



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
TOTAL PROJECT COST			





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.