

COMMUNITY INCENTIVE GRANT APPLICATION PACKET



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



116 S. Market Street, Suite 103, Waverly, Ohio 45690
Phone: 740-947-4104 www.pikecountydevelopment.com

Table of Contents

District Background Information	2
Purpose	2
Eligibility	2
Grant Requests and Matching funds	2
Timeline	3
Allowable Costs	4
Grant Agreement	5
Grant Revisions	6
Equipment and Site Improvement Disposition	6
Grant Application Cover Sheet	8
Grant Application	9
Grant Application Budget Sheet	10
Grant Revision Request	11
Project Final Report	12



116 S. Market Street, Suite 103, Waverly, Ohio 45690
Phone: 740-947-4104 www.pikecountydevelopment.com

District Background Information

The Pike County Solid Waste Management was created as a result of House Bill 592, passed in 1988. The Bill created 52 Solid Waste Districts in Ohio. The Pike County Board of commissioners established Pike County as a single county district and formed the Pike County Solid Waste Management District on March 24, 1998. The Pike County Solid Waste Management district operates the Pike County Recycling Center, provides drop off recycling bins in 90% of the county, provides local recycling drives and provides recycling education and outreach programs.

Ohio law allows Solid Waste Districts to Fund their recycling programs by collecting a fee on solid waste disposed in landfills and transfer stations. The Law requires Ohio landfills and transfer stations to collect fees on behalf of the District and remit the fees monthly to the appropriate Solid Waste District.

The District does not receive funding from the County General Fund. Neither can District Fees be used to support County Activities. Fee revenue can only be spent on District Activities.

Purpose

The primary purpose of the Pike County Solid Waste Management District is to increase waste reduction through the practice of encouraging recycling and litter prevention activities throughout Pike 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 Incentive Grant to provide the communities, schools, non-profit organizations, and for-profit businesses with the necessary resources to implement various recycling and litter prevention activities in their areas, thus furthering environmentally friendly waste management efforts in Pike County. Approximately \$50,000 has been specifically set aside for the 2023 grant year.

The Grant Cycle will open February 20, 2023. If all funds set aside for the Community Incentive Grant are not obligated by June 30, 2023, the remaining funds will become available for a second Round that will start on September 25, 2023.

Eligibility

- Communities, schools, non-profit organizations, and for-profit businesses are eligible to apply.
- All grant activity must contribute to the reduction of waste in Pike County.
- Grant funds cannot replace existing funding.
- The contact person for the grant must be at least 18 years of age.



116 S. Market Street, Suite 103, Waverly, Ohio 45690
 Phone: 740-947-4104 www.pikecountydevelopment.com

Grant Requests and Matching funds

A minimum of 25% matching funds is required.

- “In Kind” services may be considered toward the 25% match for communities, schools, and non-profit organizations with adequate documentation of the value. Examples of “In Kind” services include labor, donated materials, or services. The labor can be matched up to \$15 per hour.
- A minimum of 25% cash match is required from for-profit businesses.
- Personnel costs will only be considered for temporary assistance to get the project up and running and per hour rate needs to be reasonable for the work being performed. Personnel costs cannot replace existing salaries.
- The 25% of the total cost for the project will be provided by the applicant.
- How much do we commit to matching funds? This means that 25% of the total cost for the project will be provided by the entity applying for the grant (This can be “In Kind” services for communities, schools, and non-profit organizations with adequate documentation of the value). For example, if the total cost for the project or activity is \$10,000 you would be required to provide \$2,500 in match monies and the District grant portion would be \$7,500.

All Grant funds must be utilized, and grant project must be fully operational within one year of grant contract being signed by all parties.

Timeline

Key Milestones	Round 1 Dates	Round 2 Dates (if any grant funds are remaining)
Grant Opens	February 20, 2023	September 25, 2023
Grant Applications Due	March 31, 2023	October 31, 2023
Grant Review Period	April 1, 2023 - April 14, 2023	November 1, 2023 – November 10, 2023
Notification of Awards to Applicants	April 17, 2023	November 17, 2023
Applicants return Grant Acceptance Letter	May 12, 2023	December 15, 2023
Grant approved purchasing may begin	June 12, 2023	January 1, 2024
Grantee Revision Request Due	March 17, 2024	October 13, 2024
Grant Final Report due	Two years from date of signed grant acceptance letter	Two years from date of signed grant acceptance letter

Note: Late or incomplete applications will NOT be considered for funding.



116 S. Market Street, Suite 103, Waverly, Ohio 45690
Phone: 740-947-4104 www.pikecountydevelopment.com

Allowable Costs

- Recycling Awareness and Education Materials

Allowable costs include design, printing, production and mailing for banners, brochures, cart tags, fliers, books, magazines, computer software, videos, info cards, mailers, newsletters, postcards, and recycling signs. These materials are restricted to items that promote recycling, composting, and/or litter prevention. Pre-approval of any printed or materials produced must be approved from the District before final production. All printed material must contain the following funding credit line: **Funded by the Pike County Solid Waste Management District.**

- Signs

Allowable costs are production, purchase, and placing anti-littering signs for clean-up sites. Includes signs for recycling collection, and other recycling/litter prevention activities.

