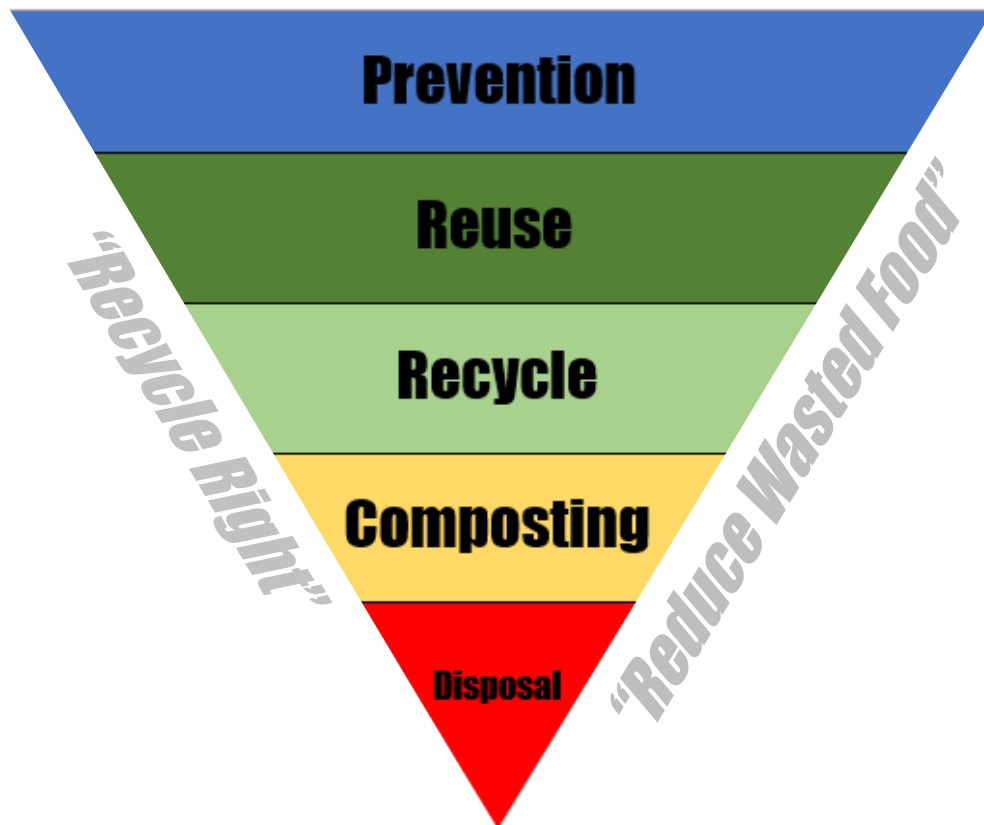




**MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT  
2020-21 School Waste Reduction and Education GRANT**

# **2020-21 School Waste Reduction and Education Grant**



*Be the* **CHANGE** *you wish to see in your* **COMMUNITY**



## MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT 2020-21 School Waste Reduction and Education GRANT

### 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: \_\_\_\_\_

Agency 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 you checked no above): \_\_\_\_\_

Title of Authorized Signatory: \_\_\_\_\_

Authorized Signature (if you checked no above): \_\_\_\_\_

Grant Goal(s): \_\_\_\_\_  
*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 \$



## **MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT 2020-21 School Waste Reduction and Education GRANT**

### **INSTRUCTIONS**

#### Overview

Montgomery County Solid Waste Management 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 K-12 public and private schools 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 thirty thousand dollars (\$30,000) 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 waste reduction, reuse (second-hand material), recycling (including purchase of recycled content material), composting, and education centered on the afore mentioned topics; 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 school leadership’s 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 school’s sustainability plan or overall waste reduction and recycling goals as well as the District’s 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.

