

HAMILTON COUNTY SOLID WASTE MANAGEMENT DISTRICT DISTRICT PRIORITY GRANT

In 2010, the District Priority Grant will distribute up to \$100,000 through competitive grants.

PURPOSE

To assist communities and non-profit organizations implement innovative waste reduction and recycling programs that significantly reduce the grantees' waste stream. The District intends the District Priority Grant to unify waste reduction and recycling efforts across Hamilton County by addressing three key solid waste issues. Preference will be given to projects focusing on one of three District priorities:

1. Organics Diversion
2. New, Permanent Residential Recycling Drop-Offs
3. Recycling in Public Areas

ELIGIBILITY

- Political jurisdictions and non-profit organizations are eligible to apply. **Grants will not be awarded to individuals or for-profit organizations.** Non-profit organizations must provide appropriate IRS certifications of non-profit status.
- Past grant recipients are eligible for additional funding only if the grant project is new or significantly expands an existing program. The District considers previously funded programs low priority funding.
- All grant activity must be conducted within District boundaries. The District consists of Hamilton County, including portions of Sharonville and Loveland located in Butler, Warren, and Clermont Counties.
- Grant projects may address both residential and commercial waste.
- Grant funds cannot replace existing funding.

GRANT SIZE AND MATCHING FUNDS

Grants projects must take place within the funding year. Matching funds are not required, but a commitment of matching funds or in-kind services is a positive evaluation criterion in reviewing grant applications. The funding breakdown for the 2010 grant follows:

- **Non-profit organizations within Hamilton County can request up to \$50,000.00** in funding for innovative waste reduction, reuse, or recycling programs.
- **Political subdivisions located within Hamilton County can request up to \$50,000.00** in funding for innovative waste reduction, reuse, or recycling programs.

APPLICATION SIGNATURE

An authorized representative of the community or organization applying for the grant must sign all applications. The District may verify such authorization.

FUNDING DECISIONS

District staff and the District Policy Committee will review grant applications. The Policy Committee will recommend funding recipients to the Hamilton County Board of Commissioners.

The District will make recommendations for funding once annually and base recommendations on the published selection criteria included in this package. The District will notify applicants selected for grant funding by November 30, 2009.

ACCOUNTABILITY AND REPORTING REQUIREMENTS

- The District has the right to visit a project site at any reasonable time and audit expenditures of grant funds.
- Grantees must submit four quarterly reports, as well as a final report, to the District. The following must be included in all reports: total expenditures (including invoices), activities, a project status report (in quarterly reports), and a project evaluation (in final report).
- The District will provide grant funds for expenses agreed upon in the application. Any programmatic or budgetary changes require a written request for a revision. Grantees are allowed two revisions.
- Reporting requirements, in addition to the final report, will be established in conjunction with the disbursement schedule.
- The District requires repayment of any funds not spent on the approved project within 60 days of grant completion.

DEADLINE FOR SUBMISSION

September 30, 2009

Late applications will not be accepted!

(A fax is acceptable (513-946-7779). Follow up with an original application is required.)

HAMILTON COUNTY SOLID WASTE MANAGEMENT DISTRICT GRANTS PROGRAM SELECTION CRITERIA

MANDATORY

1. Project conducted within District boundaries.
2. Applicant is a public entity or non-profit organization.
3. Application takes place within grant year (January 1, 2010 to December 31, 2010).
4. Applicant must specify other sources of funding for the project.
5. Applicant must provide a letter of support signed by the governing body of the organization.
6. Applications must be double-sided and printed on recycled-content paper. Applications that are single-sided will **not** be accepted.

EVALUATION POINTS

Highest priority will be given to programs that best meet the following criteria:

1. The project focuses on one of three District priorities:
 - 1) Organics Diversion
 - 2) New, Permanent Residential Recycling Drop-Offs
 - 3) Recycling in Public Areas
2. The program is innovative and can be used as a model by others in the District.
3. Applicant demonstrates an ability to complete program objectives in a cost-effective manner. Budget and program information submitted in this application will be reviewed and used in part to demonstrate the applicant's ability to complete their program objectives.
4. The project cost-effectively diverts a significant amount of waste from disposal (include methods used to determine the total quantity of waste diverted).
5. Applicant provides matching funds or demonstrates a cooperative approach involving several organizations or communities. Include commitment letter from cooperating entities.
6. The project shows plans for sustainable funding in the future.

