

2024 Community Recycling Awareness Grant
For Cities, Villages, and Townships in Cuyahoga County

Application Deadline: February 1, 2024

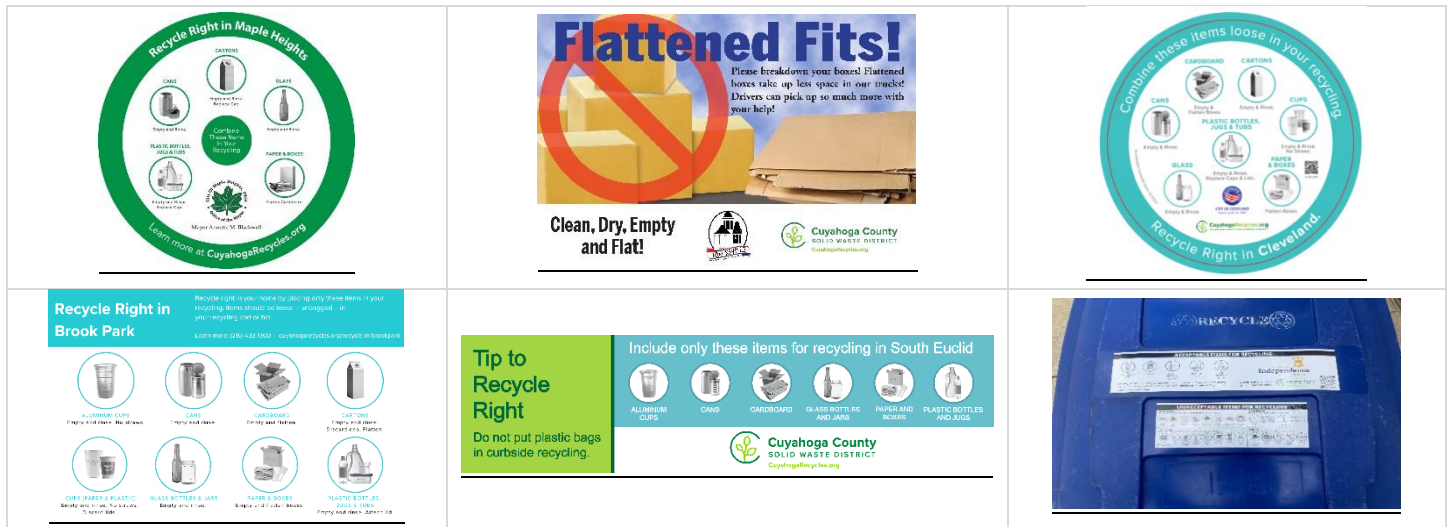
ABOUT THE DISTRICT

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

ABOUT THE GRANT

The Cuyahoga County Solid Waste District offers the Community Recycling Awareness Grant (CRAG) to help communities educate residents about waste reduction and proper recycling. The District created the grant to keep recycling messages consistent from community to community through the use of custom templates, designed by the District, for communities to use. These templates are contained in the CuyahogaRecycles.org ToolKit. Funding is also available to help communities conduct recycling collection events; shredding events; purchase permanent signage for recycling programs and events; purchase public space recycling containers; purchase drop-off recycling containers; and purchase public space composting containers. Applications for events and equipment must contain an associated educational component.

Any community (city, village, or township) located in Cuyahoga County may apply for a grant up to \$6,000. 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.



ELIGIBLE PROJECTS / COSTS

The types of eligible projects are listed below. 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 of brochures, calendars, cart tags, fliers, info cards, mailers, newsletters, postcards, recycling signs, cart stickers, banners, and refrigerator magnets.

Communities must use either the custom templates or the design tools provided in the 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. Additionally, our staff will work with any community to create a custom piece.

