



2023 Special Project Grant

Application Deadline: February 1, 2023

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

ABOUT THIS GRANT

The Cuyahoga County Solid Waste District Special Project grant program supports communities, non-profit businesses, and institutions that 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. 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.

ELIGIBILITY

Municipal corporations, villages, townships, local agencies and institutions, schools, health departments, and nonprofits located within Cuyahoga County are eligible to apply for a grant up to \$25,000. Only one grant per organization will be considered for an award. Previous grantees may only apply for another grant if they are proposing a new project or one that builds on an existing waste reduction, recycling, or composting program. There is no local match required for this grant unless a project's cost exceeds the grant amount awarded by the District.

TIMELINE

Grant application pre-submittal review is available upon request and recommended.

February 1, 2023 Application deadline (4:00 PM).

March 1, 2023 Grant awards announced, and grant award letters e-mailed.

TBD - individual Post award training for grantee at Solid Waste District .

March – October Project implementation period.

November 1, 2023 Deadline to submit *Grant Summary and Reimbursement Report* (4:00 PM).

PROJECTS

Please contact the District 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 those 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 including equipment (trucks and machinery) and recycle containers.
- Equipment for collecting and processing of recyclable material (cardboard, glass, plastic, organics, etc.).
- Recycling equipment, materials, and supplies for special venues and events. Cardboard containers, clear stream containers, permanent containers (ex. recycling bins) and signage.

ALLOWABLE COSTS

- The following examples of allowable grant costs are illustrative and not all-inclusive.
- Purchase of equipment, tools, & supplies.
- Purchase or rental of equipment, tools, & supplies for illegal dumping cleanup.
- 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

- Employees' benefits or administrative costs.
- Financial services and grant writing fees.
- Food or entertainment expenses, including procurement of coolers, grills, and so on.
- Bulk fuel for transportation or equipment.
- Land acquisition.
- Replacing operational funds with grant funding.

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
- Degree to which the applicant has managed past District grant applications/projects.

CONDITIONS OF THE GRANT

- Grantees will be required to sign a grant agreement upon award.
- This is a **reimbursement grant**. Grantees will be required to provide 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. The report must include photos of each type of item purchased, samples of educational materials or other project-related items.

- Grantees must implement the grant project as described in their application or obtain District approval for any modifications to the approved project.
- 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. The District may request to take photos during site visit for the purpose of promoting the grant and recognizing the organization's efforts.
- Pre-approval of all awareness materials, including videos must be obtained from the Solid Waste District before final production.
 - ***Note: Failure to submit the required grant close-out and reimbursement documentation by the deadline will affect future grant applications and funding levels.***

APPLICATION INSTRUCTIONS AND DEADLINES

- Complete the application form and attach your project budget. If mailing a hard copy, do not use report covers or binding methods other than one staple.
- Submit one complete copy of the following application and project description to the District contact below, via mail or email.
- Your **application must be received no later than 4:00 p.m. on February 1, 2023.**

DISTRICT 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

SPECIAL PROJECT GRANT APPLICATION

APPLICANT INFORMATION

Name of Community/Organization: _____

Address: _____

Website: _____

Primary Grant Contact and Title: _____

Phone: _____ Email: _____

(required) Secondary Grant Contact and Title: _____

Phone: _____ E-Mail: _____

Tax Exempt ID #: _____

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

PROJECT DESCRIPTION

Please supply the following information in 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 and diversion rate, as applicable.
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.
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.