



## **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](https://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.