

Attachment B

2018 Grant Funding

Applications due January 31, 2018

The City or Town of _____ is requesting the following funding for their municipal program abatement efforts in 2018.

General Instructions

Eligible Expenses:

Staffing: Salary and benefits to cover a portion of full-time or part-time recycling program staff who are directly working on the planning, implementation and promotion of waste reduction, recycling and composting programs can be covered with base funding.

Collection Costs: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The percentage of cost for the portion of a municipal newsletter dedicated to waste reduction, recycling or composting information.

Ineligible Expenses:

The following costs should not be submitted for reimbursement from dedicated waste abatement funds (SCORE, LRDG and SWMC).

General Municipal Staff: Administrative, clerical, finance and legal staff that provide general support to municipal employees at the city or town.

General Operational Costs/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the city/township, it is assumed that the general cost of space, office equipment and basic office supplies would need to be provided with or without the recycling program, therefore, these costs are not eligible for reimbursement.

Project Costs: Specific to energy or ground water protection.

Collection Costs: General waste and recycling costs for the collection of materials from municipal buildings, trash costs when accepted at a recycling/cleanup day or costs associated with road side cleanup of illegally dumped materials.

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2018 Base Funding Grant Application Form

Since the start of SCORE (Select Committee On Recycling and the Environment) funding, a similar formula has been distributed to municipalities, \$10,000 base and \$5/household.

This amount should pay for the basic program elements including the percentage of time the recycling coordinator spends on recycling duties, regular curbside collection costs, general operations of a drop-off center, costs for spring and fall recycling days, basic promotion costs and yard waste collection costs.

BASE FUNDING REQUESTED+A35:CA35:B77	Dollar Amount
Administration	
% of time for Recycling Coordinator	
Other Staff that directly administer the recycling program	
Office supplies needed for recycling program	
Training/Mileage/Dues	
<i>Subtotal</i>	\$ -
Curbside Collection	
Estimated curbside collection contract costs	
Estimated curbside collection revenue	
<i>Difference that requires funding</i>	<i>Subtotal</i> \$ -
Regular Drop-off Expenses	
Equipment - standard equipment maintenance	
Facility costs e.g. electricity, rent, supplies, trash removed from recyclables	
Service Providers/collection costs	
Labor	
Estimated revenue	
<i>Difference that requires funding</i>	<i>Subtotal</i> \$ -
Promotion	
Printing	
Postage	
Advertising	
Incentive products	
Contracted performances e.g. Climb, Tricia and the Toonies	
<i>Subtotal</i>	\$ -
Yard Waste	
Special Collections for leaves/grass and tree waste	
Estimated Curbside Collection Contract Costs	
Estimated Curbside Collection Revenue	
<i>Difference that requires funding</i>	<i>Subtotal</i> \$ -
Problem Materials	
Tires	
Oil	
Estimated revenue from oil	
<i>Difference that requires funding</i>	<i>Subtotal</i> \$ -
Total Base Funding Requested	
	\$ -

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2018 Municipal Program Enhancement Grant Application

There is \$686,847 available for enhancement activities. When the county started offering additional enhancement grants, the intent was to make these funds available to collect more materials to help the county meet its 75% recycling/composting goal by 2030. This attachment is an application form. All communities must apply for these funds and explain what projects they are proposing that meet the following categories.

Monthly/Quarterly Drop-off Events Grant

- \$10,000 is available for communities with up to 4,999 households
- \$15,000 is available for communities with 5,000 or more households

Additional Drop-off Collection Programs

From the list of targeted materials, it is expected that spring and fall drop-off recycling events will accept appliances, automotive products, bicycles, carpet, confidential paper, electronics, fluorescent lamps, household batteries, mattresses and scrap metal from residents. This funding is provided for additional events beyond the regularly scheduled spring and fall recycling days.

