

HENNEPIN COUNTY

MINNESOTA



Business Recycling Grants

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



I. Introduction

Hennepin County is required by State law to recycle 75% of our waste by 2030. Businesses and organizations produce more than half of the waste. Starting or improving recycling and organics recovery programs conserves natural resources and reduces greenhouse gas emissions. It can also help your bottom line and demonstrates your commitment to our community.

The county provides funding and assistance for businesses and institutions to 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.

II. Types of Grants

This program has three options:

1. Container Grants

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

2. Accelerated Grants:

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

3. Competitive Grants:

- Over \$10,000 and up to \$50,000; matching funds of at least 25% of the total project costs are required (See Part IV Guidelines for more information on matching).
- Applications are accepted February 15, June 15 and October 15.
- Proposals are reviewed and awarded using a competitive selection process after each application deadline.
- The grant agreement covers 18 months; projects must be completed within that time.

The county reserves the right to refuse funding for a project or to partially fund a project. The county will not accept grant proposals after all grant funds available have been awarded for the year.

III. Eligible Expenses

Eligible expenses cannot be reimbursed by grant funds unless those expenses occur during the grant term of an executed grant agreement between Hennepin County and your organization. Grants are executed 3-4 weeks from the time your organization submits a signed grant agreement to our office.

Eligible expenditures include:

- Bins, barrels, sorting stations, and containers for collecting recyclables and organics within facilities. The county has a pre-approved list of containers available at discounted pricing. Grant recipients are **highly encouraged** to choose containers from the county's pre-approved list. Containers other than those on the pre-approved list are eligible if they can be purchased at a lower cost, or if they are being chosen to match existing containers.
- Totes, carts, cart tippers and other containers for transporting recyclables and organics from a collection point to the containers serviced by the hauler.
- Compactors, balers and organics management systems (for managing odor, addressing storage space concerns and/or reducing frequency of pick up) for businesses that generate large quantities of recyclables or organics. Applicant must not already be utilizing a compactor or baler.
- Compostable plastic bags for lining organics collection containers and compostable foodservice ware for on-site use. Because the intent of this grant funding is to support the start-up of recycling programs, no more than a six-month supply of these items is eligible for funding. The applicant must implement or provide for an organics collection program to be considered for compostable products.
- Reusable foodservice ware to replace disposable foodservice ware.
- Hauling of recyclables and/or organics for up to three months of a contract for at least twelve 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.
- Software, equipment, and/or systems that help businesses gain efficiencies in material usage or their recycling programs, thereby reducing waste generation.

Ineligible expenditures include but are not limited to:

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

- Labor costs incurred to collect and manage waste and recycling, including consultant and project-management costs.
- Foodservice ware for to-go or take-home items.

IV. Guidelines

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

- A. For Competitive Grants, matching funds of 25% of the total grant are required. No in-kind matching funds are allowed; the match must be cash for expenses listed in Part III Eligible Expenses.
- B. Payment of grant
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. Monetary grant funds 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. Remaining funds will be released in a final payment upon documentation of actual expenses incurred and an approved final report.
- C. 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.
- D. All grant recipients will be required to enter into a grant agreement with the county.
- E. Grant projects diverting organic waste for composting are required to have such waste delivered to composting facilities permitted by state and local authorities to accept the entire organic waste stream.

V. Establishing a Baseline & Final Project Reports

Grant recipients will be required to establish a baseline of waste being discarded or recycled prior to the start of the grant project. That baseline should be based on the size of current waste and recycling containers and the frequency with which they are emptied. Grant recipients must submit a final project report. The report must detail efforts made to achieve project results and 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 18-month 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.

VI. Applying

Contact a program staff for application materials, assistance with developing a project, help with the application or questions about the Business Recycling Grants program.

Andre Xiong, Business recycling program coordinator

Email: Andre.X.Xiong@hennepin.us

Phone: 612-543-1316

Completed grant applications must be submitted by email in Word format (not PDF) to a program staff. Additionally, applicants for Competitive Grants must submit a signed copy of the application's signature page. Applicants will be required to submit a current W-9 or complete a county W-9 substitute form with their application materials.