

# HENNEPIN COUNTY

## MINNESOTA



# Business recycling grants

## 2020 guidelines

**Hennepin County** Environment and Energy

701 Fourth Avenue South, Suite 700, Minneapolis, Minnesota 55415-1842

[hennepin.us/businessrecycling](http://hennepin.us/businessrecycling)

# Overview and grant types

Hennepin County is required by state law to recycle 75% of its waste by 2030. Businesses and organizations produce more than half of the waste generated in the county. Preventing waste from being created and having recycling and organics recycling programs conserves natural resources and reduces greenhouse gas emissions. It can also help a business' bottom line and demonstrates commitment to the community.

The county provides funding and assistance for businesses and institutions to prevent waste and start or improve programs to divert recyclables and/or organics. Eligible recipients include for-profit businesses and institutions, including multifamily housing and non-profit organizations. Grant activities must take place in Hennepin County.

## **Types of grants:**

### Container grants

- Up to \$2,500 value; no match is required.
- Limited to containers and equipment available in the application.
- The grant agreement covers 12 months; projects must be completed within that time.
- Applications are accepted anytime.
- Applications are reviewed, approved, and awarded on an ongoing basis.

### Accelerated grants

- Up to \$10,000; no match is required.
- The grant agreement covers 12 months; projects must be completed within that time.
- Applications are accepted anytime.
- Applications are reviewed, approved, and awarded on an ongoing basis.

### Competitive grants

- Over \$10,000 and up to \$50,000; matching funds of at least 25% of the total grant request are required (See page 8 Guidelines 1. for more information on matching).
- The grant agreement covers 18 months; projects must be completed within that time.
- Applications are accepted quarterly on the following dates: Friday, February 28; Friday, May 29; Friday, August 28; Friday, November 20.
- Proposals are reviewed and awarded using a competitive selection process after each application deadline.

## Applying

Contact program staff at [businessrecycling@hennepin.us](mailto:businessrecycling@hennepin.us) or 612-543-9298 for assistance with developing a project and to request application materials. A site visit is required as the first step for each grant application. Recipients of Accelerated grants and Competitive grants must submit a final project report.

When filling out an application, please ensure:

- Expenses listed in the budget are eligible and include product information and pricing
- Timeline to complete grant activities is reasonable
- Content in the application outlines how the project will continue after the grant

Completed grant applications must be emailed in .DOC format (not PDF) to program staff. All applicants must submit a current W-9 or complete a county W-9 substitute form with their application materials. Additionally, Competitive grant applicants must submit a signed copy of the application's signature page.

*The county reserves the right to refuse funding for a project or to partially fund a project. The county will no longer accept grant applications after grant funds have been exhausted.*

## Review process

Applications will not be reviewed until applicants consult with program staff on their project and receive a site visit. Container grants and Accelerated grants are accepted and reviewed on an ongoing basis while funding remains; however, at times, such grants may be held for 5-7 days to be reviewed with other applications submitted during that timeframe.

Grant proposals will be awarded to ensure funds are used in a way that supports Hennepin County's goals. Waste prevention projects (organics recycling and recycling are not considered waste prevention), which means some portion of the project *prevents* or *reduces* the amount of waste a business creates, are a funding priority for Hennepin County. This includes, but is not limited to, the prevention of wasted food and reducing or eliminating single-use utensils or serving ware (e.g., forks, bowls, cups, plates, containers).

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# Eligible expenses

Expenses must occur within the grant term of a fully executed agreement between Hennepin County and the organization to be eligible for reimbursement. Do not make purchases before a grant agreement is in place.

Description	Additional note (if any) on funding	Multifamily-specific note
Bins, barrels, sorting stations, and containers for collecting recyclables and back-of-house organics within facilities. The county is no longer funding any front-of-house bins for organics collection.	The county has a pre-approved list of containers available; grant recipients are highly encouraged to choose containers from this list. Containers other than those on the pre-approved list are eligible if they can be purchased at a lower price, or if they are being chosen to match existing containers.	For multifamily-housing applications, countertop bins for organics are eligible for reimbursement. Funding covers containers for 50% of a property's units, up to \$25 per container.
Totes, carts, cart tipplers and other containers for transporting recyclables and organics from a collection point to the containers serviced by the hauler.		
Compostable plastic bags for lining organics collection containers for up to a six-month supply.	The intent of this grant funding is to support the start-up of organics recycling, and therefore it is up to the resident or grantee to find a sustainable option to buy bags after grant funds are exhausted.	Up to 25 3-gallon-sized bags per eligible unit (50% of a property's units) can be reimbursed.
Reusable foodservice ware to replace disposable foodservice ware.		
Hauling of organics for up to three months of a contract for at least 12 months of service.	Applicant must submit documentation of hauling service in order to be awarded funds for hauling costs, and hauling must be a new service, not an existing one.	

