

# Recycling Grant Application



**Grant Name: Environmental Education** **Grant Number:**

APPLICANT: BOSTON MTN SOLID WASTE DISTRICT

CONTACT: ROBYN REED

ADDRESS: PO Box 228

CITY: PRAIRIE GROVE

COUNTY: WASHINGTON

ZIP CODE: 72753

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E-MAIL: REED@BMSWD.COM

PROJECT TYPE (CATEGORY)	GRANT FUNDS REQUESTED	MATCHING FUNDS COMMITTED	TOTAL PROJECT COST
EDUCATION	20,000	152,288	172,288

Select only one category

- Administrative
- Recycling Programs
- Material Recovery Facility
- Recycling Equipment
- Education
- Waste Reduction Activities
- Composting
- Transfer Station with Recycling
- Electronics Recycling
- Planning

1. **Other than Recycling Grant funds**, how are expenses for the continuation of this project to be funded (including maintenance, repairs, labor and operating expenses)?

Staff and equipment are funded by the District General Fund. This grant helps with district wide programs and services.

2. **Who will manage the finances of this grant and how may s/he be contacted?** (Who is responsible for maintaining records of income and expenses related to this grant?)

Robyn Reed reed@bmswd.com

Please provide as detailed information as possible about your proposed recycling grant project. The more information and detail you are able to provide the better understanding the reviewers will have of your project. For questions regarding eligible applicants and/or grant projects please refer to the *Boston Mountain Solid Waste District: Recycling Grant Program Guidelines 2018*.

All items must be completed and returned to the Boston Mountain Solid Waste District (District) by the close of business **July 13, 2023**. Electronic or paper copies are acceptable.

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#### **APPLICATION CHECKLIST:**

- Representative attend pre-application meeting
- Complete Project Summary and Budget Narrative
- Completed grant application signed by authorizer representative
- Submitted to Boston Mountain Solid Waste District by July 13<sup>th</sup>

#### **PROJECT DESCRIPTION & BUDGET**

- *Limit to a two-page narrative.*
- *Include any dimensions for facilities, equipment brochures, drawings, pictures, etc.*
- *For construction projects (including building modifications, parking lots and fencing), please tell us who owns the property.*

Applicants should provide an overview of the proposed project, what will be purchased, the project's purpose and scope and the specific methods and technologies that will be incorporated to implement the project. The summary should include a timeline in narrative form for the major project implementation events including securing of permits and/or licenses, construction of facilities and completion of service contracts. Include the specific material or initiative being targeted and projected tons or capacity rating forecasted. How do you keep the public informed about the recycling, waste reduction and educational opportunities provided by your program? Applicants should demonstrate the financial and operational rationale for the requested funding and provide supporting information. State how the proposed project supports the strategic and educational goals of the District and State solid waste management plans.

Include a detailed budget.

#### **MINIMUM CONDITIONS OF RECYCLING GRANTS**

##### **GRANT RECIPIENTS AGREE TO:**

- Comply with the guidelines and requirements of the *Boston Mountain Solid Waste District: Recycling Grant Program Guidelines*
- Actively develop a recycling program, as outlined in the grant application, and expend all grant funds in the three (3) years following the date of the grant award by the District.
- Actively seek to market or reuse the materials diverted under the recycling program from deposition in

- landfills in the period of three (3) years following the date of the grant award by the department.
- Start prior year grant project before July 27<sup>th</sup>, the date pre-applications for the next grant round are due to the department.
- Use facilities or equipment purchased with grant funds no less than 50 percent of the time on the purposes specified in the grant application.
- Ensure all applicable federal, state and local permits and licenses have been obtained.
- Use any interest earned on grant funds exclusively for recycling programs consistent with the District's Solid Waste Management Plan.
- Maintain an orderly accounting system to document that grant expenditures are made in accordance with project budget. This includes keeping copies of all bids, paid invoices, canceled checks, and other appropriate paperwork.
- Report for five years after receipt of grant funds or until all funds are expended, whichever is longer, as directed by statute and regulation.
- Conform to all state laws on the purchase, use or sale of equipment and facilities secured with grant funds.
- Seek competitive bids or requests for proposals (RFP) for purchase of equipment or services as required by state and local procurement laws.
- Receive written approval from the Board for any modifications to the grant, including requests for time extensions.
- Receive written consent from the Board and the department before selling, trading or transferring facilities or equipment.

