



## **2024 Special Project Grant**

*For Cities, Villages, Townships, and Nonprofit Organizations*

**Application Deadline: February 1, 2024**

### **ABOUT THE DISTRICT**

The Cuyahoga County Solid Waste District is the public agency helping the people of Cuyahoga County reduce, reuse, and recycle, at home at work and in their communities. We provide information, expertise and programs that support sustainable materials management and reduce the environmental impact of waste. Learn more at [CuyahogaRecycles.org](http://CuyahogaRecycles.org)

### **ABOUT THIS GRANT**

The Cuyahoga County Solid Waste District Special Project Grant supports the efforts of municipal corporations, villages, townships, local agencies and institutions, schools, and nonprofits located within Cuyahoga County to reduce waste by initiating or expanding recycling programs, composting programs, illegal dumping programs, encourages sustainable practices, and increasing awareness of and participation in proper materials management.

Eligible applicants may apply for a grant up to \$25,000 to purchase equipment, materials and services that will support sustainable materials management and reduce the environmental impact of waste. There is no local match required for this grant unless a project's cost exceeds the grant amount awarded by the District. Grants will be awarded on a competitive basis according to the evaluation criteria listed below and are subject to final approval by the District's Board of Directors.

### **GRANT TIMELINE**

February 1, 2024	Application deadline. Hard copy of application due at the Solid Waste District by 4:00 PM.
Early March 2024	Announcement of CRAG awards and forms will be e-mailed to the grant contact(s) and mayor.
Mid-Late March	Signed acceptance/CRAG award acknowledgement form due to District.
August 31, 2024	Final date to submit draft education pieces for approval.
November 1, 2024	Deadline for <i>Grant Summary and Reimbursement Report</i> at the Solid Waste District by 4:00 PM.

### **APPLICATION INSTRUCTIONS**

- Complete the application form and attach your project narrative, project budget, quotes or estimates and other supporting documents.
- Do not use report covers or binding methods other than one staple.
- Mail or deliver one complete copy of your application packet to the District contact below.
- **Applications are due at the Solid Waste District by 4:00 PM on February 1, 2024.**

### **GRANT CONTACT**

Elizabeth Biggins-Ramer, Executive Director

Cuyahoga County Solid Waste District, 4750 East 131 Street, Garfield Heights, Ohio 44105

(216) 443-3714 | [ebiggins-ramer@cuyahogacounty.us](mailto:ebiggins-ramer@cuyahogacounty.us)



## ELIGIBLE PROJECTS

Please contact the District's grant contact to discuss the details of your Special Project. There is no local match required for this grant unless a project's cost exceeds the grant amount awarded by the District. In this case, the community or organization must fund the excess cost. The following project examples are illustrative and not all-inclusive.

- Materials for communities to engage residents through a cart tagging program, directly and indirectly, to change the curbside recycling behavior of households contaminating the recycling stream (mailers, tags, tracking apps, etc.).
- Equipment for illegal dumping law enforcement efforts (surveillance camera equipment, hardware, software, and/or signage).
- Materials for outreach and education (printing, design, and/or production of recycling educational materials).
- New or expansion of existing curbside recycling, including equipment and recycle containers.
- New or expansion of existing drop-off recycling or organics management, including equipment, trucks, and recycle or organics containers.
- Equipment for collecting and processing recyclable material (cardboard, glass, plastic, etc.) or organics.
- Recycling equipment, materials, and supplies for special venues and events. Cardboard containers, clear stream containers, permanent recycling containers, permanent organics containers, and associated signage.

## ALLOWABLE COSTS

The following examples of allowable grant costs are illustrative and not all-inclusive.

- Purchase of equipment, tools, and supplies for new or expanded recycling and organics management programs.
- Purchase or rental of equipment, tools, and supplies for illegal dumping law enforcement efforts or cleanup of illegal dumping sites.
- Signage related to the project.
- Outreach and educational materials related to the project.
- Site improvements directly related to project.
- Personal Services Contracts covering the costs necessary for services of public or private contractors related to the project.

