



## 2024 COMMUNITY RECYCLING AWARENESS GRANT APPLICATION

### APPLICANT INFORMATION

Name of Community: \_\_\_\_\_

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

Grant Contact Name and Title: \_\_\_\_\_

(This is the person responsible for implementing the grant)

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

Mayor's Name: \_\_\_\_\_ Mayor's Email: \_\_\_\_\_

Addt'l Grant Contact: \_\_\_\_\_ Addt'l Grant Contact Email: \_\_\_\_\_

City Communications Contact and Title (newsletters, social media): \_\_\_\_\_

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

**AMOUNT OF GRANT REQUEST:** \_\_\_\_\_

### BUDGET

Complete the following table to indicate how the grant funds will be spent. Break out the costs for each expenditure. 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 \$6,000. If your total project cost is more than \$6,000, your community is expected to pay the difference.

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



**PROPOSED GRANT ACTIVITY(S)**

| Proposed Grant Activity<br>(check all applicable) | A<br>Recycling Awareness<br>and Education<br>(REQUIRED) | B<br>Recycling and/or<br>Composting<br>Containers | C<br>Shredding Event or<br>Special Waste<br>Collection | E<br>Other Awareness<br>Project<br>(up to \$6,000) |
|---|---|---|--|--|
|   |   |   |  |  |

**GRANT NARRATIVE**

Please provide the following information for each applicable grant activity and attach it to your application.

**A. Recycling Awareness and Education Projects**

- Describe your recycling education awareness project and how it will be implemented.
- Describe which District template from the CuyahogaRecycles.org ToolKit you will use.
- Who will be responsible for completing this project?
- When the project will be initiated and completed? How many residents or households will this impact/serve?
- Explain budget details based on actual quotes or estimates.

**B. Recycling and Composting Container Purchase**

- Indicate the number and type of containers to be purchased and include a picture.
- Where will the containers be located, what recyclables will be collected?
- Describe the signage that will be placed on or near containers.
- How will the containers be serviced? Will you collect any data from the materials recycled?
- Who will be responsible for completing this project?
- When the project will be initiated and completed? How many residents or households will this impact/serve?
- Explain budget details based on actual quotes or estimates.

**C. Paper Shredding or Special Waste Collections**

- Indicate which type of event you plan to host and the date, location, and hours. If you are hosting a shredding event, what company will you hire? Explain how the event will be implemented.
- How will you obtain a vehicle count or attendance record during the event?
- How will this event be promoted? Will this be staffed by community personnel?
- Who will be responsible for implementing this project and obtaining collection data?
- When the project will be initiated and completed? How many residents or households will this impact/serve?
- Explain budget details based on actual quotes or estimates.

**D. Other Awareness Project**

- If you are proposing an awareness project that is not described here, please describe your project in detail and justify your budget request.
- Who will be responsible for completing this project?
- When the project will be initiated and completed? How many residents will this impact/serve?
- Explain budget details based on actual quotes or estimates.

**APPLICATION CHECKLIST**

Include these items in your application packet:

- ☐ Applicant information and budget.
- ☐ Narrative explaining your project, quotes or estimates, and other supporting documents.
- ☐ Photos of containers that you'd like to purchase.
  - Including a sample education piece is NOT required at application time.
  - All printed material (signs, posters, calendars, cart stickers, booklets, labels, etc.) must be approved by District staff prior to the grantee producing or printing the item/material. This is a requirement for reimbursement of funds.