

School Recycling Grant



2017 Guidelines

Applications Due:
February 28, 2017



I. Introduction

Eligible recipients of school recycling grant funding include public and non-public K-12 schools in Hennepin County. In this grant round, as much as \$200,000 will be awarded to schools that meet the funding objectives and eligible expense requirements, as described in the following sections.

Applications for funding are due by 4:00 p.m., Tuesday, February 28, 2017. The county will award funds based upon recommendations from a committee comprised of county staff and school representatives experienced with waste-reduction programs.

II. Funding Objectives & Eligible Expenses

In 2011, the Hennepin County Board of Commissioners established new goals to transform solid waste management in the county. The county's goals for 2030 to reduce and recycle waste are:

- 5% source reduction
- 15% organics recovery
- 60% recycling

One important step toward achieving these ambitious goals is strong recycling and organics recovery programs at schools in Hennepin County. Awarded funds can be used to (1) start or improve organics recycling programs, and (2) improve recycling collection or make innovations to recycling programs.

Objective 1: Starting or Improving Organics Recycling

Projects in this category would initiate or expand the separation of organic materials, (e.g. food waste or compostable paper products) from the trash in an effort to increase capture of this material for donation to hunger-relief programs, animal feed or composting. The following are project examples that may meet this objective:

- Collecting organics to be processed at a composting facility
- Diverting leftover food for donation or using still-edible food for future meals
- Collecting food waste to be processed into animal feed
- Establishing an on-site composting program
- Expanding collection to other parts of school building (restrooms, staff lounges, etc.)
- Replacing single-use disposable items with compostable alternatives

Objective 2: Recycling Improvement & Innovation

Projects in this category would improve recycling programs or provide new opportunities to recycle at schools. Projects should contribute to more efficient, abundant collection of recyclables and/or a reduction in trash. The following are project examples that may meet this objective:

- Initiating milk-carton recycling in cafeterias
- Expanding collection to other parts of the school building (hallways, staff lounges, etc.), outdoor athletic facilities and school district buildings
- Collecting recyclables at events, e.g., athletic events and school festivals
- Replacing single-use and disposable items with bulk and reusable items

Eligible Expenses

The following are examples of eligible expenditures:

- Bins, barrels, carts, sorting stations, etc. for collecting recycling or organics. (\$2,500 max per sorting table)
- Compostable bags for lining the organics collection containers (one-year supply, eligible only for new programs or expansion of existing programs)
- Reusable food ware to replace disposable food ware
- Compostable food ware to replace disposable food ware (one-year supply, eligible only for new programs or expansion of existing programs)
- Bulk milk and condiment dispensers to replace individually packaged products
- Hauling of organics (eligible only for new programs, first year of program)
- Reimbursement for monitors who oversee separation of organics, recycling, and trash in school cafeterias during the initial launch of project
- Stipends for teachers to start and lead school environmental clubs, for the portion of their work related to supporting waste-diversion activities at their schools
- Water bottle filler retrofits (\$400 max per fountain, schools must stop selling and/or supplying bottled water. Reusable bottles are not an eligible expense)

III. Assistance

Hennepin County Environment and Energy staff are available to help throughout the application process, project implementation and report writing. Please contact School Recycling Grant Program Manager Kira Berglund (kira.berglund@hennepin.us, 612-596-1498) with any questions. **County staff members are available to visit your site before you apply, and you are encouraged to contact the program manager for assistance with developing a project or reviewing draft project ideas.**

Environment and Energy can support your project by:

- Assisting with the grant application process. Informational sessions will be held on:
 - **Tuesday, January 24** from 3:30-4:30 p.m. at Southdale Library (7001 York Ave. S., Edina, 55435) in the Helen Young Room
 - **Thursday, January 26** from 3:30-4:30 p.m. at Golden Valley Library (830 Winnetka Ave. N., Golden Valley, 55427) in the Golden Valley Meeting Room
 - Bring your project ideas, and we can answer questions about the program and discuss other ways county staff can help make your project a success.
- Conducting site visits to provide suggestions on set-up of collection systems.