Construction upgrades to loading docks and enclosures or other construction-related upgrades in order to facilitate collection of recycling and/or organics.	The following restrictions apply: up to \$5,000 for businesses with fewer than 500 employees and \$10,000 for businesses with more than 500 employees.	The following restrictions apply: Up to \$5,000 for multifamily properties with fewer than 150 units and \$10,000 for multifamily properties with 151 units or more. Chutes are eligible expenses per the above limits.
Dishwashers and glasswashers to reduce or eliminate disposable foodservice ware.	The following restrictions apply: -Up to \$10,000 including any installation -Must be NSF (National Sanitation Foundation) certified, and a plan review must be submitted to a regulating health authority when applicable -Must be Energy Star-certified. -Replacement of an existing dishwasher is not allowed.	
Software, equipment, and/or systems that help businesses gain efficiencies in material usage or their recycling programs, thereby reducing waste generation.		
Freezers or coolers to accommodate rescued food	-Up to \$10,000 including any installation -Applies only to charitable, food rescue organizations that distribute food to food-insecure individuals such as a food shelf, food pantry, or meal program -Must be Energy Star-certified	

**Ineligible expenditures include, but are not limited to:**

- Containers normally provided by a waste or recycling service provider such as carts, dumpsters, compactors and open-top or enclosed roll-off boxes
- Compostable foodservice ware
- Pallet jacks, janitorial carts and other similar equipment
- All equipment and containers intended to collect and move trash
- Vehicle-related expenses such as trucks and trailers

- Labor costs incurred to collect and manage waste and recycling, including consultant and project management costs

## Grant guidelines

The following guidelines apply to project proposals. Guidelines apply to all three grant options unless otherwise noted.

1. For Competitive grants, matching funds of 25% of the total project are required. No in-kind matching funds are allowed; the match must be cash for expenses listed in the table of eligible expenses. Ongoing costs for eligible items that have a time limit or costs beyond the funding restrictions can be considered as matching. Items such as trash containers and trash hauling are not eligible expenses and therefore are not considered a match.
2. Allocation of grant resources  
Containers selected from the pre-approved list are purchased by Hennepin County upon execution of a grant agreement. These containers will be shipped to the address listed in the grant agreement unless directed otherwise by the applicant. Cash award payments will be made in the following manner:
  - a. 20% of funds will be released upon execution of a grant agreement.
  - b. Up to 60% will be released upon documentation of actual expenses incurred:
    - i. Accelerated grants are eligible to receive up to 2 installments after providing documentation of actual expenses
    - ii. Competitive grants will receive 1 payment following submission of a midterm report in addition to documentation of expenses
  - c. Up to 20% of funds for Accelerated and Competitive grants will be released upon documentation of actual expenses incurred and an approved final report.
3. Proposals for a group of businesses and organizations as a collaborative effort can be submitted, but one organization must act as the primary applicant and submit an application on behalf of the others.
4. 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.
5. Grant projects diverting organics for recycling are required to have such waste delivered by a licensed hauler to composting facilities permitted by state and local authorities.

## Reporting

Grant recipients will be required to establish a baseline of waste being discarded or recycled prior to the start of the grant project and detail it in their grant application. That baseline should be based on the size of current waste and recycling containers and the frequency with which they are emptied, or actual weight data if that information is available.

Grant recipients must submit a final project report. The report must detail efforts made to achieve project goals and the results of those efforts, including quantitative data and project expenditures. A reporting template is provided.



Additionally, Competitive grant recipients must submit an interim report at the midway point of the 18month grant term. An interim report is not required if the project is completed at the midway point, at which time the final report must be submitted.

## Contact information

### **Hennepin County**

Environment and Energy

Business Recycling Grants 612-543-9298

[businessrecycling@hennepin.us](mailto:businessrecycling@hennepin.us)

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