equipment and associated signage. 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 \$3,000 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 5, 2016	Application deadline
March 2016	Grant awards announced and grant award letters e-mailed.
April 13, 2016	Grant training
October 5, 2016	Deadline to complete <i>Reimbursement Report</i> and submit <i>Grant Summary</i>

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
- Liners for bins – only one starter box allowed.
- Signage (Posters and Stickers) – **Must be approved by Solid Waste District if designed in house** or can be purchased from www.recycleacrossamerica.org. Signs or stickers should be placed on bins or directly above bins. **No more than 15% of grant dollars awarded to be spent on signage.**

V. UNALLOWABLE EXPENDITURES

- Any expenditure for containers not exclusively devoted to recycling and/or composting. No trash containers including side cars.
- Recycling stations that include a trash receptacle.
- Any expenditure made prior to the effective start date of the grant.



2016 RECYCLING CONTAINER GRANT

- Any expenditure for containers, equipment or supplies that will not be used on the organization's property.

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.
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 must include photos of items purchased, samples of educational materials or other project related items with their report.



2016 RECYCLING CONTAINER GRANT

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 an electronic or hard copy **Grant Summary Report to be received in the solid waste district office no later than October 5, 2016.**

VIII. APPLICATION INSTRUCTIONS AND DEADLINES

- Complete the application (be sure to attach your project description).
- DO NOT USE REPORT COVERS OR OTHER BINDING METHODS.
- Mail a copy of your application to the District Contact specified below. Your application **must be received no later than 4:30 p.m. on February 5, 2016.** Electronic copies will be accepted. Please verify receipt of application.

IX. DISTRICT CONTACT

Schools:

Kathleen Rocco, Education Specialist
Cuyahoga County Solid Waste District
4750 East 131 Street, Garfield Heights, OH 44105
Phone: (216) 443-3731
Email: krocco@cuyahogacounty.us

Nonprofits:

Doreen Schreiber, Business Recycling Specialist
Cuyahoga County Solid Waste District
4750 East 131 Street, Garfield Heights, OH 44105
Phone: (216) 443-3732
Email: dschreiber@cuyahogacounty.us



2016 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 \$3,000 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. Justify your **financial need** for the equipment you are requesting.
2. Explain the need for the recycling containers/equipment you have requested from an operational standpoint. Explain how each type of item requested will be used.
3. 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.
4. 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.
5. Explain how your recycling program will be organized, implemented and maintained over time and provide an implementation timeline.
6. Explain how your organization will monitor and evaluate the recycling program's success.
7. Describe how your organization will educate its employees about the program and encourage recycling to become part of organizational culture.



2016 RECYCLING CONTAINER GRANT

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			\$

Previous Grant Recipients

If you've received a Recycling Container Grant in the past, please include the cost savings realized from implementing the program. _____.

RECYCLING CONTRACT BASELINE DATA

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

Current Trash Collection	Current Recycling Collection
Current Waste Contractor:	Current Recycling Contractor (s):
Waste Contract Expiration date:	Recycling Contract Expiration date (s):
Total Annual Waste Cost:	Total Annual Recycling Cost:
Container Size (s) And Quantity:	Container Size (s) And Quantity:
Pick Up Frequency:	Pick Up Frequency:

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: _____