

**CUYAHOGA COUNTY  
SOLID WASTE DISTRICT**

**Community Recycling Awareness Grant**

**2019 APPLICATION**



**Application Deadline:  
February 1, 2019**



4750 East 131 Street, Garfield Heights, OH 44105  
(216) 443-3749 [CuyahogaRecycles.org](http://CuyahogaRecycles.org)



## 2019 COMMUNITY RECYCLING AWARENESS GRANT

### GRANT PURPOSE

This purpose of this grant is to help communities educate residents about recycling, typically through the use of printed materials such as brochures, refrigerator magnets, newsletters and fliers or calendars. To make it easy to produce these materials and to keep recycling messages consistent across the County, the District has customizable templates and design tools for communities to use. Funding is also offered to help communities conduct shredding events and purchase public space recycling containers.

Since the main purpose of this grant is recycling education and awareness, grants will no longer be awarded for shred days and containers only. Every grant application must include an educational component using the templates or design elements contained in the CuyahogaRecycles.org Toolkit. The toolkit can be accessed from the District's website.

### ELIGIBILITY

Any city, village or township located within Cuyahoga County is eligible to apply for a grant up to \$5,000. 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. The types of eligible projects are listed below. If you have something else in mind, please contact the District to discuss. Communities are not required to provide matching funds unless a project's cost exceeds the grant amount awarded by the District. In this case, the community must fund the excess cost.

### ELIGIBLE PROJECTS / COSTS

#### 1. Recycling Awareness and Education Materials

Allowable costs include design, printing, production and mailing for banners, brochures, calendars, cart tags, fliers, info cards, mailers, newsletters, postcards, recycling signs and refrigerator magnets. Communities must use either the customizable templates or the design tools provided in the CuyahogaRecycles.org ToolKit to produce any grant funded items. The ToolKit has templates for refrigerator magnets, banners, info cards, cart tags and signs. It also has graphics and text that can be incorporated into other items like calendars and brochures. We can also work with any community to create a custom piece. Pre-approval of any printed materials must be obtained from the District before final production.

#### 2. Recycling Containers

Allowable costs include purchase of public space recycling, composting containers and event recycling containers, liners and signs to be placed with the containers to indicate what should be recycled. Signage is provided in the CuyahogaRecycles.org ToolKit.

#### 3. Paper Shredding Events and Special Waste Collections (i.e. E-waste and HHW events)

Allowable costs include hiring a paper shredding company, signage and event promotions such as print ads. Shred day events – no more than two. Two quotes must be included. Communities must include two quotes for paper shredding services in their application. No more than two shredding events per city will be funded.

### UNALLOWABLE COSTS

- Promotional giveaways like tote bags, mugs, pens, pencils, etc.
- General city calendars, newsletters etc. not exclusively devoted to recycling and waste reduction
- Labor and auxiliary police for recycling events
- Trash Containers

### SOME TIPS



## 2019 COMMUNITY RECYCLING AWARENESS GRANT

- Consider creating awareness pieces without using dates which could make them obsolete more quickly. For instance, if you always hold a shred event the third Saturday of April, refer to the date this way rather than having a specific date and year.
- Support a unified message in Cuyahoga County by using the material icons and graphics provided in the District's ToolKit.
- Ask the District for assistance with green tips or recycling language. We can help you create the messages.
- Stop by the District to see different samples of education pieces created by other communities.
- Track the number of cars, vehicles or residents served at a shred event. Make sure your vendor knows you need a record of the weight collected at the event.
- Consider new and different ways to reach your audience.

### EVALUATION CRITERIA

The total amount of Community Recycling Awareness Grants to be awarded in 2019 is \$150,000. Applications will be reviewed according to the criteria listed below. If the total amount of grant requests exceeds \$150,000, the District will award grants based on the highest scoring applications. Incomplete applications or applications that do not meet the grant requirements described herein will not be eligible for consideration.

- Compliance with the grant guidelines
- Degree to which the project will encourage residents to "recycle better and recycle right" and uses the resources contained in the CuyahogaRecycles.org ToolKit.
- Degree to which the application describes the grant project and the activities to be implemented.
- Degree to which the funding request is reasonable and the costs are explained and justified.

### CONDITIONS OF THE GRANT

- All grantees must implement the grant project described in its application or obtain District approval for any modifications to the approved project.
- Pre-approval of any printed materials must be obtained from the Solid Waste District before final production.
- This is a "reimbursement" grant. Grantees must keep records of all grant expenses including purchase orders, invoices and receipts 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*.
- Grant projects completed later than November 29, 2019 will not be reimbursed.

### GRANT TIMELINE

February 1, 2019	Application deadline 4:00 p.m.
March 1, 2019	Grants award letters will be e-mailed to the grant contact and to the Mayor
November 29, 2019	Deadline to submit the Grant Summary and Reimbursement Report

### APPLICATION INSTRUCTIONS

- Complete the following application (be sure to attach your project description).
- **Mail or deliver** two copies of your application to:  
Cuyahoga County Solid Waste District, 4750 East 131 Street, Garfield Heights, OH 44105
- Applications are due by 4:00 p.m. on February 1, 2019.
- Do not use report covers. No emailed copies accepted.

### GRANT CONTACT

Cristie Snyder

**Questions?** Please call (216) 443-3707 or email [csnyder@cuyahogacounty.us](mailto:csnyder@cuyahogacounty.us)



## 2019 COMMUNITY RECYCLING AWARENESS GRANT

### APPLICATION COVER SHEET

I. APPLICANT INFORMATION

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

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

Grant Contact Person and Title: \_\_\_\_\_

*(This should be the person responsible for implementing the grant)*

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

Contact E-Mail: \_\_\_\_\_

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

II. AMOUNT OF GRANT REQUEST (not to exceed \$5,000 per community) \_\_\_\_\_

III. BUDGET DETAILS

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 \$5,000. If your project will cost more than \$5,000, explain this in your narrative but do not include the extra cost in the following table.

ITEM OR SERVICE	QUANTITY (if applicable)	TOTAL COST (round to highest dollar)
<b>TOTAL GRANT REQUEST</b>		



## 2019 COMMUNITY RECYCLING AWARENESS GRANT

### **APPLICATION NARRATIVE**

#### **II. PROJECT DESCRIPTION**

On separate paper, please answer the following questions in the order presented and attach to the Application Cover Sheet. Your narrative should thoroughly explain and address the questions but should not exceed two typed pages.

Attach estimates or quotes for each proposed grant budget expense. Please include samples of your community's recycling brochures or other public awareness materials to demonstrate how your community promotes recycling to its residents (the District keeps samples on file for reference).

- 1. Describe your recycling awareness project and the activities to be completed. Describe how you plan to use the CuyahogaRecycles.org ToolKit to complete your project or indicate which template you plan to use.**

*Notes:*

If you are also requesting funds for a community shred day or special waste collection, explain how this will be promoted. For shred days, include two quotes from a paper shredding company.

If you are also requesting funds to purchase public recycling containers, describe the containers to be purchased, where they will be located, what recyclables will be collected and how the containers will be serviced. Also indicate what signage will be produced/used to accompany the containers. Signage can be found in the CuyahogaRecycles.org ToolKit.

- 2. What staff person will be responsible for implementing this project?**
- 3. What is the project timeline? When the project will be initiated and completed?**
- 4. How will your community track and measure the success of this grant project?**
- 5. How many residents will this grant project serve?**