Program Costs for Collecting the Following Targeted Materials

Examples of materials that can be collected for reuse/recycling/composting:

Standard Recyclable Materials Collected at Drop-off Events		Additional Items
Appliances	Fluorescent Bulbs	Block n Shape Polystyrene
Automotive Products	Household Batteries	Furniture*
Bicycles	Mattresses*	Small Household Goods
Carpet*	Scrap Metal	Source Separated Organics
Confidential Paper		Vinyl Siding
Electronics		Yard Waste

None of these materials should be advertised and then collected as trash, specifically those items marked with the *.

Items that should be evaluated for reuse prior to recycling:

Bicycles	Clothing	Furniture	Mattresses
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Special Monthly/Quarterly Drop-off Events	
Equipment	
Service Providers/Collection Costs	
Promotional Coupon Costs	
Labor - Staff/organizations	
Other	
Full Service Drop-off Center	
Equipment	
Service Providers/Collection Costs	
Additional staffing requirements	
Total Drop-off Program Request	\$ -

Please describe the additional drop-off activities and how they will increase the amount of material collected for recycling.

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General Enhancement Grant – \$1/household – all municipalities are all eligible for this regardless of size

Eligible categories are listed below. Staffing for multi-family outreach, park recycling or dedicated recycling program interns, event recycling expenses, new recycling containers and promotional materials for additional recycling opportunities are some examples of eligible expenses.

Park Recycling		
-- Recycling Containers	Price/container	
-- Recycling Bags		
Service Providers/Collection Costs		
Labor - Staff costs needed for collection		
<i>Park Recycling Subtotal</i>		\$ -
Event Recycling - Please list any organics costs in organics section.		
-- Recycling Containers	Price/container	
-- Recycling Bags		
Service Providers/Collection Costs		
Labor - Staff costs needed for collection		
<i>Event Recycling Subtotal</i>		\$ -
Special Curbside Recycling Pickups		
Collection Costs		
Subsidy to resident -- # of items collected x _____		
<i>Special Curbside Subtotal</i>		\$ -
Multi-Unit Recycling Outreach		
Equipment/Promotion		
Staff costs		
<i>Multi-unit Enhancement Subtotal</i>		\$ -
Additional Promotion Costs		
Promotion/Printing/Postage/Advertising		
<i>Promotion Subtotal</i>		\$ -
Total General Enhancement Request		\$ -

Please describe the additional general enhancement activities and how they will increase the amount of material collected for reuse or recycling.

Organics Grant

- \$0.50/household for municipalities that do not have a permanent organics program
- \$1/household for municipalities that have a permanent organics drop-off(s) or a curbside program

Organics Program Costs		
Equipment		
-- Organics Containers/Starter Kits	Price/container	
-- Compostable Bags		
-- Compostable Serving Ware - cups/bowls/utensils		
-- Container rental or collection costs		
Promotional costs		
Labor - Staff/organizations # of hours		
Total Organics Program Request		\$ -

Please describe the additional organics activities planned and how they will increase the amount of material collected for composting.

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Additional Grant Program Request

\$30,000 is available based on need. If more applications are received than funds available, applications will be reviewed and those projects with the greatest potential to increase materials collected for recycling will receive the funding. Eligible costs for this category are expenses that cannot be funded by all the other categories. Preference will be given to those communities that are currently spending all enhancement funding on innovative, new program ideas and need additional funds to continue to expand program opportunities throughout 2018 to meet their recycling goal.

Project Description:

Provide a brief, one page or less, project description. The project description should address:

- project scope and design;
- expected outcomes - increased materials collected, increased tons from this project;
- if the project will benefit multiple municipalities or the county;
- key individuals participating in project activities, including any project collaborators;
- overall project timeline; and
- why project is compelling and worthy of funding

Project Budget:

Tasks/Items	Costs
Total Additional Grant Program Request	\$ -

Total Funding Requested

Total Base Funding*	\$ -
Total Enhancement Funding	
• Monthly/Quarterly Drop-off Funding*	\$ -
• General Enhancement Funding*	\$ -
• Organics Program Funding	\$ -
• Additional Grant Program	\$ -
Total Funding Requested	\$ -

* These amounts are eligible for up to 10% change order if unexpected costs exceed budgeted amounts.