



# SCHOOL, BUSINESS, ORGANIZATION RECYCLING GRANT OPPORTUNITY



## I. SCOPE AND PURPOSE OF THE RECYCLING GRANT PROGRAM

The purpose of this grant program is to provide financial assistance to eligible schools, businesses, and organizations located within Carver County that are working on or plan to carry out projects to address waste reduction, reuse and/or recycling issues. Funds can be used to **develop a new activity** or **substantially improve** the quality of existing programs that have a direct impact on the environment.

### ***Background***

The Carver County Environmental Services Department has distributed grant dollars to communities for over 25 years. The funds used are obtained from 3 sources including: the Select Committee On Recycling and the Environment (SCORE), the Local Recycling Development Grant (LRDG), and the County Solid Waste Service Fee. Over the years, these grants have helped provide money for many beneficial projects in the areas of waste reduction, reuse and/or recycling.

## II. ELIGIBLE APPLICANTS AND ACTIVITIES

### ***A. Who May Submit Applications?***

Any school, business, or organization located in Carver County may apply upon publication of this solicitation.

### ***B. What Types of Projects Are Eligible for Funding?***

To be considered for funding, the application must include the following information:

1. How the proposed project addresses issues related to waste reduction, reuse, and/or recycling.
2. How the proposed project will benefit both the environment and the County as a whole.

Examples of possible projects would be educational materials, recycling containers and bins, and compostable products.

### ***C. How Much Money May Be Requested?***

Due to limited funding, please consult with Environmental Services staff prior to completing an application.

## III. APPLICATION REQUIREMENTS

### ***A. What is Required for Application?***

To be considered for funding, proposals from eligible organizations **must** include the following:

1. A completed application for the recycling grant that requests basic information about the grantee and the proposed project.

2. Narrative/work plan of the proposal, not to exceed 2 pages. A narrative/work plan describes the applicant's proposed project. The narrative/work plan is one of the most important aspects of your application. It will be used as the primary basis for selection. Work plans must be submitted in the format described below:
- a. A one-page summary that:
    - Identifies the waste reduction, reuse, and/or recycling, issue(s) to be addressed.
    - Identifies the community/target audience.
    - Identifies at least two program goals that the project will meet and how the completion of the goals will be evaluated and measured.
  - b. A concise introduction that states the nature of the organization (i.e., how long it has been in existence, if it is incorporated, if it is a network, etc.), how the organization has been successful in the past, the purpose of the project, the target audience, the project completion plans/time frames, and the expected results.
  - c. A conclusion discussing how the applicant will evaluate and measure the success of the project, including the anticipated benefits and challenges in implementing the project.
  - d. An appendix with a list of the key personnel who will be significantly involved in the project.
  - e. A detailed list of items to be purchased as well as an exact cost.
  - f. The grant recipient must commit to maintaining the waste reduction program outlined in their request for a minimum of three years after the grant period has ended. The minimum requirement may be increased based on the size of a grant.
  - g. The grant recipient agrees to submit waste abatement data throughout the grant period, and for a minimum of three years after the grant period has ended. Reporting requirements may be increased based on the size of a grant.

**B. Where Must Application be Submitted?**

The applicant must submit/mail one signed application with required attachments to the address below.

*Department of Environmental Services  
Public Services Division  
Carver County Government Center  
600 East 4<sup>th</sup> Street  
Chaska, MN 55318*

**IV. PROCESS FOR AWARDING GRANTS**

**A. How Will Applications be Reviewed?**

Carver County Environmental Services will review and evaluate grant submissions. Once grantees are selected, Environmental Services will contact successful applicants to complete the grant process. Carver County Environmental Services will also notify those applicants whose projects are not selected for funding.

**Questions? Please contact Carver County Environmental Services at 952-361-1800.**