- *Note: All printed material (signs, posters, calendars, cart stickers, booklets, labels, etc.) must be approved by District staff prior to the grantee producing or printing the item/material. This is a requirement for reimbursement of funds.*

Brand guidelines, logos, icons, and customizable pieces can be accessed at:

- <http://toolkit.cuyahogarecycles.org/>
- Login: CCSWDToolKit ('K' must be capitalized)
- Password: WeLOverecycling! ('O' is a zero, not a letter)
- Hard click on your community's name to highlight it in blue, then submit. The login will take you to your customizable products.

2. Recycling or Composting Containers

Allowable costs include purchase of public space recycling or composting containers, event recycling containers, and appropriate container signage to indicate what should be recycled.

- *Note: All printed material (signs, posters, calendars, cart stickers, booklets, labels, etc.) must be approved by District staff prior to the grantee producing or printing the item/material. This is a requirement for reimbursement of funds.*

3. Paper Shredding Events and Special Waste Collections

Allowable costs include hiring a paper shredding company, creating permanent signage, and event promotions such as print ads. Communities must include two quotes for paper shredding services in their application.

No more than two shredding events per applicant will be funded. Accommodations are to be made by the community and the contractor for volume capacity and staffing for the entire advertised time of the event.

- *Note: Every application and project must include elements of recycling awareness and education. The District will not fund shredding event(s) without an educational component.*

4. Other Awareness Project

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

The District also offers a separate Special Project Grant for unique projects such as cart tagging programs and equipment purchases. For details, see www.cuyahogarecycles.org/grants

UNALLOWABLE COSTS

- NO promotional giveaways like yard waste bags, mugs, pens, pencils, bags, balloons, seed packets, etc.
- NO general city calendars, newsletters, or brochures that are not exclusively devoted to recycling and waste reduction.
- NO labor or auxiliary police for recycling events.
- NO trash containers.
 - *Note: If you purchase a “recycling station” that includes side by side trash and recycle containers, we will cover cost of the recycling section only.*
- NO shipping and handling or delivery costs for recycling or composting containers.
- NO reimbursements for purchases, projects, events, or print collateral made or invoiced prior to grant award approval by Solid Waste District Board of Directors.
- NO reimbursement for printed material (signs, posters, calendars, cart stickers, booklets, labels, etc.) not receiving signed approval by District staff prior to the grantee producing or printing the item/material.

RECYCLING EDUCATION TIPS

- Create signs and banners without dates so they aren’t obsolete after the event. 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 recycling message in Cuyahoga County by using the material icons and graphics provided in the District’s ToolKit.
- Consider that messaging and lists of acceptable materials have changed, and items you previously created may no longer be applicable.
- Confirm your community’s list of accepted recyclables before designing your education piece. Check with District staff and your MRF or waste contractor.
- Use clear messaging plus photos and graphics whenever possible.
- Timestamp your education postcards, magnets, or flyers so residents are aware which version they have and if it’s the most recent.
- Ask District staff for assistance with recycling language, best practices for signage, green tips, or calendars. We can help you create the messages and ensure they are correct.
- Consider new and different ways to reach your residents. Think about how you can incorporate waste reduction and recycling education year-round through municipal newsletters, e-blasts, phone calls or social media.
- Involve residents to learn how they would like to receive regular reminders about waste reduction and recycling right.
- Stop by the District to see unique samples of education pieces and projects by other communities.
- Partner with a neighboring community for a recycling, composting, or shredding event. It may help lower budget costs and improve date scheduling.
- Track the number of cars, vehicles or residents served at a shred event. Make sure your vendor knows in advance that you need a record of the weight collected.

EVALUATION CRITERIA

- Degree to which the project will encourage residents to reduce waste and recycle right.
- Degree to which the application describes the grant project, including the education component and activities to be implemented.

- Degree to which the funding request is reasonable, and the costs are explained and justified.
- Degree to which applicant has managed past applications/projects and adherence to grant guidelines.

