

**CUYAHOGA COUNTY  
SOLID WASTE DISTRICT**

**Community Recycling Awareness Grant**

**2020 APPLICATION**



**Application Deadline: February 3, 2020**



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



## 2020 COMMUNITY RECYCLING AWARENESS GRANT

### ABOUT THE DISTRICT

The Cuyahoga County Solid Waste District is the public agency helping the people of Cuyahoga County reduce, reuse and recycle, at home at work and in their communities. We provide information, expertise and programs that support sustainable materials management and reduce the environmental impact of waste. Learn more at [CuyahogaRecycles.org](http://CuyahogaRecycles.org)

### ABOUT THE GRANT

This grant was created by the Cuyahoga County Solid Waste District to help communities educate residents about proper recycling and to keep recycling messages consistent from community to community through the use of customizable templates designed by the District for communities to use. These templates are contained in the [CuyahogaRecycles.org](http://CuyahogaRecycles.org) ToolKit. Funding is also offered to help communities conduct shredding events and purchase public space recycling and composting containers as long as every grant application and final project includes an educational component.

Any community (city, village or township) located in Cuyahoga County may apply for this grant. 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.

### NEW THIS YEAR!

1. Communities may apply for a grant up to \$6,000, an increase of \$1,000 per community. A total of \$175,000 of grant funding is available in 2020.
2. Also, as part of the implementation of the Cuyahoga County Bag Ban next year, communities may request



free reusable shopping bags to give away to residents. These will be provided to communities by the District and you can request a supply of bags as part of your application. We will ask that you include recycling information in the bag when it is given to a resident. We recommend using our recycling info card in the [CuyahogaRecycles](http://CuyahogaRecycles.org) ToolKit. We are purchasing 25,000 bags with the logo shown here and they will be available in the spring.

### ELIGIBLE PROJECTS / COSTS

The types of eligible projects are listed below. If you have something else in mind, please contact the District to discuss. There is no local match required for this grant unless a project's cost exceeds the grant amount awarded by the District. In this case, the community must fund the excess cost.

#### 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](http://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. New and updated items will be included in the ToolKit by early spring. We can also work with any community to create a custom piece. Pre-approval of any printed or materials produced must be obtained from the District before final production.

#### 2. Recycling or Composting Containers

Allowable costs include purchase of public space recycling, composting containers and event recycling



## 2020 COMMUNITY RECYCLING AWARENESS GRANT

containers, liners and signs to be placed with the containers to indicate what should be recycled.

### 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. *Note: The District will not fund shred days only. Every grant application and project must include an educational component.* Communities should include two quotes for paper shredding services in their application. No more than two shredding events per applicant will be funded.

### 4. Reusable Shopping Bag Giveaway

Communities may request up to 1,000 reusable bags to distribute as part of their grant project. These are not a budget item. Bags will be provided free by the District, but applications will need to describe how they will be distributed and what type of recycling literature will be inserted in the bag. The number of bags that will be given out to requesting communities will be based on population and proposed distribution methods. (See the application for more information).

### 5. Other Projects

If your community would like to propose another type of project that is in keeping with the goals of this grant program, please contact the District to discuss before submitting an application.

## UNALLOWABLE COSTS

- Promotional giveaways like mugs, pens, pencils, etc.
- General city calendars, newsletters etc. that are not exclusively devoted to recycling and waste reduction.
- Labor and auxiliary police for recycling events.
- Trash containers. Note, if you purchase a “recycling station” that includes side by side trash and recycle containers, we will only cover half the cost.

## SOME TIPS

- 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, calendars 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

Applications will be reviewed according to the criteria listed below.

- 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.



## 2020 COMMUNITY RECYCLING AWARENESS GRANT

### **CONDITIONS OF THE GRANT**

- Grantees will be required to sign a grant agreement upon award.
- 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 all awareness materials including videos 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 TIMELINE**

February 3, 2020	Application deadline 4:00 p.m.
March 2, 2020	Grants award letters will be e-mailed to the grant contact and to the Mayor
March – October	Grant implementation period
November 2, 2020	Deadline to submit <i>Grant Summary and Reimbursement Report</i>

### **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 3, 2020.
- 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)



**2020 COMMUNITY RECYCLING AWARENESS GRANT**

**APPLICATION**

**I. APPLICANT INFORMATION**

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

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

Grant Contact Person \_\_\_\_\_ Title: \_\_\_\_\_  
*(This should be the person responsible for implementing the grant)*

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

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

**II. AMOUNT OF GRANT REQUEST** (not to exceed \$6,000 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 \$6,000.

If your total project cost is more than \$6,000, your community is expected to pay the difference.

ITEM OR SERVICE	QUANTITY (if applicable)	GRANT REQUEST	TOTAL PROJECT COST
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>TOTAL</b>		\$	\$

**II. GRANT CHECKLIST**



## 2020 COMMUNITY RECYCLING AWARENESS GRANT

Proposed Grant Activity (check all applicable)	A Recycling Awareness and Education (REQUIRED)	B Recycling and/or Composting Containers	C Shredding Event or Special Waste Collection	D Reusable Shopping Bag Distribution	E Other

### III. PROJECT NARRATIVE

For EACH grant activity you plan to implement, please provide the information requested. Please attach your narrative to this application.

#### A. Recycling Awareness and Education Projects

- Describe your recycling awareness project, the activities to be completed and how it will be implemented.
- Explain how this activity will help residents understand how to recycle properly.
- Will you be using a District template from the CuyahogaRecycles.org ToolKit? Which one?
- Who will be responsible for completing this project?
- When the project will be initiated and completed?
- How many residents is this grant project estimated to serve?
- Please include a sample or draft if available.

#### B. Recycling and Composting Container Purchase

- Describe the number and type of containers to be purchased and include a picture.
- Where will the containers be located, what recyclables will be collected?
- Describe the signage that will be placed on or near containers?
- How will the containers be serviced, and will you collect any data from the materials recycled?
- Who will be responsible for completing this project?
- When the project will be initiated and completed?
- How many residents is this project estimated to serve?

#### C. Paper Shredding or Special Waste Collections

- Indicate which type of event you plan to host and the date, location and hours. If you are hosting a shredding event, what company will you hire? Explain how the event will be implemented.
- If you have conducted a similar collection(s) in the past, please describe how
- How will this event be promoted? Will this be staffed by community personnel?
- Who will be responsible for implementing this project and obtaining collection data?
- When the project will be initiated and completed?
- How many residents is this project estimated to serve?

#### D. Reusable Shopping Bag Distribution

- How many bags are you requesting from the District? How did you come up with this number?



## 2020 COMMUNITY RECYCLING AWARENESS GRANT

- How will the bags be distributed and to who?
- We require that some type of recycling or waste reduction literature be included in each bag. Please explain what you plan to use. We recommend producing a recycling info card from our Toolkit to use as the insert. This can be part of your recycling awareness project.
- Who will be responsible for implementing the bag distribution project?
- When the project will be initiated and completed?

### **E. Other Project**

- If you are proposing a project that is not described here, please describe your project in detail and justify your budget request.
- Who will be responsible for completing this project?
- When the project will be initiated and completed?
- How many residents is this project estimated to serve?