

2021

Community Grant



**Promoting Environmentally-Friendly
Waste Management Practices
Throughout Clinton County**

**APPLICATION HANDBOOK
AND MANAGER'S MANUAL**

Table of Contents

Purpose	3
Eligibility	3
How to Apply	3
Matching Funds	4
Application Requirements	4
Selection Process	4
Grant Agreement	4-5
Grant Revisions	5
Equipment and Site Improvement Disposition	5-6
Final Report	6
Allowable Costs	6-7

LIST OF FORMS:

Community Grant Application	Appendix A
Project Narrative	Appendix A-1
Budget Summary	Appendix A-2
Community Grant Revision Request	Appendix B
Narrative	Appendix B-1
Community Grant Final Report	Appendix C
Final Report Form	Appendix C-1
Recycling Impact Summary	Appendix C-2
Equipment Summary Form	Appendix C-3

Clinton County Solid Waste Management District's 2021 Community Grant



**Funds to support recycling and other solid waste related activities
and programs throughout Clinton County**

PURPOSE:

The primary purpose of the Clinton County Solid Waste Management District is to increase waste reduction through the practice of encouraging recycling and litter prevention activities throughout Clinton County. One method in which the Solid Waste District goes about promoting this message is by working closely with local municipalities to encourage and provide resources for recycling and solid waste related activities.

With this in mind, the Solid Waste District is sponsoring the Community Grant to provide these municipalities with the necessary resources to implement various recycling and litter prevention activities in their areas, thus furthering environmentally-friendly waste management efforts in their communities. Approximately \$4,000 has been specifically set aside for the 2021 grant year.

ELIGIBILITY:

Applications for the Community Grant will be accepted from any of the 21 political subdivisions (city, township, or village) within Clinton County. Applications shall be completed according to this handbook and all deadlines must be observed.

HOW TO APPLY:

In order to be considered for funding, a completed application, including a Project Narrative and Budget Summary, must be submitted to the Clinton County Solid Waste Management District by **12:00 noon on November 30, 2020**. Applications may be submitted electronically via email to Recycle@ClintonCountyOhio.us or delivered to the following address:

*Clinton County Solid Waste Management District
180 East Sugartree Street
Wilmington, OH 45177*

Applicants will be notified in December and funds will be awarded in February. If awarded grant funds, projects and Final Reports must be completed and received by the Solid Waste District no later than **November 30, 2021**, along with a check for any unused funds. Any applicants who have questions or desire assistance during the grant application process should contact the Solid Waste District at 382-6177 or visit the SWMD website at www.co.clinton.oh.us/recycling for more information.

MATCHING FUNDS:

Matching funds not only help to demonstrate a sense of commitment on behalf of applicants, but also offset the overall cost of projects, thus making funds available for more qualifying programs. A minimum match of 25 percent is required, but those projects providing additional matching funds or in-kind support may be given greater consideration during the selection process. However, if securing the necessary matching funds is an issue, applicants are encouraged to contact the District at (937) 382-6177 to discuss various options. (The Solid Waste Management District reserves the right to adjust matching fund requirements.)

APPLICATION REQUIREMENTS:

Each completed application must be received by the Clinton County Solid Waste Management District by **12:00 noon on November 30, 2020**. (Late and/or incomplete applications will NOT be considered for funding.) Included with the application must be:

1. A completed **Project Narrative** describing the project along with the long-term objectives and benefits to the community. Preserving the integrity of the natural environment should be the highest priority.
2. A completed **Budget Summary** detailing the items to be purchased and what role they will play in the overall project. An itemized list of all anticipated costs should be included, with a minimum of two (2) price quotes attached for each anticipated expenditure. The applicant's matching funds should be calculated as 25 percent of the total cost. (i.e. If the project costs \$100, then the applicant shall provide \$25 and the Solid Waste District will provide \$75.)

SELECTION PROCESS:

Selection of grant recipients is based on information contained in the grant application. All applications must include an itemized list of anticipated costs involved with the proposed project. A minimum of two (2) **price quotes or bids** for these anticipated costs must accompany the application. The final grant selections will be made by the Clinton County Solid Waste Grant Review Committee following a review of all applications. Funding amounts will be distributed to recipients based on priority as decided by the Grant Review Committee. The following is a timeline for the 2021 Community Grant program:

- **November 30, 2020 at 12:00 noon** – Application deadline
NOTE: Late or incomplete applications will NOT be considered for funding.
- **February 2021** – Award notification and check presentations
- **September 30, 2021** – Grant revision deadline
- **November 30, 2021** – Final Report deadline for all grant recipients

GRANT AGREEMENT:

Following the meeting of the Grant Review Committee, successful applicants will be notified through mail. Each notification will include a Grant Agreement summarizing the approved project and budget information. Applicants shall check the appropriate box stating that they accept the conditions of the grant and return the signed document along with a resolution (copy) stating their intent to implement the approved project. The resolution shall indicate a minimum commitment of 25% matching funds,

and shall name an authorized official who will sign all grant documentation. Grant recipients must expend both grant and matching funds during the calendar year for which these funds were approved. Any remaining grant funds at the end of the grant period must be returned to the Clinton County Solid Waste Management District at that time.

