



MONTGOMERY COUNTY SOLID WASTE DISTRICT
2021 Litter Prevention Grant

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KEEP MONTGOMERY COUNTY
BEAUTIFUL

KEEP AMERICA BEAUTIFUL AFFILIATE

Keep Montgomery County Beautiful promotes and empowers individuals, businesses, and communities to improve the environment in Montgomery County, Ohio through litter prevention, beautification, and neighborhood cleanups.

Keep Montgomery County Beautiful is a program of the Montgomery County Solid Waste District.



MONTGOMERY COUNTY SOLID WASTE DISTRICT 2021 Litter Prevention Grant

GRANT INFORMATION

OVERVIEW

Montgomery County Solid Waste District (“District” aka Grantor) has established a series of grant programs to assist local communities, K-12 public and private schools, and 501(c)(3) Non-Profits. **This grant application is designed specifically for local communities and 501 (c) (3) Non-Profit Organizations in Montgomery County, Ohio.** The District strives to fund qualified grants fully each year, however, grants can be highly competitive, and requests may exceed the twenty thousand dollars (\$20,000) budgeted for this grant cycle. Partial funding may be awarded.

Therefore, it is important for each grantee to write a grant that is **specific** to the District’s priorities of reducing litter and preventing illegal dumping. The grants should define how the grantee will **measure** the success of the grant project; the grant should be **achievable** within the funding year (January - December) and clearly demonstrate the leaderships commitment to the project and the steps to be used for project success; the grant application should be **relevant** - define how this grant application fits into your organizations litter prevention plan or overall plan to combat illegal dumping as well as the Districts goals; finally, the grant application should include a **timeline** for the project. The timeline, at a minimum, should include the start date, steps with key project milestones (with dates) and end date.



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DEFINITIONS

- **Grantor:** Montgomery County Solid Waste District (“MCSWD”) a division of the Montgomery County Environmental Services.
- **Grantee:** The applicant of the Litter Prevention Grant; aka District Member or 501(c) (3) organization (NPO’s must provide documentation).
- **District Member:** Are defined as follows: fifteen (15) municipalities; nine (9) Townships; four (4) Villages; and any 501 (c)(3) Non-Profit Organization (NPO’s must provide documentation).
- **District Reimbursable Funds:** The Litter Prevention Grant is a reimbursable fund. Once the Grantee has fulfilled all the obligations of the Grant requirements the Grantor shall release the grant funds. These dollars may be revised from the Grantee’s application based on actual dollars expended by the Grantor but may not exceed the awarded amount. Reimbursement funds are based on invoices and checks submitted pursuant to the Grant Reimbursement Guidelines.
- **Grantee Reimbursement Request:** Refers to the final step the Grantee must take to get the reimbursement funds from the District. This includes copies of checks (front and back), Letter of Request for Funds, invoices and or Purchase Orders demonstrating that all funds have been expended in accordance with the Grantee’s Application.
- **Grantee Match Dollars:** While the Litter Prevention Grant does not require matching funds, shipping and installation costs for the project are **not** eligible for reimbursement by the District. Reimbursement funds will be based upon the total final “eligible costs” of the project. The Grantee will be responsible for any and all shipping and installation costs for the project.
- **Eligible Costs:** See Eligible and Non-Eligible Cost section of this document.
- **Total Project Costs:** All costs required to complete the project. This includes the District reimbursement funds, shipping and installation costs, and any other cost above and beyond those reimbursement funds. If the Grantee must provide more funding above the eligible costs those should be provided so the entire cost of the project can be considered.



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GRANT SUBMISSION (HOW TO)

IMPORTANT: Prior to the submission of the grant applications, grantees will be required to attend ONE (1) of the two (2) mandatory Pre-Grant meetings. The meetings will take place in the Solid Waste Administration Building large conference room. Dates and times for the meetings can be found in the GRANT TIMELINE section of this document.

All grants application and supporting documents shall be submitted via email. No paper copies will be accepted. Please scan all documents and email to Chris Hoffman at hoffmanc@mcoho.org.

Below is a check list of documents that, at a minimum, the identified documents must be included in your grant application. Failure to submit the required information will result in point reduction and may impact the grantee’s funding.

Grant Application Submission Checklist

- Executive Summary
- Detailed Project Description
- Grant Detailed Budget must include:
 - Project Cost Details
 - Financial Justification and Benefits
- Copies of Quotes for Materials/Equipment

GRANT TIMELINE

Key Milestone	Date
Grant Opens	November 13, 2020
Mandatory Pre-Grant Meeting	December 15, 2020 & December 18, 2020 <i>Meetings shall begin a 10:00 AM</i>
Grant Applications Due	March 5, 2021
Grant Committee Review Period	March 5, 2021 - March 15, 2021
Grant Committee Meeting	March 25, 2021
District Approval	March 26, 2021 - April 23, 2021
Notification of Awards to Applicants	April 30, 2021
Applicants return Grant Acceptance Letter	May 7, 2021
Grantee Reimbursement Request Due	October 15, 2021
Grant Final Reports Due	December 30, 2021

In the table above, if a single date is provided that is when the action item is due. If multiple dates are listed, the last date provided in the cell is the due date for that action item.



