

**CUYHAOGA COUNTY SOLID WASTE MANAGEMENT DISTRICT**

# **Community Recycling Awareness Grant**

## **2016 APPLICATION**



**Application Deadline:**  
**February 5, 2016**



4750 East 131 Street, Garfield Heights, OH 44105  
(216) 443-3749 [www.cuyahogaswd.org](http://www.cuyahogaswd.org)



## Cuyahoga County Solid Waste Management District

### 2016 COMMUNITY RECYCLING AWARENESS GRANT

#### **WHATS NEW FOR 2016**

The Cuyahoga County Solid Waste District has been working with the Recycling Partnership and The Fairmount Group, a local marketing agency to develop a **recycling education toolkit** that will include materials and graphics for cities to use. These materials will be available in April and we encourage cities to use and incorporate the toolkit components as part of their 2016 grant projects. The District will host a meeting for all grant award winners in April to explain how to use the toolkit. If you plan to apply for a grant to produce a recycling brochure, magnet, fliers, calendar etc. please do so as you usually would, but know that we will have graphics and content for you to use instead of creating your own.

This is part of a county-wide recycling education campaign the District will be rolling out in 2016. Our goal is to create county-wide consistency in the recycling information that residents receive. There is a compelling need to reduce confusion around how to recycle properly and what to include and not include in the residential mixed recycling stream. Improving recycling quality and increasing participation will help sustain recycling in Cuyahoga County in the future.

#### **ABOUT THE GRANT**

The *Community Recycling Awareness Grant* was created by the Cuyahoga County Solid Waste District to help communities educate residents about recycling and to increase participation in community-sponsored programs. 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.

#### **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 \$5,000 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.

#### **GRANT TIMELINE**

<i>February 5, 2016:</i>	Application deadline
<i>March, 2016:</i>	Grants award letters will be <b>e-mailed</b> to the grant contact and to the Mayor.
<i>April 15, 2016</i>	<i>Recycling Education Toolkit</i> training (required)
<i>November 21, 2016:</i>	Deadline to complete grant project and submit <i>Grant Summary and Reimbursement Report</i> .



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#### **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.
- Print advertising (no radio or cable advertising)
  
- Public space recycling containers, composting containers, and event recycling containers (waste containers may not be purchased with grant funds)
- Video production
- Community special waste collection events and shredding events. *Note: no more than 2 shredding events are eligible for funding. Application must include quotes from two shredding companies.*

#### **ALLOWABLE EXPENDITURES FOR RECYCLING AWARENESS GRANTS**

- Cost to design produce and print public awareness materials (fliers, newsletters, brochures, etc.)
- Cost to mail or distribute printed materials to residents
- Cost to produce and place print advertisements. *Radio and cable ads will not be funded.*
- Cost to produce recycling signs for recycling containers, drop-off sites or collection events
- Cost to produce recycling videos for city web site or city cable station
- Cost to conduct and promote a community shred day or special waste collection event. *See note above regarding community shredding events.*
- Cost to purchase public space recycling containers or event recycling containers

#### **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
- Trash Containers
- Radio and cable advertising

#### **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. *Note: Any community that received a grant in 2015 but did not implement the grant project must explain why the project was not implemented. Failure to provide reasonable explanation may result in a disqualification for the 2016 grant cycle.*



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- 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.
- Degree to which the application describes 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 funding request is reasonable and the costs are explained and justified.
- Prior grant performance.

#### **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 21, 2016.

#### **APPLICATION INSTRUCTIONS**

- Complete the following application (be sure to attach your project description).
- Mail or deliver one (1) copy of your application to the District Contact below no later than **4:00 p.m. on February 5, 2016. DO NOT EMAIL.**
- Staple your application. DO NOT USE REPORT COVERS.

#### **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](mailto:dbickett@cuyahogacounty.us)



**Cuyahoga County Solid Waste Management District**  
**2016 COMMUNITY RECYCLING AWARENESS GRANT**

## **APPLICATION**

**I. APPLICANT INFORMATION**

**Name of Community:**

**Address:**

**Grant Contact Person and Title:**

**Contact Phone:**

**Contact E-Mail:**

**Mayor's Name and Email:**

**II. AMOUNT OF GRANT REQUEST (not to exceed \$5,000 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 budget details should be based on actual quotes or estimates. Your grant request should not exceed \$5,000. If your project will cost more than \$5,000, explain this in your narrative but do not include the extra cost in the following table.

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



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**APPLICATION**

**IV. PROJECT DESCRIPTION**

On separate paper, please answer the following questions in the order presented and attach to the Application Cover Sheet. Your narrative should thoroughly explain and address the questions but should not exceed two typed pages.

In addition, attach estimates or quotes for each proposed grant budget expense. In addition, please include samples of your community's recycling brochures or other public awareness materials to demonstrate how your community promotes recycling to its residents (the District likes to keep these on file for reference).

- 1. Why does your community want to implement this grant project? What is the goal 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 and include copies of quotes from at least two shredding companies. A list is available from the District.

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