UNALLOWABLE COSTS

1. Curbside recycling collection contract.
2. Litter collection programs or beautification projects.
3. Entertainment (including food and drink expenses).
4. Personnel.

**HAMILTON COUNTY SOLID WASTE MANAGEMENT DISTRICT
DISTRICT PRIORITY GRANT
Application Cover Sheet**

Applicant Organization _____

Address _____

City _____ Zip _____

Fax _____

Contact Person/Title _____

Telephone _____

Email _____

Applicant Organization is: ___ Public Entity

 ___ Non-profit Organization (attach IRS certification)

Project Title _____

Amount Requested \$ _____

<p>PROJECT SUMMARY</p> <p>Please provide a <i>brief</i> description of your program in the space provided.</p>

Authorized Official _____

Notary _____

Signature _____

Name _____

Title _____

Signature _____

Date _____

My Commission Expires _____

Grant Application (Cont'd)

Provide the following program information, in the order listed. Please number pages and use no smaller than 10 font.

1. Background

Explain organizational structure, experience, and qualifications that demonstrate an ability to complete project objectives.

2. Program Description

Describe activities on no more than six typed pages. Identify those your program will serve and any limitations on those served. If project expands an existing project, give an overview of the success of the project in the past. Include plans for sustainably funding the program in the future.

3. Program Schedule/Timeline

Describe schedule by a table or chart illustrating events, tasks, and major milestones.

4. Program Budget

Show the entire program budget using the attached format.

5. Project Results

Include an estimate of the pounds or tons of material the proposed program will divert from the waste stream. Provide a basis for the estimate and define how you will determine the amounts.

6. Cooperation

List any cooperating organizations, including address, telephone, and name of contact person. Describe their role in the program.

Send original application and a reproducible copy to:

Hamilton County Solid Waste Management District
District Priority Grant
250 William Howard Taft Road
Cincinnati, Ohio 45219

Direct any questions to Michelle Balz, Community Outreach Coordinator, at 946-7789 or michelle.balz@hamilton-co.org.

BUDGET FOR GRANT APPLICATION

	Grant	Match (if applicable)	Total
Expenses			
1. Personnel	 	\$	\$
2. Equipment	\$	\$	\$
a.			
b.			
c.			
Subtotal	\$	\$	\$
3. Contractual Service (List each)	\$	\$	\$
a.			
b.			
c.			
Subtotal	\$	\$	\$
4. Materials & Supplies	\$	\$	\$
a.			
b.			
c.			
5. Advertising/Promotion	\$	\$	\$
6. Other	\$	\$	\$
a.			
b.			
c.			
Subtotal	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$

GRANT APPLICATION CHECKLIST

Before mailing, review your grant application using this checklist. The District will return applications lacking any of these items. Applications received after September 30, 2009 will not be considered for funding during this grant year.

- ___ Application form signed and notarized (pg. 1)?
- ___ Specific dollar amount requested (pg. 1)?
- ___ For non-profit organizations, is an IRS certificate showing non-profit status attached?
- ___ Cover sheet form and no more than six typed pages describing the program?
- ___ Does the program budget show a breakdown of expenses and funding in the required format?
- ___ Do the "Projected Results" include the long-term impact of the waste reduction, reuse, or recycling program?
- ___ Is all information requested on page 1 of the application form included?
- ___ Have you completed the appropriate pages of the grant application, filled in all the blanks, and provided the necessary information? The information on these pages must be submitted to the District in order for your application to be complete. It is recommended that you retain a copy for your records.
- ___ Have you included (1) your original application along with any attachments and (2) a reproducible copy of your complete application (not stapled or bound, easily copied for reviewers)?
- ___ Is your application double-sided and printed on recycled-content paper?
- ___ Have you included your letter of support?