

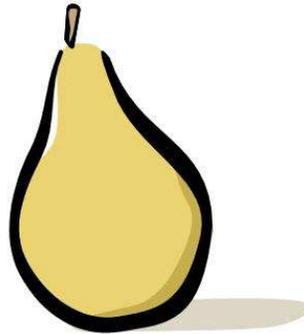


P.E.A.R. Grant

Promoting Environmental Awareness & Recycling

HANDBOOK

CY 2024



**Funds to support recycling and litter prevention activities
and programs in Clinton County schools.**

PURPOSE:

The primary purpose of the Clinton County Solid Waste Management District is to increase waste reduction by encouraging recycling and litter prevention activities throughout Clinton County. One method in which the Solid Waste District promotes this message is by maintaining a presence in local schools, thus educating the students, teachers, and staff about ways in which they can play an active role in conserving and protecting our natural resources.

With this in mind, the Solid Waste District is sponsoring the PEAR Grant to provide schools with the necessary resources to implement recycling and litter prevention activities on their campuses, furthering the environmental education and participation of all individuals.

ELIGIBILITY:

Applications for the PEAR Grant will be accepted from any public or private school in Clinton County, and may include non-profit pre-schools. Each school building within a district may apply for funding for environmental education activities provided that these activities are based upon recycling and/or litter prevention theme. Funding is provided by the Clinton County Solid Waste Management District and projects will be reviewed on an individual basis.

Distribution will be based upon the availability of funds. The following is a timeline for the 2024 PEAR Grant program:

- **November 30, 2023 at 12:00 noon** – Application deadline
NOTE: Late or incomplete applications will NOT be considered for funding.
- **February 2024** – Award notification and check presentations
- **November 30, 2024** – Final Report deadline for all grant recipients

GRANT AMOUNTS:

The Solid Waste District has specifically set aside \$3,000 in funds to be used for PEAR grants in 2024. Funding will be distributed based upon priority, with the final selection being made by the Clinton County Solid Waste Grant Review Committee. The grants are competitive and require the schools to provide matching funds.

HOW TO APPLY:

In order to be considered for funding, a completed application, including a Project Narrative and Budget Summary, must be returned to the Clinton County Solid Waste Management District by **12:00 noon on November 30, 2023**. Applications must be submitted online.

Applicants that have any questions or desire assistance during the grant application process should contact the Solid Waste District's Outreach Specialist at (937) 382-6177 or email the Clinton County SWMD at Recycle@ClintonCountyOhio.us.

SELECTION PROCESS:

Selection of grant recipients is based on information contained in the grant application, especially the section detailing the project and the expected benefits it will produce. The final 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.

Selection criteria include, but are not limited to, the following:

- An overall objective to increasing recycling and/or litter prevention.
- Projects in which learners engage in hands-on activities and become actively involved in the projects.
- Learning experiences using resources and sites outside of the classroom.
- Teachers using educational practices that result in learners acquiring lifelong skills.
- Projects actively involving partnerships with other schools and/or community organizations, such as businesses, civic groups, or volunteer-based organizations.
- Projects with proposed budgets that are realistic and appropriate and include at least two price quotes from prospective vendors.
- 25% matching funds are required for all projects, but further consideration will be given to those projects with additional matching funds and/or in-kind support. These supplemental funds could come from various sources such as PTO's, school monies, clubs, donations, service projects, etc. – anything to show a firm commitment to the satisfactory completion of the project.

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, 2023**. (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 school, the students, and the community. Preservation 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**. Items requiring a 25 percent match on the part of the applying school should be calculated as 25 percent of the total cost. (i.e. If the project costs \$100, then the school will be responsible for providing \$25, and the Solid Waste District will provide \$75.)
3. A **Letter of Support/Authorization** signed by the applicant's Superintendent and Building Principal indicating that the applicant is authorized to apply for and implement the proposed grant project.
4. A **Clear Timeline** for major steps in the program.

ALLOWABLE COSTS:

- **School-generated recycling and/or litter prevention projects** – which encourage students to explore and engage in hands-on recycling, waste reduction, or litter prevention activities. Innovation and creativity are encouraged. (Example: Items needed to start or expand a school paper recycling program.)
- **Construction costs of approved items** – only items such as compost bins, recycling collection/storage units, or other items approved as tools for recycling and/or litter prevention activities will be allowed. Each construction project will be reviewed and selection will be made on an individual basis.
- **Educational resource materials** – includes resources that are necessary in furthering the education and awareness of students, faculty, or staff. These materials are restricted to items that promote recycling/litter prevention and include, but are not limited to, books, magazines, computer software, videos, etc.
- **Field trips/school-wide educational assemblies** – monies are available for approved classroom field trips outside of school or for hosting assemblies or other learning activities for students in-school. (Example: Field trip to a recycling center or fees associated with hosting a featured speaker for a school assembly.)
- **Professional Development** – cost to train teachers in various recycling/litter prevention programs or to conduct other related education workshops, in-services, or field trips.
- **Purchase of recycled** – content products – includes items to be placed around the school grounds such as plastic recycled benches, picnic tables, playground equipment, fences, trash/recycling collection containers, etc. Items must contain at least fifty percent (50%) post-consumer waste and be included as part of a school recycling-education program.

- **Other** – includes costs to purchase, lease, or rent equipment or other items needed for approved recycling/litter prevention projects. Please check with the Solid Waste District’s Education Specialist if you have any questions about items not specifically listed under the allowable costs.
- **Advertising and Printing** – Costs to develop, produce, print, and/or place newspaper, billboard, radio, television, signage, 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 Supplies** – Tools and other supplies used specifically for implementing a qualified curbside recycling program; includes curbside collection containers and/or decals. Other – Other items needed for satisfactory completion of curbside recycling 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. (Personnel-related expenses are not considered an allowable expense.)

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 the ten 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:

- a. 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.
- b. 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.
- c. 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.
- d. 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, 2024.** 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 at the school.
- **Equipment Summary Form** listing each piece of equipment costing more than \$500 that is purchased in full, or in part, with grant and/or matching funds.
- **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

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 as funds permit.*