*The following items are not eligible for funding from recycling grants:*

Taxes	Legal fees	Vehicle registration
Reimbursement of funds	Licenses or permits	Utilities
Retroactive purchases		

**ADMINISTRATIVE REQUIREMENTS**

**All grants are subject to audit.** District personnel have the right of access to all records pertaining to grant-funded project or activity.

**Grant application must include:** answers to the Project Description questions and a complete Budget, as required. Incomplete grant applications will not be considered and may delay processing of grant funds.

**THE BOSTON MOUNTAIN SOLID WASTE DISTRICT AGREES TO**

Submit a list of all completed grant applications received by eligible applicants to the Boston Mountain Solid Waste District Grant Committee.

Publish a list of grants to be submitted to the Board with for public comment open for 30 days past publication. *Copies of any comments received regarding the grant request shall be forwarded to the Board. If no comments are received, send an e-mail stating such at the end of the comment period.*

Notify the Board in the event a recipient has not met conditions of the approved grant application.

Ensure that the project is compatible with the approved RSWMD plan on file with ADEQ or submit documentation demonstrating why a deviation is necessary.

Maintain copies of invoices, purchase orders, checks or other supporting documents for grant expenditures at the

regional solid waste district office.

Compile annual reports as required.

### SIGNATURE & CERTIFICATION

I certify that to the best of my knowledge, the information provided in this application and its attachments is correct and true. I understand and agree that if grant money is subsequently awarded as a result of this application, I will comply with all applicable statutory and regulatory provisions and with applicable terms, conditions, and procedures of the Recycling Grants program. I have read and agree to abide by the Minimum Conditions of Recycling Grants. I certify that all proposed activities will be carried out and that all grant money received will be utilized solely for the purposes for which it is intended unless written authorization is provided by the Regional Solid Waste Management District Board of Directors.

Robert Byrd, Director  
Applicants Authorized Representative Signature & Title

7/13/2023  
Date

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THE ABOVE-REFERENCED GRANT IS HEREBY APPROVED.

\_\_\_\_\_  
BMSWD Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
BMSWD Board Chair

\_\_\_\_\_  
Date

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#### FOR DISTRICT USE ONLY:

DATE RECEIVED: <u>7/13/2023</u>	RECEIVED BY: <u>RL</u>
APPLICATION COMPLETE: <u>yes</u>	COMMENTS: _____
IF NO, RETURNED TO: _____	DATE: _____





## Environmental Education Grant Application Narrative

Boston Mountain Solid Waste District has a full-time educator and sustainability coordinator on staff. Environmental education is an integral part of solid waste management. It is essential to help identify the areas of solid waste management that need focus. The team members develop programs and assist with getting information out to the residents and businesses in the District regarding services and options available for solid waste recycling and disposal.

The education funds will also assist with mini-grant funding. These grants are awarded to schools and non-profit agencies within the District to fill small equipment and supply needs and program resources. Education funds also provide funding for interns to serve at the District providing them with real-life experience within the solid waste, environmental and education fields.

The District also uses education funds for various types of educational media- brochures, ads, event supplies, assistance with recycling programs, social media, and other types of outreach to educate people on solid waste management and waste reduction services available in their District.

## Budget

Item	Amount Requested	District Cost/ Match
Environmental Educators		\$140,228
Education & Training	\$5,000	\$5,000 (2023 FY Budget)
Mini-Grants	\$2,500	
Event supplies, brochures, promotional supplies, signs etc.	\$12,500	\$7,000 (2023 FY Budget)
<b>Total Funds Requested</b>	<b>\$20,000</b>	<b>\$152,288</b>