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GRANTEE ELIGIBILITY

District Members and 501 (c) (3) Non-Profit Organizations located in Montgomery County (OH) are eligible to apply. All grant activities must focus on Litter Prevention or Reduction in Montgomery County and/or provide educational opportunities regarding Litter Prevention to Montgomery County residents.

1. All District Members of the Montgomery County Solid Waste District are eligible to participate in the District Incentive Grant process.
2. Non-profit (501-3c) organizations in the municipality or township. Eligible organizations must submit a letter of endorsement from the District Member where the organization is located.
3. The projects selected for submission must be consistent and aligned with the Grant Goals and Priorities. In order to be ensured of the maximum scoring possible, applicants are encouraged to review the checklist and make sure each item requested is included with their Grant Application.

GRANT ALLOWABLE EXPENSES

1. Purchase of supplies for community involvement cleanups or awareness campaigns.
2. Litter grabbers and materials for litter removal
3. Equipment needed for litter/dumping enforcement.
4. Outdoor Trash receptacles (paired with recycling bins)
5. Tarp programs or campaigns.
6. Graffiti abatement and/or public art project (mural must address recurrent graffiti issue).

GRANT UNALLOWABLE EXPENSES

1. Costs not identified under Allowable Costs
2. Entertainment (food and drink expenses)
3. Travel and lodging costs associated with professional development.
4. Over the road vehicles
5. Personnel costs (consulting, grant writing fees, staff hours)



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GRANT FUNDING

Grant Funding is made available each year through the MCSWD budget process. The budget for the Litter Prevention Grant is twenty thousand dollars (\$20,000.00). The MCSWD will reimburse the organization one hundred percent (100%) of the total eligible project costs.

It is important for improved scoring and increased chances of funding to provide all the requested documents. The Litter Prevention Grant is a competitive grant and while it is the intention of the MCSWD to fund as many grants as possible, it is possible for lower scoring grants to not receive funding or partial funding.

Multiple grant applications are allowable by grantees.

GRANT REPORTING & ACCOUNTABILITY

1. Grant recipient must submit a summary report of all approved activities at the end of the project or by **December 30, 2021**, whichever date is sooner.

The following must be included in the final project report:

- Amount of litter collected through the project in tons or pounds.
 - Number of individuals impacted by the grant activities
 - Project evaluation, including any major challenges or successes
 - Photos highlighting the successful completion of the project
2. Grant recipients are responsible for promoting the receipt of funds to their jurisdiction members.
 3. Only costs incurred after the grant approval date are eligible for reimbursement. Receipt of invoice(s) and proof of payment is required for release of grant funds **by October 15, 2021**.
 4. Representatives of the District have the right to visit participating communities at any reasonable time to evaluate the expenditure of grant funds.



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GRANT SCORING CRITERIA

Grants will be scored by a team of volunteer Peer Reviewers that do not work for the District. Each application is eligible for 100 points. Applications will be ranked based on point total. The Peer Reviewers will score each grant by applying the following scoring system.

- 1) **Completeness of Grant Application - 20 Points:** The MCSWD has provided the grantee with a checklist of required documents that must be submitted: This will determine the completeness of your grant. Please note, just submitting a document to complete the checklist does not guarantee a high score, the content and detail of each document will be evaluated.
- 2) **Project Relevance to Grant Goals - 20 Points:** The MCSWD has goals and objectives it must achieve to meet or exceed the State of Ohio Solid Waste Management Plan. Include examples of how the completion of the proposed project will assist in reducing litter or combating illegal dumping. Below are the goals/priorities of the MCSWD:
 - Litter Reduction - Cleanup Activities or Education and Outreach
 - Combat Illegal Dumping
 - Trash Receptacles or Tarp program (Litter Containment)
 - Graffiti Abatement
- 3) **New Project vs. Enhancement of Existing Project - 5 Points:**

New Project in this criterion is defines as a project that has never been implemented by your community. It is not unique but is unique to your community.

Enhancement of an existing project is a project that has received funding from the District Incentive Grant ("DIG") in the past and is being done over time to complete it (e.g. purchase of surveillance cameras to monitor known illegal dump sites).

- 4) **Project Innovation & Collaboration - 10 Points:** We understand many of the projects for this Grant are projects that have been done elsewhere or even in your own community. However, the MCSWD is looking for projects that standout and provide the evaluation committee with detail of why your project should be funded. What is the WOW factor? Qualities that will help you score higher in this criterion:
 - a. The project is a new idea for communities in Montgomery County (maybe not a new idea elsewhere). The project may improve on a same or similar project, but your project adds enhancements that have not been implemented or attempted. **4 Points**
 - b. **Collaboration 3 points**
 - i. External: the project involves another jurisdiction(s), non-profit or business partnerships;
 - ii. Internal: Collaboration with other departments within your organization does not qualify for points in the category.



