



2025 COMMUNITY GRANT HANDBOOK



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 Management 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 \$5,000 has been specifically set aside for the 2025 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 these guidelines 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 Details, must be submitted to the Clinton County Solid Waste Management District by 12:00 noon on November 30, 2024.

PROCESS:

Applicants will be notified in December and funds will be awarded in February. If awarded grant funds, all projects and Final Reports must be completed by November 30, 2025. If any grant funds remain following the completion of the project, applicants should also include a check for those unused funds at the time the Final Report is submitted. Any applicants who have questions or desire assistance during the grant application process should contact the Solid Waste District at (937) 382-6177 or send an email to recycle@clintoncountyohio.us 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, 2024. (Late and/or incomplete applications will NOT be considered for funding.)

Included with the application must be:

- 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.

- A completed **Budget Details** page 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 itemized budget summary may not include any costs not correlating to your quotes. The applicant's matching funds should be calculated as 25% 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.*)
- A **Resolution** from the political subdivision designating a Project Manager to apply for and administer the grant program, if approved for funding. The Resolution should also indicate a minimum commitment of 25% matching funds from the political subdivision in support of the proposed program.

SELECTION PROCESS:

The 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, reflected by a provided quote. 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 2025 Community Grant program:

- **November 30, 2024 at 12:00 noon** – Application deadline
NOTE: Late or incomplete applications will NOT be considered for funding.
- **February 2025** – Award notification and check presentations
- **November 30, 2025** – Final Report deadline for all grant recipients

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) roll-off containers/dumpsters, regardless of size, 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.

GRANT AGREEMENT:

Following the meeting of the Grant Review Committee, successful applicants will be notified through mail or email. 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 indicating their intent to implement the approved project.

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: 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.

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 the 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 the 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:

- 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.
- 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.
- 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.

- 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, 2025. 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.

Below is a checklist of items that shall be included with the Final Report:

- Final Report Narrative** MUST be completed with all proper documentation
- Recycling Impact Summary** detailing the effects of the recycling program in the community (if applicable)
- Equipment Summary Form** listing each piece of equipment purchased in full, or in part, with grant funds that costs \$500 or more. (if applicable)
- 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***

Common Mistakes That May Cause Your Application to be Denied:

1. Late and/or incomplete application
2. Insufficient information within the Budget Narrative
3. Itemized budget does not reflect costs/information outlined in quote
4. Requesting more roll-off containers than permitted (Remember, there is a strict limit of two containers, regardless of size.)
5. The sum of the "Total Cost" column within the BUDGET TABLE does not match the amount entered in the TOTAL PROJECT COST box.