



2024 Waste Reduction, Recycling & Composting Equipment Grant

For Schools and Nonprofits

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

ABOUT THIS GRANT

The Waste Reduction, Recycling & Composting Equipment Grant for Schools and Nonprofits (formerly, the Recycling Container Grant) was created by the Cuyahoga County Solid Waste District to help schools and nonprofit organizations and institutions reduce waste by establishing or expanding waste reduction, recycling, or composting programs within their facilities. Eligible applicants may apply for grants of \$5,000 and under to purchase waste reduction, recycling or composting containers, equipment, supplies and associated signage. Grants will be awarded on a competitive basis according to the evaluation criteria below. Grant awards will be subject to approval by the District’s Board of Directors.

ELIGIBILITY

Eligible applicants include any nonprofit organization/institution or school located within Cuyahoga County. Eligible schools must be recognized by the Ohio Department of Education. 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.

TIMELINE

Date	INDIVIDUAL PRE-GRANT APPLICATION TRAINING AVAILABLE UPON REQUEST
February 1, 2024	Application deadline
March 1, 2024	Grant awards announced, and grant award letters e-mailed
TBD - individual	Mandatory post award training for all grantees at Solid Waste District
March – October 2024	Project implementation period
November 1, 2024	Deadline to submit Grant Summary and Reimbursement Report (4:00 PM)



ALLOWABLE COSTS

Grant funds may be used for the following purchases:

- Recycling containers, equipment and supplies such as bins, carts, or dollies
 - **Note: Many companies sell 2 or 3 bin systems that have side by side recycling, composting, and landfill containers. This grant will only cover the recycling and composting portions of the container, NOT the landfill portion.**
- Composting containers, bins, equipment, and accompanying tools.
- Waste reduction equipment such as water refill stations, reusable plates, trays, glasses, cups, water bottles, pitchers, and cutlery. **Where possible, choose products made with recycled content.**
- Signs, posters, and labels (limited to 15% of the grant request). All signage (signs, posters and labels) produced by the grantee MUST receive signed approval by the District prior to printing/production.

UNALLOWABLE COSTS

Grant funds may not be used for the following:

- Stand-alone landfill receptacles.
 - **Note: Many companies sell 2 or 3 bin systems that have side by side recycling, composting and landfill containers. This grant will only cover the recycling and composting portions of the container, NOT the landfill portion.**
- **Shipping and handling costs.**
- Any expenditure made prior to the effective start date of the grant.
- Any containers, equipment or supplies that will not be used on the organization's property.
- Trash, recycling or compost pick up service, dumpsters, consulting services, or labor costs.
- **Mail-back recycling programs (e.g. Call2Recycle battery recycling, Terracycle, Keurig K-cup recycling, etc.)**
- **Anything not listed in allowable costs is not eligible for funding.**

EVALUATION CRITERIA

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

- Degree to which the application describes the grant project, the proposed waste reduction/recycling/composting program, and the materials to be purchased. Well-organized, well-thought-out waste reduction/recycling/composting projects will receive the highest consideration.
- Degree to which the project is sustainable. Applications must demonstrate how the 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 waste reduction/recycling/composting and how users will be involved with the program. Projects that increase a user's understanding of and participation in waste reduction/recycling/composting 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. 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.
- Degree to which the applicant has managed past applications/projects and adhered to grant guidelines.

CONDITIONS OF THE GRANT

1. Grantees are required to attend an individualized grant training to be held on a mutually agreeable date and time following the grant award. This will be done virtually via Zoom for this grant period.
2. 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 (see item 5 below). 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.
3. Grantees must implement the grant project as described in their application or obtain District approval for any modifications to the approved project. **Grant projects must be initiated within one month of the grant training or the grant will be rescinded.**
4. Prior to authorizing payment, 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. 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 a 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 November 1, 2024 at 4:00 PM**. Please submit the report to the District contacts below.

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. Type all answers in the allotted space on the fillable form. **Hand-written applications will not be accepted.** Attach your project budget and product images if necessary. 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 respective District contact below, via mail or email.
- Your **application must be received no later than 4:00 PM on February 1, 2024.**

DISTRICT CONTACTS

Contact for Schools

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

Contact for Nonprofit Organizations, Institutions and Universities

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

APPLICATION

APPLICANT INFORMATION

Name of Organization: _____

Street Address: _____

Website: _____

Primary Grant Contact and Title: _____

Phone: _____ E-Mail: _____

(required) Secondary Grant Contact and Title: _____

Phone: _____ E-Mail: _____

Tax Exempt ID #: _____ AMOUNT OF GRANT REQUEST (not to exceed \$5,000) \$ _____

PROJECT DESCRIPTION

Attach a document answering each question separately. Number your answers to match each question.

Handwritten applications will not be accepted.

1. Describe your organization and its function. Include the number of staff, students if applicable, and the number of people you serve annually if applicable.
2. Financially, why is your organization in need of funding for this project?
3. Answer question 3a or 3b:
 - a) If your organization currently has a waste reduction, recycling and/or composting program, please describe the program. Include the types of materials collected, the amount of materials collected annually and the name of the recycling and/or composting company that provides the service. Explain how this grant will enhance your current program. What are your goals and objectives?
 - b) If your organization does not currently have a waste reduction, recycling and/or composting program, describe the waste reduction, recycling, or composting program for which you are requesting a grant. Indicate what materials you plan to collect, the recycling or composting companies you plan to utilize, and your goals and objectives for the program.
4. Explain how your waste reduction, recycling or composting program will be organized, implemented, and maintained over time. Describe how each type of item requested will be used in your project. (Please complete project budget with specific items requested and accompanying photo, vendor, unit cost, quantity, and total cost).

5. Describe in detail how your organization will monitor and evaluate your program’s success. Specifically, also tell us what data you will collect. If funded, you will be required to provide this data in your grant final report. (i.e., the number of bags of recyclables collected, reduction in number of trash pick-ups, pounds of food waste collected, etc.)
6. Describe how your organization will educate its employees and/or students about the program. How will you encourage recycling/composting to become part of your organizational culture?
7. Provide an implementation timeline for your project. Include information regarding equipment purchase, equipment installation, project start date, staff/student education, and data collection.
8. Describe how your organization will recognize the District in your project (District logo on bins, recognition in newsletter, etc.)

PROJECT BUDGET

Complete the following table to indicate how the grant funds will be spent. Please list each type of item separately. Attach a quote for each item requested. Attach one labeled photo of each type of item. **You may create your own Excel spreadsheet and attach separately.**

Reminder: Do not include tax, as you are a non-taxable entity. Shipping and handling are NOT reimbursable costs.

ITEM	VENDOR	UNIT COST	QUANTITY	EXTENDED COST
			TOTAL GRANT REQUEST	

Previous Grant Recipients

If you’ve received a Recycling Container Grant in the past, please include the estimated cost savings realized from implementing the program: \$ _____

RECYCLING CONTRACT BASELINE DATA

If you have an existing recycling program, answer Question 3a and complete this table.

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:

WASTE REDUCTION, RECYCLING & COMPOSTING EQUIPMENT GRANT APPLICATION CERTIFICATION

I certify that the information contained in this proposal is true and accurate to the best of my knowledge.

Primary Grant Contact Name: _____

Signature: _____ Date: _____

Secondary Grant Contact Name: _____

Signature: _____ Date: _____

*Grantee contact **must** 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: _____