#### Grant Timeline

Key Milestone	Date
Grant Opens	September 21, 2020
Grant Applications Due	October 30, 2020
Grant Review Period	November 2, 2020- November 12, 2020
Notification of Awards to Applicants	November 13, 2020
Applicants return Grant Acceptance Letter	December 11, 2020
Grant approved purchasing may begin	January 11, 2021
Grantee Reimbursement Request Due	October 15, 2021
Grant Final Reports Due	June 1 <sup>st</sup> , 2022 (end of 2021-2022 school year)



## **MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT 2020-21 School Waste Reduction and Education GRANT**

### **Definitions**

- Grantor: Montgomery County Solid Waste Management District (“MCSWMD”) a division of Montgomery County Environmental Services
- Grantee: The applicant of the Waste Reduction and Education Grant; aka K-12 public or private school
- District Reimbursable Funds: The Waste Reduction and Education Grant is a reimbursement grant. 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. Reimbursements 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 School Waste Reduction and Education 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 (school) 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 school must provide more funding above the eligible costs those should be provided so the entire cost of the project can be considered.



## **MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT 2020-21 School Waste Reduction and Education GRANT**

### **Grantee Eligibility**

K-12 Public and Private Schools located in Montgomery County are eligible to apply. All grant activities must reduce waste in Montgomery County and/or provide educational opportunities regarding waste reduction and recycling to Montgomery County students and their families and guardians.

### **Grant Allowable Expenses**

1. Changes to school operations that significantly reduce waste generated by the school. For example, equipment or technology to significantly reduce cafeteria food waste, supplies to implement a cafeteria share table, or the purchase of a dishwasher and reusable tableware to replace disposable tableware.
2. Purchase of reused or repurposed material from a secondhand store. For example, the purchase of reclaimed lumber for a school theater project or the purchase of second-hand educational materials.
3. Recycling equipment such as containers and enhanced signage that increase accessibility and volume of school recycling. All containers should be of recycled content material when applicable.

NOTE: Schools interested in new or greatly expanded recycling service or food waste hauling at their location are encouraged to apply separately for the New Service Recycling Grant. For more information, please contact the District.

4. Recycled content equipment that helps to “close the loop”, such as recycled plastic playground equipment or recycled rubber mulch.
5. Composting equipment to implement small scale compost infrastructure. Please note that composting projects may fall under Ohio EPA regulations. For more information or to discuss the needs of your project, please contact the District for assistance.
6. Education initiatives to promote any of the above topics, as well as professional development opportunities for teachers resulting in implementation of waste reduction and recycling education in the school. All media and mailings must be approved by the District before publication.



## **MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT 2020-21 School Waste Reduction and Education GRANT**

### **Unallowable Expenses**

1. Entertainment (food and drink expenses)
2. Travel and lodging costs associated with professional development
3. Over the road vehicles
4. Land acquisition
5. Personnel costs (consulting, grant writing fees, staff hours)
6. Collection services (recycling and food waste hauling). Please utilize the New Service Recycling Grant for these services.

### **Signage**

All grants must include plans for permanent signage stating the source of the funding, as well as recycled content of the product if applicable. For example, "This product is made from recycled plastic and was funded through a grant from Montgomery County Solid Waste District". Signage must include the Montgomery County Environmental Services logo, which will be provided to successful applicants. Permanent signage is the responsibility of the applicant and will not be considered a grant reimbursable expense.

### **Accountability and Reporting Requirements**

Grantees must submit two project reports: a preliminary report for reimbursement, and a final project impact report at the end of the 2021-22 school year.

The following must be included in the reimbursement report:

- Copy of all invoices for grant approved purchases and proof of payment of invoices (copy of front and back of cleared check). **This documentation is required for reimbursement and must be submitted by October 15<sup>th</sup>, 2021.**
- Photos of any equipment purchased through the grant
- Photos of permanent signage stating the source of funding as well as recycled content product
- Statement of Impact: Amount of waste reduced in tons or pounds or the number of people impacted by the project

The following must be included in the final project report:

- Amount of waste reduced or recycled 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



## **MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT 2020-21 School Waste Reduction and Education GRANT**

The District may visit a project sight with reasonable notice to audit the expenditure of grant funds. We are excited about your project and would like to celebrate your success.

