



SCHOOL RECYCLING GRANTS PROGRAM



How does my school qualify for a recycling grant?

Your school will qualify for funding if it does the following:

- o Establishes a new recycling program
- OR*
- o Expands an existing recycling program
- AND*
- o Has demonstrated markets for the recyclables collected
- o Involves a group committed to the success of the program that can manage the HCSWMD funds for the best results

Grant funds will be used to help fund the establishment or expansion of recycling programs at schools. Due to limited funds the maximum grant award available to any particular school is \$500. The money is to be used to purchase recycling containers for classrooms, offices, cafeteria, and other areas or to make other capital purchases, which will enhance a recycling program (such as can crushers, informative posters, collection carts...)

Other creative ideas are welcome, but must involve the actual collection and transportation of recyclables to a recycling center



Background information: What is the Hendricks County Solid Waste Management District?

The Hendricks County Solid Waste Management District is a government agency and has been charged through state legislation to reduce the waste stream. The HCSWMD is dedicated to providing resources to organizations and grass roots movements in the county to assist in achieving this goal.

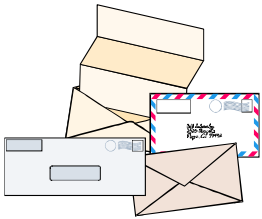
How do we apply for a School Recycling Grant?

1. Decide what items to recycle (paper, aluminum, glass, etc.) and where (classrooms, offices, cafeteria, etc.)
2. Determine how many and what type of collection bins are needed. (See attached information and order form).
3. Decide whether the school will: (1) transport the recyclables to a recycling site OR (2) hire a solid waste hauler to transport the recyclables. Get a letter of commitment from the person authorizing school staff or volunteers to transport the recyclables to a collection center or to market; OR from the hauler who will be providing recyclables collection.
4. Get a letter of commitment from either the superintendent or a principal to support the project for a minimum of 18 months.
5. Establish a “Recycling Club” to monitor the bins (*making certain they do not overflow, that non-recyclables are kept out, etc.*) and to move recyclables from outlying collection points to a central area for transport. (The Recycling Club does not have to be a new club. An existing Ecology club could take this project on, a sixth grade class, the Boy Scouts, FFA, Student Body Council.....the possibilities are endless.)

It's that easy and we will work with you to ensure your program is as effective as it can be.



APPLICATION FORM



Mail applications to:

Katie Archer, Youth Education Coordinator
Amy Siefertman, Outreach Coordinator
Recycling Grant Application
Hendricks County Solid Waste Management District
104 E. Main St.
Brownsburg, IN 46112

Authorized Grants Project Manager

Name:
Title:
School:
Address:
City:
County:

Phone:
Best Time to Call/Prep. Period:
Fax:
Zip Code:

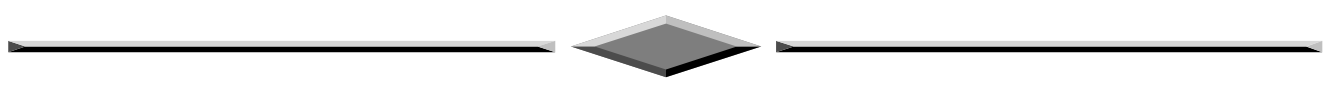
Overall Administrator

Name:
Title:
School or School Corporation:
Address:
City:

Phone:
Fax:
Zip Code:

Check the box next to the person who should receive correspondence regarding this grant:

- Authorized Grant Project Manager
- Overall Administrator



Funding Summary

Amount of Grant Funds Requested: _____
Total Cost of Project : _____
% of Total Cost Requested: _____

Application Project Summary

Is your recycling collection project new or an expansion of your existing collection program?
 New Expansion

**Please read the entire application before beginning to fill out the application form. This should make the process easier and more understandable.
THANK YOU and GOOD LUCK!!**

Complete this page ONLY if you are beginning a new recycling collection program. If you are expanding or changing an existing program, skip this page and complete page 5.

1a) What items will be collected? Where?

- | | |
|---|---|
| <input type="radio"/> Mixed office paper | <input type="radio"/> Lounge |
| <input type="radio"/> Cardboard | <input type="radio"/> Classrooms |
| <input type="radio"/> Newspaper | <input type="radio"/> Offices |
| <input type="radio"/> Aluminum cans | <input type="radio"/> Cafeteria |
| <input type="radio"/> Glass | <input type="radio"/> Other: <i>Please list</i> _____ |
| <input type="radio"/> Other: <i>Please list</i> _____ | |

1b) List the company(s), *with contact name & phone #*, that will be accepting the material(s) collected and attach a letter of commitment from each company.

2) This will be an ongoing project. (*In order to qualify for the grant a commitment to maintaining collection for at least 18 months is required.*) Who will fund it in the future?

3) How many students and teachers will this project serve? What grade levels? How many classrooms?

4) A requirement of this grant is that a “Recycling Club” be formed or that an existing group take on responsibility for recycling at the school. What club or group will work on this project

5) Briefly outline the education and promotion campaign (posters, flyers, newsletters, special events, etc.) that will be used for this project.

6) How will the success of the project be evaluated?