## UNALLOWABLE COSTS

- NO benefits or administrative costs for employees.
- NO financial services and grant writing fees.
- NO food or entertainment expenses, including procurement of coolers, grills, and so on.
- NO promotional giveaways like yard waste bags, mugs, pens, pencils, bags, balloons, seed packets, etc.
- NO bulk fuel for transportation or equipment.
- NO land acquisition.
- NO replacement operational funds with grant funding.
- NO shipping and handling or delivery costs for recycling or composting containers.
- NO reimbursements for purchases, projects, events, or print collateral made or invoiced prior to grant award approval by Solid Waste District Board of Directors.
- NO reimbursements for printed materials (signs, posters, cart stickers, booklets, labels, etc.) not receiving approval by District staff prior to the grantee producing or printing the item/material.

**EVALUATION CRITERIA**

Applications will be reviewed and scored according to the following criteria:

- Degree to which the application describes the grant project and the materials to be purchased. Well organized, well thought out projects will receive the highest consideration.
- Degree to which the project has educational impact. Projects that increase a user's understanding of and participation in proper materials management will receive the highest consideration.
- Degree to which the project will result in measurable 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.
- Degree to which the organization justifies the need for funding and the degree to which costs are reasonable and justified.
- Degree to which the applicant has managed past applications/projects and adherence to grant guidelines.
- Degree to which the project compliments the District's goals and Solid Waste Management Plan.



## 2024 SPECIAL PROJECT GRANT APPLICATION

**APPLICANT INFORMATION**

Name of Community/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Primary Grant Contact and Title: \_\_\_\_\_  
(This is the person responsible for implementing the grant)

Grant Contact Phone: \_\_\_\_\_ Grant Contact Email: \_\_\_\_\_

(required) Secondary Grant Contact and Title: \_\_\_\_\_

Secondary Contact Phone: \_\_\_\_\_ Secondary Contact E-Mail: \_\_\_\_\_

Tax Exempt ID #: \_\_\_\_\_

**AMOUNT OF GRANT REQUEST** (not to exceed \$25,000 per organization): \_\_\_\_\_

**BUDGET**

Complete the following table to indicate how the grant funds will be spent. Break out the costs for each expenditure. Your budget details should be based on actual quotes or estimates.

Your grant request should not exceed \$25,000. If your total project cost is more than \$25,000, your organization is expected to pay the difference.

ITEM OR SERVICE	QUANTITY (if applicable)	UNIT COST	EXTENDED COST
<b>TOTAL PROJECT COST</b>			



## GRANT NARRATIVE

Please supply the following information as an attachment to this application.

1. An executive summary of the project. Please limit this description to one side of one page.
2. Budget narrative and details.
3. Description of project related activities/events with anticipated completion dates and project timeline.
4. Description of project readiness to proceed.
5. Define your project site operation and project impact.
6. Description of collection and processing method.
7. Description of long-term operational and financial project commitment.
8. Demonstration of financial need.
9. Explain the current materials management trends that are impacting your community or organization.
10. Explain how the project supports the strategic goals of the District.
11. Metrics used to measure and evaluate the project, such as pounds or tons diverted.
12. A plan to educate and outreach to stakeholders to promote project activities.
13. Identify committed partners, including volunteers and other participants, donated goods, and services, etc.
14. Explain how the project will acknowledge Cuyahoga County Solid Waste District's financial participation.
15. Equipment/service quotes and specifications, as applicable.

## CONDITIONS OF THE GRANT

- Grantees will be required to sign a grant agreement upon award.
- All grantees must implement the grant project as described in their application or obtain District approval for any modifications to the approved project.
- **Pre-approval of all awareness materials**, including videos, must be obtained from the Solid Waste District before final production. **If you receive a grant, your award letter does not serve as final approval of your education materials.**
- The District may arrange for a site visit with the Grantee to verify the project was implemented and to provide program assistance and advice as needed. The District may take photos during the site visit for the purpose of promoting the grant and recognizing the organization's efforts.
- This is a **reimbursement grant**. Grantees must keep records of all grant expenses including purchase orders, invoices, receipts, and proof of payment to account for the use of all grant funds. Grants will be disbursed following the submittal of expense documentation and the *Grant Summary and Reimbursement Report*. Reimbursement of funds cannot be made without proof of payment for grant expenditures.
- The *Grant Summary and Reimbursement Report* must include photos of each type of item purchased, samples of educational materials or other project-related materials/items.
- **A hard copy of your *Grant Summary and Reimbursement Report* is to be received in the Solid Waste District office no later than 4:00 PM on November 1, 2024.**

*Note: Failure to submit the required grant close-out and reimbursement documentation by the deadline will affect future grant applications and funding levels.*