

HENNEPIN COUNTY
MINNESOTA



School recycling grants

2018 guidelines

Applications due March 28, 2018

Hennepin County Environment and Energy

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

hennepin.us/schoolrecycling

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Introduction and overview

Hennepin County provides grants for K-12 schools to start or improve programs to divert recycling and organic materials, which includes food and non-recyclable paper, from the trash. Grant funding can also be used to take steps to reduce waste in the first place.

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.

Application deadlines

- **Applications for grants of up to \$50,000 are due by 4 p.m. on Wednesday, March 28, 2018.** The county will award funds based upon recommendations from a committee comprised of county staff and school representatives experienced with waste-reduction programs.
- **Applications for grants of up to \$15,000 will be accepted throughout the year as funds remain.**

Funding objectives and eligible expenses

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

- 5% waste reduction
- 15% organics recycling
- 60% recycling

Strong recycling and organics recycling programs at schools is one important step toward achieving these ambitious goals.

Grant funding can be used toward two objectives: start or improve organics recycling programs, or improve recycling collection or make innovations to recycling programs.

Objective 1: Starting or improving organics recycling

Projects in this category initiate or expand the separation of organic materials, which includes food waste, non-recyclable paper and compostable products, from the trash for donation, animal feed or composting. Project proposals that include food waste prevention or donation will be given preference for funding.

The following are project examples that may meet this objective:

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

Objective 2: Recycling improvement and 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 (such as hallways and staff lounges), outdoor athletic facilities and school district buildings
- Collecting recyclables at events, such as athletic events and school festivals
- Replacing single-use and disposable items with bulk and reusable items

Eligible expenses

The following are examples of eligible expenses:

- 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)

Assistance and information meetings

Staff assistance

Hennepin County Environment and Energy staff are available to help throughout the application process, project implementation and report writing.

Hennepin County provides the following assistance and resources:

- Site visits by county staff to provide suggestions on set-up of collection systems.
- Scales for weighing waste and advice on gathering baseline, interim and final data.
- Free container signs and labels to help educate students and staff about which materials can be recycled or composted.
- Training for your staff by county staff.

You are encouraged to contact the program manager for assistance with developing a project or reviewing draft project ideas. Contact Kira Berglund, School Recycling Grant Program Manager, at kira.berglund@hennepin.us or 612-596-1498 with any questions.

Information meetings

Bring your project ideas, get questions about the program answered, and discuss other ways county staff can help make your project a success.

Informational sessions will be held:

- Thursday, March 8 from 7:30 to 8:30 a.m. at the Lunds & Byerly's Community Room, 3777 Park Center Boulevard in St. Louis Park
- Tuesday, March 13 from 3:30 to 4:30 p.m. at the Rockford Road Library, 6401 42nd Ave. N in Crystal

Classroom presentations

Hennepin County offers K-12 classroom presentations to all schools in the county. Presentations are correlated to state standards and 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.

School recycling meetings

Hennepin County organizes bi-monthly school recycling meetings for school staff and volunteers involved in recycling programs. The meetings are an opportunity to share their successes, troubleshoot and learn more about waste reduction and other environmental topics.

Reporting requirements

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.

Reports must be submitted by the following deadlines:

- For projects that only take one year, final reports are due by May 31, 2019.
- For projects that require two years to complete, an interim progress report must be submitted by March 15, 2019. A final project report must be submitted at least two months prior to expiration of the grant agreement, and no later than May 1, 2020.
- Reporting deadlines for grantees that apply after March 28, 2018, will be decided on a case-by-case basis. Generally, final reports will be due two years after a contract is executed.

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 percent 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 50 percent of grant funds will be disbursed upon execution of the grant agreement, 20 percent of grant funds will be released only upon approval of the interim project report, and the remaining funds will be released upon approval of the final project report.
- C. A school or district may receive a maximum of \$50,000 per calendar year.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. Projects must be completed by July 1, 2020.
- I. The county reserves the right to recommend no award or award of partial funding for project proposals.
- J. 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.
- K. Grant recipients are strongly encouraged to attend Hennepin County school recycling meetings, held on a bi-monthly basis during the school year.

Application and timeline

Project proposals must be submitted to Hennepin County Environment and Energy using the forms provided by the county at hennepin.us/schoolrecycling by 4 p.m. on Wednesday, March 28, 2018.

Grant award recommendations will be communicated in April. Applications for grants of up to \$15,000 will continue to be accepted throughout the year as funds remain.

To complete your applications, submit the following items 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. W9 form (a blank form is available from the county by request)
4. A signed copy of the first page of the application; this can be submitted as a scanned copy via email or mailed as a hard copy

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

Hennepin County Environment and Energy
Attn: Kira Berglund
701 4th Avenue S, Suite 700
Minneapolis, MN 55415