For help in planning or promoting your recycling program, contact the Education Coordinator at 317-858-6070.

Application Form, continued

EXPANDED/CHANGED recycling collection programs

Complete this page ONLY if you are expanding or changing an existing recycling collection program. If you are beginning a new program, go back to page 4.

1a) What items are currently collected? Where?

- | | |
|---|---|
| <input type="radio"/> Mixed office paper | <input type="radio"/> Lounge |
| <input type="radio"/> Cardboard | <input type="radio"/> Classrooms |
| <input type="radio"/> Newspaper | <input type="radio"/> Offices |
| <input type="radio"/> Aluminum cans | <input type="radio"/> Cafeteria |
| <input type="radio"/> Glass | <input type="radio"/> Other: <i>Please list</i> _____ |
| <input type="radio"/> Other: <i>Please list</i> _____ | |

1b) What items or areas are proposed for addition to the current collection?

- | | |
|---|---|
| <input type="radio"/> Mixed office paper | <input type="radio"/> Lounge |
| <input type="radio"/> Cardboard | <input type="radio"/> Classrooms |
| <input type="radio"/> Newspaper | <input type="radio"/> Offices |
| <input type="radio"/> Aluminum cans | <input type="radio"/> Cafeteria |
| <input type="radio"/> Glass | <input type="radio"/> Other: <i>Please list</i> _____ |
| <input type="radio"/> Other: <i>Please list</i> _____ | |

2) List the company(s), *with contact name & phone #*, which will be accepting the **new** material(s) collected and attach a letter of commitment from each company.

3) This will be an ongoing project. (*In order to qualify for the grant, a commitment to maintaining collection for at least 18 months is required.*) Who will fund it in the future?

4) How many students and teachers will this project serve? What grade levels? How many classrooms?

5) A requirement of this grant is that a "Recycling Club" be formed or that an existing group take on responsibility for recycling at the school. What club or group will work on this project?

6) Briefly outline the education and promotion campaign (posters, flyers, newsletters, special events, etc.) that will be used for this project.

7) How will the success of the project be evaluated?

Budget

Budget Item	Grant Request	Total
Recycling Containers		
<i>(See attached order form for styles and uses.)</i>		
Paper Recycling Bins (14 gal. plastic) (\$11 each)		
Mobile Recycling Collection Containers (34 gallon) (\$20 each)		
#1 Plastic and Aluminum Recycling Containers (\$70 each)		
Mobile Recycling Collection Containers (45 gallon) (\$27 each)		
Supplies		
Plastic liners for recycling containers		
Art Supplies		
Paper		
Recognition (awards, plaques, certificates, etc.)		
Can Crushers		
Other: (list)		
Photocopying/printing		
Posters		
Flyers/Brochures		
Newsletter		
Other: (list)		
Other		
Total	<i>Grant request not to exceed \$500</i>	

*We may request additional information depending on the scope and nature of your project. All decisions of the HCSWMD are final.
 All applications become the property of the HCSWMD.*

Application deadline

The Hendricks County Solid Waste Management District may be unable to fund all the grant requests received. In some instances, only a portion of a request may be granted. This does not diminish the importance of the request. The highest priority for awarding remaining grant funds will be based on the probability of success. This will be determined by answering the following questions:



Is the plan completely thought-out and clearly stated?

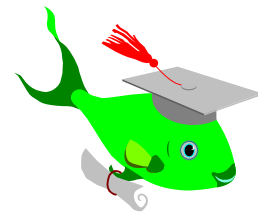
Is the plan the most appropriate approach for this applicant?

Is there need for the project?

Before mailing your completed application (to Katie Archer, Youth Education Coordinator or Amy Siefertman, Outreach Coordinator, Recycling Grant Application, Hendricks County Solid Waste Management District, 104 E Main St, Brownsburg, IN 46112) **check to be sure the following items are included:**

- o **Application** -- two (2) pages: Cover Page, Budget Page, Questions (*questions are on the back of the cover page or front of the budget page, depending on whether your program is new or an expansion*)
- o **Recycling container order form**
- o **(1) Commitment letter from a Principal or Superintendent**
- o **Commitment letter(s) from recycling hauler(s) OR authorization for school staff or volunteers to transport the recyclables to a collection center or market**

Commitment letters do not have to be complicated. A sentence or two from the superintendent or a principal acknowledging that you have received permission to transport recyclables or to hire a recycling hauler is sufficient. If hiring a hauler, have the hauler write a letter acknowledging that you have spoken with them regarding implementation of this project.



Call (317) 858-6070 with any questions.

TIMELINE

1992						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Grants will be awarded based on the criteria outlined on page 7 of this application packet. If you are a grant recipient, the following will occur:

- (1) Hendricks County Solid Waste Management District will order the bins you have requested and will issue a check (if applicable) for other funds requested.
- (2) Bins received, programs are established, and promotion begins.
- (3) Programs continued at least 12 months. Two follow-up/evaluation reports are due to the Education Coordinator/Outreach Coordinator at Hendricks County Solid Waste Management District -- one at 4 months, one at 9 months. *(These reporting forms will be mailed with your grant agreement.)*