- Recycling or composting Containers

Allowable costs include purchase of recycling containers to implement or expand a recycling program in your organization, this may include public space recycling containers, composting containers, desk side containers, and event recycling containers, liners and signs to be placed with the containers to indicate what should be recycled.

- Construction costs of approved items

Allowable costs are items such as compost bins, recycling collection/storage units, or 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.

- Purchase of recycled-content products

Allowable costs include items to be placed around your facility or community such as plastic recycled benches, picnic tables, playground equipment, fences, trash/recycling collection containers, etc. Items must contain at least 50% post-consumer waste and be included as part of a recycling education program.

- Paper Shredding Events and Special Waste Collections

Allowable costs include hiring a paper shredding company, signage, and event promotions such as print ads. *Note: The District will not fund shred days only. Every grant application and project must include an educational component. Communities should include two quotes for paper shredding services in their application. No more than two shredding events per applicant will be funded.*

- Transportation/Shipping

Allowable costs are limited to costs associated with transportation and shipping recycling materials to your organization. Please make sure that this is included in your quote from the manufacturer.



116 S. Market Street, Suite 103, Waverly, Ohio 45690
Phone: 740-947-4104 www.pikecountydevelopment.com

- School-Generated Recycling and/or litter prevention projects
Allowable costs are 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.)
- Field trips/school wide educational assemblies
Allowable costs are approved classroom recycling or litter prevention field trips outside of school, for hosting recycling or litter prevention assemblies, or other recycling and litter prevention 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.)
- Special Projects
If your community would like to propose another type of project that is in keeping with the goals of this grant program, please contact the District to discuss before applying. The District may award a special project grant in excess of \$5,000 for any unique project.
- Other
Allowable costs include costs to purchase, lease, or rent equipment or other items needed for approved recycling/litter prevention projects. Or any other materials needed for the completion of your project or program. Please check with the Solid Waste District if you have any questions about items not specifically listed under the allowable costs.

Grant Agreement

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 of 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 Pike County Solid Waste Management District at that time.

***Note:** The Pike 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.*



116 S. Market Street, Suite 103, Waverly, Ohio 45690
Phone: 740-947-4104 www.pikecountydevelopment.com

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 Incentive Grant allows for certain revisions. Grant revisions may be requested at any time after the award of grant fund, up to the grant revision deadline of **March 17, 2024**. 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 fund 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 740-947-4104 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 the site improvements, for which \$500 or more of the grant funds were expended, the grantee will not convert the equipment or site improvement 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 "*Pike County Solid Waste Management District*") within four-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 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.



116 S. Market Street, Suite 103, Waverly, Ohio 45690
Phone: 740-947-4104 www.pikecountydevelopment.com

Accountability and Reporting Requirements

The District reserves the right to visit a project site any reasonable time and audit expenditures for grant finds.

The project is not considered complete until the Solid Waste Management District has received a completed Final Report. The deadline for the Final Report is one year from the date that the grant contract is signed by all parties. The following must be included in this report:

- Total expenditures (include receipts and proof of payment of invoices for both grant funded and match funded budget)
- Amount of waste reduced in tons
- Number of people impacted by the grant
- Project activities
- Recycling Survey

Evaluation Points

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

1. The project must focus on waste reduction, reuse, food rescue, composting or recycling activities that divert waste from the landfill.
2. The project cost-effectively diverts a significant amount of materials from the landfill and/or reaches a significant number of people. Include an estimate of waste diverted and number of people reached as well as methods used to determine waste diversion and number of people reached.
3. The project shows plans for sustainable funding in the future.
4. Applicant demonstrates an ability to complete project objectives in a cost-effective manner. Budget and project information submitted in proposal will be reviewed and used, in part, to demonstrate the applicant's ability to complete project objectives.
5. The proposal is complete and easy to understand.
6. Applicant provides detailed information on all items/services listed on the budget page (if project involves the purchase of equipment, provide photos, brand names, and price quotes; for personnel costs, include job description, employee requirements, expected hours, salary, and evaluation criteria)
7. If applicant has received funds from Pike County Solid Waste District in the past, grant administration was positive (e.g., reports were submitted on time, project was completed, etc.).

Drop off or mail grant proposals to:

Pike County Solid Waste Management District
116 S. Market Street, Suite 103
Waverly, Ohio 45690
Attention: Community Incentive Grant Committee

Grant proposals may also be emailed to: daphne@pikecountydevelopment.com

Direct any questions to Daphne Mosley, Assistant Director, at 740-947-4104 or daphne@pikecountydevelopment.com



116 S. Market Street, Suite 103, Waverly, Ohio 45690
Phone: 740-947-4104 www.pikecountydevelopment.com

Community Incentive Grant Application Cover Sheet

(Print or Type)

Applicant Organization/Business _____

Address _____

City _____ Zip _____

Contact Person/Title _____

Telephone _____ Email _____

Type of Organization: _____ Community

_____ School

_____ Non-Profit Organization (attach IRS certification)

_____ For-Profit Business

Project Title _____

Grant Funds Requested \$ _____ Matching Funds by Organization or Business \$ _____

Project Tons/Pounds Diverted: _____ Project People Reached _____

Proposed Project Summary. Please provide a brief description of your proposed project.