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- c. Project is transferable to other communities in Montgomery County or communities within State of Ohio. **3 Point**

5) Promotional Measures / Advertisement of New Project - 10 Points

The applicant must provide a detailed description of: 1) How they will promote the project; a) to the public and intended target audience for the project; and b) what mechanism they will use to display on the project the source of their funding, e.g. "Project Funded by Montgomery County Solid Waste District & Keep Montgomery County Beautiful (logos will be provided). A description of the plaque or signage to be used should be submitted with the grant application. In addition, the community may have a ribbon cutting ceremony or press conference. **5 points**

Advertisement of the Project is different from promotion in that, advertisement is on-going to increase awareness to the public (residents) about the project. Resources such as, the community's website, social media (e.g. Facebook, Twitter, etc.), newsletters, newspaper, radio or television. **5 Points**

6) Project Budget - 15 Points

Describe the budget for the project (vendor quote must be submitted for consideration). Installation costs are the responsibility of the organization receiving the grant. Please include detailed information on all items/services listed in the budget.

7) Project Investment Benefits / Financial Justification - 20 Points

Project Investment Benefits is the "how" financially this project will benefit the community. In other words, if the grant wasn't available or the community did not get funded (in part or in full), then you could not invest in the project and the impact would be "x".

Financial Justification provides a description of the financial savings (or no continuing costs) to the community. For example, will the cost of purchasing litter collection equipment be offset by the potential time savings of employees utilizing other methods to collect litter.

Applications will be ranked based on point total. Funding will then be awarded by rank until total available funds have been distributed. Multiple Grant Applications with multiple lines items will have each line item scored separately.



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GRANT EXECUTIVE SUMMARY

The following information is your agency's Executive Summary of your Grant Application. Each field of information requested is in a fillable format. There are fillable items (you type in the gray box or there are few drop down menus (select the applicable item). You can tab from box to box or you can simply click inside the box you want to type in or select the drop-down information being requested.

Date of Application Submission: _____

School Name: _____

Organization Description: Please Select One (double-click on box): _____

Agency Address: (Street # & Address) _____

City Name: _____

State: Ohio

Zip Code: _____

Email Address: _____

Phone Number: _____

Grant Contact: _____

Title: _____

Authorized to Sign Application: Yes No If you checked yes, sign next line; if No, please fill out the name of the person authorized to sign this application (make sure they sign before sending): _____

Authorized Signature (If you checked yes above): _____

Name of Authorized Signatory (if no is checked above): _____

Title of Authorized Signatory: _____

Authorized Signature (if no is checked above): _____

Grant Goal(s): Select One: _____

Select One: _____

Select One: _____

It is possible to have a grant that meets multiple goals, if so, please use the additional boxes provided.

Brief Description of Grant: _____

Financial Overview

Grant Funds Requested \$	Shipping and Installation \$	Total Project Costs \$



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DETAILED PROJECT DESCRIPTION

PROJECT DETAIL

In this section provide the information that has been requested in each cell of the table. This is done by clicking the light gray box next to the title of the cell (i.e. Community Information, etc.). For Example:

<i>This</i>	→	<i>To This</i>
Community Information: Click or tap here to enter text.		Community Information: The Village of XYZ is submitting this application for the District Incentive Grant.

Keep the Detailed Project section to one page.

Community Information: Click or tap here to enter text.
What is the project and what District goals will you be meeting: Click or tap here to enter text.
Project importance to the Community: Click or tap here to enter text.
Where is the project going to be inside the community: Click or tap here to enter text.

PROJECT TIMELINE

Description of Milestone/Task	Start Date	Completion Date
Click or tap to enter task.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap to enter task.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap to enter task.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap to enter task.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap to enter task.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap to enter task.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap to enter task.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap to enter task.	Click or tap to enter a date.	Click or tap to enter a date.



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DETAILED BUDGET & FINANCIAL JUSTIFICATION

This spreadsheet is for review only. Grantee's will be sent an EXCEL spreadsheet based on attendance at the pre-bid meeting. The following information will assist in filling out the spreadsheet.

- The spreadsheet is protected, and formulas are pre-populated;
- The light blue shaded fields are to be filled out by the Grantee, the remaining fields will populate automatically, if the data is entered correctly; and
- Do not use dollars signs when entering your expenses.

If you have any issues with the spreadsheet populated contact John Minear, 937-781-3060 or at minearj@mcoho.com. Additionally, the data in this spreadsheet should match the Executive Summary financial data.

DETAILED BUDGET

Expense Description	Total Project Expenses	Project Eligible Expenses	District Reimbursement Match	Grantee Match
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00