***Note:** The Clinton County Solid Waste Management District does NOT, by award of grant monies, assume responsibility for approved projects. The Solid Waste District reserves the right to adjust matching fund requirements. Although grants are competitive, each project will be reviewed and selections will be made on an individual basis.*

GRANT REVISIONS:

Grantees may find it necessary to make changes in their projects during the course of the year. In order to accommodate for these changes, the Community Grant allows for certain revisions. Grant revisions may be requested at any time after the award of grant funds, up to the grant revision deadline of **September 30, 2021**. No more than two (2) grant revisions may be made per year for approved projects. Grantees are also prohibited from reducing the percentage of matching funds required per their original grant agreements. Revisions may be requested by filling out the **Grant Revision Request** form and submitting it to the Solid Waste District for approval. No program changes may be implemented until approval has been granted. It is highly recommended that the Grant Program Manager contact the Solid Waste District at (937) 382-6177 to discuss possible revisions prior to submitting a Grant Revision Request.

EQUIPMENT AND SITE IMPROVEMENT DISPOSITION:

The grantee will maintain records for each piece of equipment costing \$500 or more of grant funds awarded through this grant program. During the three-year period from the date the grantee is the recipient of any equipment or expends grant funds on site improvements, for which \$500 or more of grant funds were expended, the grantee will not convert the equipment or site improvement to uses other than those originally approved by the Solid Waste District. The grantee will not transfer the equipment or site improvement without cost, and cannot sell the equipment or site improvement without written approval of the District during this three-year period. This three-year condition applies only to equipment purchases and site improvements and begins the day the equipment is received.

If for any reason during the three-year period the grantee determines that the equipment or site improvement is no longer needed for its originally approved use, the grantee will provide written notification to the District regarding the finding. With written approval of the District, the grantee may convert, transfer and/or sell the equipment or site improvement to a use other than that originally approved. For sales made during the three-year period, the grantee will repay to the District (checks submitted to the District should be made payable to “Clinton County Solid Waste Management District”) within forty-five (45) days of the approved sale of the equipment or site improvement, in accordance with the following schedule:

1. Within one year of the date the grantee received the equipment or site improvement, the grantee will repay to the District **one-hundred percent (100%)** of any expended funds granted by the District for the originally approved purchase of the equipment or site improvement.

2. During the second year after the date the grantee received the equipment or site improvement, the grantee will repay to the District **seventy-five percent (75%)** of any expended funds granted by the District for the originally approved purchase of the equipment or site improvement.
3. During the third year after the date the grantee received the equipment or site improvement, the grantee will repay to the District **fifty percent (50%)** of any expended funds granted by the District for the originally approved purchase of the equipment or site improvement.
4. Following the third year after the date the grantee received the equipment, the grantee may dispose of the equipment in a manner consistent with local regulations and without the approval of the District.

FINAL REPORT:

The project is not considered complete until the Solid Waste District has received a completed Final Report. **The deadline for all Final Reports is November 30, 2021.** Any complications associated with meeting this deadline must be submitted, in writing, to the Solid Waste District for review prior to the Final Report deadline. Listed below is a checklist of items that shall be included with the Final Report:

- Final Report Narrative** page should be completed with all proper signatures.
- Recycling Impact Summary** detailing the effects of the recycling program in the community.
- Equipment Summary Form** listing each piece of equipment purchased in full, or in part, with grant funds that costs \$500 or more.
- Photographic Documentation** showing the various steps taken in completing the approved project. The photographs will be used by the Solid Waste District for their presentation before the Clinton County Board of Commissioners.
- Invoices** used to verify all expenditures of grant funds. The applicant must submit copies of the original paid invoices or receipts; purchase orders should not be submitted.
- Unused Funds** must be returned to the Solid Waste District. If the actual cost for the project comes in less than the approved budget, the grantee shall return a prorated portion of grant funds to the District. Checks for any unused funds shall be made out to:

Clinton County Solid Waste Management District

ALLOWABLE COSTS:

- **Equipment** – Costs to purchase, construct, lease, or rent equipment used to collect, store, or transport recyclables or solid waste; includes collection/recycling vehicles, containers, prefabricated container pads, and hardware.
- **Contract Services** – Costs to collect, store, process, and/or transport recyclables or solid waste through approved program activities. *(Note: Funding requests for Community Cleanups are limited to two (2) 40-cubic-yard roll-off containers, or equivalent, for no more than a total of four (4) calendar days for each container.)*

- **Advertising and Printing** – Costs to develop, produce, print, and/or place newspaper, billboard, radio, television, or other forms of awareness for approved program activities (includes postage).

Note: All printed material must contain the following funding credit line:

Funded by the Clinton County Solid Waste Management District.

- **Recycling/Litter Supplies** – Tools, safety/first-aid supplies (highway signs, traffic cones, hard hats, vests, etc.) as well as curbside, office, or other collection containers; also includes bags or recycling container liners.
- **Signs** – Costs to produce, purchase, and place anti-litter signs for clean-up sites. Includes signs for curbside recycling, recycling collection, and other recycling/litter prevention activities.
- **Other** – Other items needed for satisfactory completion of recycling and/or solid waste related activities not specifically noted above shall be left to the discretion of the Grant Review Committee. Any questions regarding such resources should be directed to the Clinton County Solid Waste Management District.