Authorized Official's Signature _____

Authorized Official's Printed Name _____

Title _____

Date _____



116 S. Market Street, Suite 103, Waverly, Ohio 45690
Phone: 740-947-4104 www.pikecountydevelopment.com

Community Incentive Grant Application

Provide the following proposed project information in the order listed. Please number pages and use no smaller than 10-point font.

1. Project Description

Describe the grant project, include objectives, and identify those your project will serve. If project expands an existing project, give an overview of the success of the project in the past. Identify credentials of key project managers.

2. Project Schedule/timeline

Describe schedule by a table or chart illustrating events, tasks, and major milestones. When describing schedule, keep in mind it will likely take three to five months from date the grant proposal is submitted to receive funding.

3. Project Sustainability

Include plans for sustainably finding the proposed project in the future.

4. Project Budget and Budget Narrative

Show the entire proposed project budget using the format provided in this packet. Include a “Budget Narrative” that includes detailed information on all items/services listed on the budget (if project involves the purchase of equipment provide photos, brand names, and price quotes; for personnel costs, include job description, employee requirements, expected hours, salary, and evaluation criteria). Projects with vague line-item requests will not be considered/funded.

5. Projected Results

Include an estimate of the tons or pounds of material the proposed project will divert from the landfill and the number of people reached. Provide a basis for the estimated and define how you will determine the amounts. Include any additional evaluation data you plan to measure.

6. Collaboration Efforts

Please describe in detail any collaboration efforts including identifying all partners and the scope of the support they will provide, either financially or by “In Kind” donation of labor or materials. Be specific in detailing the individual responsibility of each partner agency/group and any associated financial commitment.



116 S. Market Street, Suite 103, Waverly, Ohio 45690
 Phone: 740-947-4104 www.pikecountydevelopment.com

Community Incentive Grant Application Budget Sheet

	Grant	Match	Total
Equipment ¹	\$	\$	\$
a.			
b.			
Subtotal	\$	\$	\$
Shipping and Installation			
a.			
b.			
Subtotal	\$	\$	\$
Contract Services ²			
a.			
b.			
Subtotal			
Material and Supplies ³			
a.			
b.			
Subtotal			
Advertising/Promotion			
Subtotal			
Personnel ⁴			
Subtotal			
Other			
Subtotal			
Total Expenses			

¹ Equipment refers to items that have a long useable life.

² Contractual Services are services provided by another company.

³ Materials and Supplies include lower cost items that will likely need to be regularly replenished.

⁴ Personnel can only be temporary help to get the project up and running and salary must be of a reasonable amount and not to exceed \$15 per hour.



116 S. Market Street, Suite 103, Waverly, Ohio 45690
Phone: 740-947-4104 www.pikecountydevelopment.com

Community Incentive Grant Revision Request

Page # _____ of _____

Grantee: _____

Program Manager: _____

Program Manager's Signature: _____ Date: _____

Describe and justify any requested changes to the grant (by activity). (Use additional pages if necessary.)

DISTRICT USE ONLY – Do not mark below this line

_____ **Approved**

_____ **Partially Approved**

_____ **Disapproved**

Comments: _____

PCSWMD Representative: _____ Date: _____



116 S. Market Street, Suite 103, Waverly, Ohio 45690
Phone: 740-947-4104 www.pikecountydevelopment.com

Community Incentive Grant

Project Final Report

Please submit this report to the Pike County Solid Waste District, along with (a) photo documentation, (b) copies of paid invoices, and (c) any unused grant funds. Attach additional sheets of necessary.

Date Funding was Awarded: _____

Agency/Political Subdivision: _____

Contact Person & Title: _____

Mailing Address: _____

Telephone: _____ Email: _____

Project Location: _____

Brief Project Description: _____

Project Start Date: _____ Project Completion Date: _____

Amount of Grant Awarded: \$ _____ Match Amount: \$ _____

Project Cost:

Labor: \$ _____

Equipment: \$ _____

Shipping/Installation: \$ _____

Contract Services: \$ _____

Material/Supplies: \$ _____

Advertising/Promotion: \$ _____

Personnel: \$ _____

Other (_____): \$ _____

Total: \$ _____



116 S. Market Street, Suite 103, Waverly, Ohio 45690
Phone: 740-947-4104 www.pikecountydevelopment.com

Project Final Report (continued)

Please provide a list of other organizations with whom you partnered to carry out this program. How many individuals from each group participated?

Describe the method used in promoting this project to residents, employees, students, and/or businesses? What steps were taken to ensure success and to get others to buy-in to the program?

What obstacles were encountered during implementation of this project and how were those challenges overcome?

How many overall tons of materials were recycled within this first year after project was completed? How many individuals were impacted by this project?

What financial impact did this project have on waste disposal costs for residents, students, and/or businesses? How much waste was reduced through this project by diverting recyclables from the garbage?