### **Submission of Grants (How To)**

Please email your completed application, as well as any supporting documentation to:

Jaime Shepherd, Education Program Specialist

[shepherdj@mcohio.org](mailto:shepherdj@mcohio.org)

Subject: Waste Reduction and Education Grant

### **Grant Evaluation Scoring System**

Grants will be scored by a committee of MCSWD staff. They will score each grant by applying the following scoring system:

- |                                      |           |
|--------------------------------------|-----------|
| • Completeness of Application        | 25 Points |
| ○ Executive Summary                  |           |
| ○ Vendor Quote                       |           |
| ○ Detailed Budget                    |           |
| ○ Project Description                |           |
| ○ Collaboration Efforts              |           |
| • Relevance to Goals of the District | 25 Points |
| • Promotional Measures               | 20 Points |
| • Education Efforts/Plan             | 20 Points |
| • Ohio Vendor/Manufacturer           | 10 Points |

School registered as a Green Business through Dayton Regional Green will receive an additional 10 points to their total score. For more information on this program, please visit <http://www.drg3.org/>.

### **Grant Application Submission Checklist**

- Executive Summary
- Detailed Project Description
- Detailed Project Budget
- Quotes for Materials/Equipment
- Project Timeline
- Projected Results
- Education Initiatives/Promotional Efforts



## **MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT 2020-21 School Waste Reduction and Education GRANT**

### **Grant Narrative**

#### **1. Project Description**

Describe the purpose of the project. Include examples of how completion of the proposed project will increase MCSWD's educational goals and help to promote and increase waste reduction, reuse, recycling, or composting in the school. If the project includes the purchase of recycled content material, please include the type of recycled material and the percentage of recycled content.

#### **2. Project Budget**

Describe the budget for the project (vendor quote must be submitted for consideration). Installation and shipping costs are the responsibility of the organization receiving the grant. Please include detailed information on all items/services listed in the budget, as well as financial benefit of any proposed equipment. For example, will the cost of a dishwasher be offset by the potential savings on the purchase of disposable lunch trays over time.

#### **3. Project Sustainability/ Partial Funding**

Include plans to fund the proposed project into the future. If partial funding is awarded, address steps to be taken to complete the proposed project (Is the project scalable or is additional funding available from another source such as school administration or PTO).

#### **4. Project Timeline**

Provide a detailed outline of the project timeline. Include project start date as well as timeframe for completion. List major milestones of the project timeline (i.e. material purchased, material delivered, equipment installed, ect.) Include detailed information on the timeline regarding publicity and marketing of the project, as well as any planned school assemblies, dates of teacher trainings, ect.

#### **5. Project Results**

Include an estimate of the tons or pounds of material the proposed project will divert from the landfill and the total number of people reached. Provide a basis for the estimate and define how you will determine the amounts. Include any additional evaluation data you plan to measure. For questions regarding estimation of waste diversion, please contact the District.

#### **6. Education Initiatives and Project Promotion**

A major goal of the District is to educate the public on waste reduction, reuse, recycling, composting, and proper waste disposal. Please describe how this project will be used to educate the school community on these topics. Include any promotional measures that will be taken, such as social media posts, newsletters, and school assemblies.





## **MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT 2020-21 School Waste Reduction and Education GRANT**

### **7. Collaboration Efforts**

Please describe in detail any collaboration efforts including identifying all partners and the scope of the support they will provide, either financially or by in-kind donation of labor or materials. Be specific in detailing the individual responsibility of each partner agency/group and any associated financial commitment.

### **8. Current School Sustainability Efforts**

Please outline any ongoing sustainability efforts or sustainability planning being done by the school. If the school is currently registered as a Green Certified Business by Dayton Regional Green, please provide this information below.