CONDITIONS OF THE GRANT

- Grantees will be required to sign a grant agreement upon notice of 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. **If you receive a grant, your award letter does not serve as final approval of your education materials.**
- This is a **reimbursement grant**. Grantees must keep records of all grant expenses including purchase orders, invoices, receipts, and proof of payment 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*. Reimbursement of funds cannot be made without proof of payment for grant expenditures.
- **A hard copy of your *Grant Summary and Reimbursement Report* is to be received in the Solid Waste District office no later than 4:00 PM on November 1, 2024.**
 - *Note: Failure to submit the required grant close-out and reimbursement documentation by the deadline will affect future grant applications and funding levels.*

GRANT TIMELINE

February 1, 2024	Application deadline. Hard copy of application due at the Solid Waste District by 4:00 PM.
Early March 2024	Announcement of CRAG awards and forms will be e-mailed to the grant contact(s) and mayor.
Mid-Late March	Signed acceptance/CRAG award acknowledgement form due to District.
August 31, 2024	Final date to submit draft education pieces for approval.
November 1, 2024	Deadline to submit hard copy of <i>Grant Summary and Reimbursement Report</i> by 4:00 PM.

APPLICATION INSTRUCTIONS

- Complete the application form and budget. Attach your project narrative and supporting documents. Do not use report covers.
- Including a sample education piece is NOT required. You will submit a draft after receiving notice of award.
- Mail or deliver one complete copy of your application packet to the District contact below.
- **Applications are due at the Solid Waste District by 4:00 PM on February 1, 2024.**

GRANT CONTACT

Cristie Snyder, Communications Specialist

Cuyahoga County Solid Waste District, 4750 East 131 Street, Garfield Heights, Ohio 44105

(216) 443-3707 | csnyder@cuyahogacounty.us



2024 COMMUNITY RECYCLING AWARENESS GRANT APPLICATION

APPLICANT INFORMATION

Name of Community: _____

Address: _____

Grant Contact Name and Title: _____

(This is the person responsible for implementing the grant)

Grant Contact Phone: _____ Grant Contact Email: _____

Mayor's Name: _____ Mayor's Email: _____

Add'l Grant Contact: _____ Addt'l Grant Contact Email: _____

City Communications Contact and Title (newsletters, social media): _____

Contact Phone: _____ Contact Email: _____

AMOUNT OF GRANT REQUEST: _____

BUDGET

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)	UNIT COST	EXTENDED COST
TOTAL PROJECT COST			





PROPOSED GRANT ACTIVITY(S)

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	E Other Awareness Project (up to \$6,000)

GRANT NARRATIVE

Please provide the following information for each applicable grant activity and attach it to your application.

- A. **Recycling Awareness and Education Projects**
 - Describe your recycling education awareness project and how it will be implemented.
 - Describe which District template from the CuyahogaRecycles.org ToolKit you will use.
 - Who will be responsible for completing this project?
 - When the project will be initiated and completed? How many residents or households will this impact/serve?
 - Explain budget details based on actual quotes or estimates.

- B. **Recycling and Composting Container Purchase**
 - Indicate 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? 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 or households will this impact/serve?
 - Explain budget details based on actual quotes or estimates.

- 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.
 - How will you obtain a vehicle count or attendance record during the event?
 - 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 or households will this impact/serve?
 - Explain budget details based on actual quotes or estimates.

- D. **Other Awareness Project**
 - If you are proposing an awareness 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 will this impact/serve?
 - Explain budget details based on actual quotes or estimates.

APPLICATION CHECKLIST

Include these items in your application packet:

- Applicant information and budget.
- Narrative explaining your project, quotes or estimates, and other supporting documents.
- Photos of containers that you'd like to purchase.
 - Including a sample education piece is NOT required at application time.
 - All printed material (signs, posters, calendars, cart stickers, booklets, labels, etc.) must be approved by District staff prior to the grantee producing or printing the item/material. This is a requirement for reimbursement of funds.