- Providing scales for weighing waste, and giving advice on gathering baseline, interim and final data.
- Providing free container signs and labels to educate which materials can be recycled or composted.
- Conducting staff trainings.
- Hosting bi-monthly School Recycling meetings for school staff and volunteers involved in recycling programs to share their successes, troubleshoot and learn more about waste reduction and other environmental topics.

Hennepin County also offers K-12 classroom presentations to all schools in the county. State standard-correlated presentations introduce students to the broader impacts of their school's recycling and organics recycling efforts. Students will learn about the environmental benefits of recycling, the path their recyclable and compostable materials take after they leave the school, and how to reduce waste. Contact Kira Berglund at kira.berglund@hennepin.us or 612-596-1498 for more information or to schedule a presentation.

IV. Reporting

Grant reports must detail progress made to achieve goals, project results - including quantitative data when available, and expenditures. Project reports include a written report, a budget spreadsheet, and invoices/receipts.

- If your project will only take **one year**, please submit your final report by **June 1, 2018**.
- For projects that will require **two years** to complete, an interim progress report must be submitted by **March 30, 2018**. A final project report must be submitted at least two months prior to expiration of the grant agreement, no later than **May 1, 2019**.

V. Guidelines

The following guidelines apply to all project proposals.

- A. No matching funds are required for grant proposals of \$25,000 or less. Matching funds of 25% of the total project costs are required for proposals of more than \$25,000. In-kind staff time and other expenses are eligible for use as matching funds.
- B. The first fifty percent (50%) of grant funds will be disbursed upon execution of the grant agreement. Twenty percent (20%) of grant funds will be released only upon approval of the interim project report. Thirty percent (30%) of grant funds will be released only upon approval of the final project report.
- C. As a general guide, the intent of this grant fund is to support modest capital expenditures, and any equipment purchased must be used for waste reduction activities beyond the term of the grant project. Restrictions apply to the kinds and amount of equipment and

installation expenses that are allowed. Staff time is an eligible expense only for additional assignments, specifically cafeteria monitors and green team advisors. Staff time already accounted for in your annual budget is not an eligible expense, but it can be used as in-kind matching funds.

- D. Priority will be given to projects in which the applicant can demonstrate a strong plan to sustain the proposed activities after grant funds have been exhausted.
- E. Upon notification of award, county staff will contact you to set up an initial grant meeting with the people involved with the project. The purpose of this initial meeting is to discuss project implementation and to review the reporting guidelines.
- F. If a proposal is submitted as a collaborative effort involving more than one public school or organization, the school district must act as the primary applicant and submit an application on behalf of the schools involved.
- G. Projects must be completed by July 1, 2019.
- H. The county reserves the right to recommend no award or award of partial funding for project proposals.
- I. Upon grant award, the applicant must submit a resolution from its governing board, authorizing execution of a grant agreement with the County, and execute an agreement.
- J. Grant recipients are strongly encouraged to attend Hennepin County School Recycling meetings, held on a bi-monthly basis during the school year.

VI. Application & Timeline

Project proposals must be submitted to Hennepin County's Environment & Energy Department using the forms provided by the county by **4:00 p.m., Tuesday, February 28, 2017**. Grant award recommendations will be announced in April.

To obtain an electronic copy of the application form, contact Kira Berglund at kira.berglund@hennepin.us, or go to www.hennepin.us/schoolrecycling.

Items to submit via email to Kira Berglund at kira.berglund@hennepin.us:

1. The application as a **Word document** (not a PDF).
2. The Excel budget spreadsheet.
3. The first page of the application must be signed, and can be submitted as a scanned copy via e-mail or mailed as a hard copy.

If you are mailing the signature page, please send it to:

Kira Berglund
Hennepin County Environment & Energy Department
701 4th Avenue S, Suite 700
Minneapolis, MN 55415