

HENNEPIN COUNTY
MINNESOTA



Business organization outreach grants

2019 guidelines

Applications due May 17, 2019

Hennepin County Environment and Energy
701 Fourth Avenue South, Suite 700, Minneapolis, Minnesota 55415-1842
hennepin.us/businessrecycling

Introduction

Introduction

For this year, Hennepin County budgeted \$100,000 to fund projects up to \$15,000 each to improve commercial recycling rates and participation in the area by partnering with business-focused organizations. Organizations will provide outreach and other services that encourage businesses to take advantage of Hennepin County Business Recycling resources such as recycling grants, trainings and signage to label bins. Help us spread the word.

The county will select projects that best align with strategies from the Hennepin County Solid Waste Management Master Plan in addition to having strong ties to the business community.

The Solid Waste Management Master Plan for 2018-2023 identifies strategies the county will pursue to reach the goals of recycling 75 percent of waste and sending zero waste to landfills by 2030. Project proposals should achieve one or more of the following master plan strategies:

- Focus on organics recycling requirements
- Focus on recycling requirements
- Ensure equitable access to programs, services, assistance, resources and opportunities to protect the environment for its diverse community
- Multifamily waste diversion
- Develop partnerships and relationships with businesses and organizations to promote the availability and use of resources and incentives

For the full master plan document including recycling and organics requirements on commercial generators, visit www.hennepin.us/solidwastepanning.

Eligible applicants

Registered organizations located in and/or serving businesses in Hennepin County, such as chambers of commerce, business associations, trade associations and neighborhood associations.

Organizations must be registered at the Minnesota Secretary of State.

Organizations must be insured. See the [insurance requirements \(PDF\)](#).

Application and timeline

Applicants must complete an application provided by Hennepin County **by 4:00 PM on May 17, 2019**.

Applications will continue to be accepted throughout the year if funds remain available but check with Hennepin County business recycling staff prior to applying after May 17, 2019. The county will no longer accept grant proposals after all grant funds available have been awarded for the year.

Contact program staff businessrecycling@hennepin.us or 612-543-1316 for assistance with developing a project, help with the application or questions about the Business Organization Outreach Grants program.

To complete your application, submit the following items via email to program staff at **businessrecycling@hennepin.us**

1. The application as a Word document (not a PDF).
2. [W9 form \(PDF\)](#)

Grant review

Proposals are reviewed and awarded using a competitive selection process after the deadline. Grant award recommendations will be communicated in May.

In addition to achieving one or more county master plan strategies, proposals will be scored based on

- Project Description (10 points)
- Project Tasks and Goals (10 points)
- Budget (5 points)

In order to receive the full amount of points you must ensure your application or work plan answer all of the questions listed in the application below. To receive the maximum number of points your plan must be detailed and realistic for your organization.

Submission of an application shall neither obligate nor entitle an applicant to enter into a contract with the county. The county reserves the following rights, to be exercised in the county's sole and absolute discretion: 1) to determine whether any aspect of an application satisfactorily meets the criteria established; 2) to seek clarification or additional information from any applicant; 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any applicant; 4) to reject any or all proposals with or without cause; 5) to waive any irregularities or informalities in an application; 6) to cancel or amend by addenda this RFP, in part or entirely; 7) to award multiple contracts to applicants; and/or 8) award a contract to a vendor that did not submit a proposal. Evaluation of applications by a selection committee, evaluation panel, County staff, a technical advisory committee, or by another group, individual or entity is advisory only.

Guidelines

Eligible Expenses

Educational outreach; event costs such as rental fees; postage charges; staff time to administer the project (including evaluation and reporting); printing and communication; transportation.

Payment of grant

Payments for services will be made to grant recipients after submittal of quarterly invoices detailing services completed during that time period. Payment will be made within 35 days from receipt of each invoice.

Requirements

Include W9 or completed Hennepin County W9-substitute vendor form at time of application.

All grant recipients will be required to enter into a grant agreement with the county. This requires additional documentation after the application is submitted, including proof of authority for the person signing the contract, and, dependent on the scope of the project, minimum insurance coverage. The grant agreement covers 18 months; projects must be completed within that time.

Attend recycling orientation training by Hennepin County after execution of grant agreement prior to beginning grant-funded activities with business community.

Quarterly meetings with assigned Hennepin County project manager.

A final project report that includes but is not limited to:

- best practices learned to engage members and businesses
- the collaborative partnership between your organization and Hennepin County
- status of businesses contacted, such as how many were assisted, how many took actions to start or improve recycling, how many did not seek assistance or were not accommodated before this contract expired.
- list of all businesses who attend any meetings, events, or request assistance
- number of businesses contacted or reached through communications

Contact

businessrecycling@hennepin.us

612-543-1316

www.hennepin.us/businessrecycling