

**MONTGOMERY COUNTY SOLID WASTE DISTRICT'S  
APPLICATION FOR BUSINESS INCENTIVE GRANT PROGRAM  
(Cover sheet)**

**GENERAL INFORMATION**

DATE: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Telephone #/Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact/Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Total Funding Requested: \$\_\_\_\_\_

The proposal for Grant Funds must be attached to this cover sheet and must include the following information:

- Narrative describing how grant funds will be used
- Projected outcome results, financial justification or benefits to recycling goals for capital equipment
- **Format should follow scoring criteria\*\***
- A dollar amount requested and how funds will be allocated (**include vendor/supplier quote**). Other important information should include, but is not limited to the following:

Will grant funds be used to cover administrative expenses? \_\_\_\_\_

Will professional service expenses be incurred? \_\_\_\_\_

Can the project be completed if not fully funded? **Y / N** Is the project scalable? **Y / N**

**\*\*Applications without a vendor/supplier quote will be automatically disqualified.\*\***

**Note:** Completion of **Recycling Survey** (Pages 5&6) – Commercial/Industrial/Institution Recycling Survey, setting forth weight and type of materials recycled by organization is due for each year. **This report is a prerequisite for funding under this program.**

**Prior to submittal deadline a mandatory pre-application meeting will be held at  
1:30 p.m. on February 6, 2018 by the District.  
MONTGOMERY COUNTY SOLID WASTE DISTRICT  
2550 SANDRIDGE DRIVE  
MORAINE OH 45439**

## **APPLICATIONS ARE DUE TO THE DISTRICT ON March 30, 2018**

### **GRANT GOALS**

The incentive grant program for businesses will provide funding to enhance, increase and promote:

- Recycling in the County
- Waste Reduction
- Composting Opportunities

### **ELIGIBILITY**

All businesses located within Montgomery County are eligible to participate in the program provided the organization:

- (1) agrees to enter into a grant agreement in the form of a deferred loan to receive assistance in the business incentive grant program.
- (2) submits annual recycling data to the District (see Recycling Survey prescribed by OEPA).
- (3) attends **MANDATORY** application pre-submission meeting to be held at 1:30 p.m. on February 6, 2018.

**BUSINESS APPLICANTS MUST SUBMIT A LETTER OF ENDORSEMENT FROM A DISTRICT MEMBER. DISTRICT MEMBERS INCLUDE ALL 28 JURISDICTIONS WITHIN MONTGOMERY COUNTY. ENDORSEMENT LETTER MUST BE OBTAINED FROM THE JURISDICTION IN WHICH THE BUSINESS APPLICANT IS LOCATED.**

### **FUNDING**

Actual awards will vary based upon the scoring criteria, number of applications, and the funds available for the program. In 2018 the total funds available are a minimum of \$150,000 with \$120,000 available for capital equipment purchases and \$30,000 available for new service requests.

### **APPLICATION**

Applications must follow the format set forth on the cover sheet and must be signed by the authorized representative of the company. Where applicable, include pictures and information on equipment to be replaced or new equipment proposed.

- The Recycling Survey (included) must be submitted each year and is a prerequisite for funding.
- Eligible grant projects require a financial contribution to the project equal to thirty percent (30%) of the total project cost. Match funds for projects must be a cash contribution directly related to the project.

#### **Example:**

Funding requested	\$ 9,100	(Total project multiplied by .70)
Minimum Match	<u>3,900</u>	(30% of Total Project)
Total Project Funding	\$13,000	

## FUNDING DECISIONS

A subcommittee will review the business recycling incentive grant applications and make recommendations, based upon objective scoring criteria, to the Solid Waste Management Policy Committee. The Solid Waste Management Policy Committee will make final funding decisions. Applications for new service requests will be accepted and awarded on a first-come, first-serve basis until all funds have been expended.

## ALLOWABLE USES FOR INCENTIVE FUNDS

1. Capital equipment purchase to increase or expand current recycling efforts (i.e. baler/compacter).
2. Specialty material recycling service (i.e. textiles/oils/containers).
3. Equipment/materials/software to increase/expand operations for Processors (i.e. shredder, delivery trucks, tracking software, special equipment to increase processing of materials).
4. Compost/Food Waste Management Program (purchase of on-site equipment or contract for compost collection by processor/hauler).

## UNALLOWABLE USES FOR INCENTIVE FUNDS

1. Salaries or benefits of employees.\*
2. Land acquisition.

## ACCOUNTABILITY AND REPORTING REQUIREMENTS

- Grant recipient must submit a summary report of all approved activities at the end of the project or by **October 26, 2018**, whichever date is sooner.
- Grant recipients are responsible for promoting the receipt of funds.
- Only costs incurred after the grant approval date are eligible for reimbursement. Receipt of invoice(s) and proof of payment for capital equipment purchase is required for release of grant funds **by October 26, 2018**.
- Pictures of equipment that have been funded through the grant must be provided to the District. Representatives of the District have the right to visit participating communities at any reasonable time to evaluate the expenditure of grant funds.
- Capital equipment must be insured and the Montgomery County Solid Waste District must be listed as an additional insured on the policy for the term of the loan/grant period.

\* Costs associated with staff labor to install/build project structure may not be used as part of the total project cost calculation or to meet the 30% threshold for community investment. Labor performed by staff is **not reimbursable or allowable for use in calculating total project cost**.

## SCORING CRITERIA

Each application is eligible for 100 points. Applications will be ranked based on point total. Funding will then be awarded by rank until total available funds have been distributed.

Applications with multiple lines items will have each line item scored separately.

Applications will be approved using the following rating system:

<u>Criteria</u>	<u>Possible Points</u>	<u>Points Awarded</u>
1. Completeness of Proposal	15	_____
2. Relevance to Grant Goals (Page 2)	25	_____
3. New Project vs. Enhancement of Existing Project (Projects with biggest impact on Grants Goals will be scored higher.)	10	_____
4. Innovation of Project	10	_____
5. Promotional Measures / Advertisement of New Project	15	_____
6. Project Investment Benefits / Financial Justification	<u>25</u>	_____
	100	