



WASTE REDUCTION INNOVATION GRANT

OVERVIEW

This grant program helps fund innovative waste reduction, reuse, food rescue, composting, and recycling programs that significantly reduce waste in Hamilton County, Ohio. Hamilton County R3Source will consider grant proposals for funding as they are received and will distribute approved funding on a first come, first served basis. If funding runs out, applicants will be given the option to have their proposals considered the following year if funding is available. Applicants can request a maximum of \$10,000 in grant funds.

Examples of potential grant projects include:

- Wasted food reduction (e.g., technology and/or equipment to reduce wasted food)
- Food rescue/recovery (e.g., cold storage to accommodate rescued food, technology to facilitate donation of surplus food)
- Composting (e.g., equipment to implement or expand small-scale composting infrastructure)
- Purchase of dishwasher and reusable tableware to replace disposable
- Signage or educational materials to improve your current programs
- Funding for reusable materials like pallets or shipping containers

ELIGIBILITY

Communities, schools, non-profit organizations, and for-profit businesses are eligible to apply.

All grant activity must reduce waste in Hamilton County R3Source's boundaries. Hamilton County R3Source's boundaries consist of Hamilton County, Ohio including portions of the City of Sharonville in Butler County; portions of the City of Loveland located in Butler, Warren, and Clermont Counties; and exclude the City of Milford.

Grant funds cannot replace existing funding.

The contact person for the grant must be at least 18 years of age.

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.
- A minimum of 25% cash match is required from for-profit businesses.
- Personnel costs will only be considered if 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.

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

FUNDING DECISIONS

- Hamilton County R3Source Grant Review Committee will review grant proposals and recommend funding on a first come, first served basis.
- The Hamilton County R3Source will make recommendations for funding based on the published selection criteria included in this package.
- Grant recipients can expect to receive funding decisions within one month of submitting application and funding once contract is signed by all parties (usually within three months unless proposal is submitted after November 1st, in which case do not expect funding for an additional two months).

ACCOUNTABILITY AND REPORTING REQUIREMENTS

Hamilton County R3Source reserves the right to visit a project site at any reasonable time and audit expenditures of grant funds.

Grantees must submit two reports:

- First report is due 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 items)
 - amount of waste reduced in tons or pounds
 - number of people impacted by the grant
 - project activities.
- Final report is due two years from the date that the grant contract is signed by all parties. The following must be included in this report:
 - amount of waste reduced in tons or pounds
 - number of people impacted by the grant
 - project activities
 - project evaluation.

Equipment purchased with grant funds may be subject to the following three-year payback scale should grantee stop using equipment for the project:

- 100% within one year of purchase
- 70% within two years of purchase
- 40% within three years of purchase

MANDATORY

- Project must reduce waste within Hamilton County R3Source boundaries.
- Applicant must provide a letter of support signed by the governing body of the community, organization, or business applying for grant funds and any cooperating organizations.
- If awarded a grant, grantee must recognize Hamilton County R3Source in any publications, social media promotion, with signage on equipment, and incorporate logo on any give aways related to grant project.

UNALLOWABLE COSTS FOR GRANT FUNDING

- Entertainment (including food and drink expenses).
- Personnel (including salaries or stipends) except for temporary employee to get the project up and running.
- Collection service (recycling/compost hauling).

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). All requested items budgeted are essential to the project.
7. If applicant has received funds from Hamilton County R3Source (formerly know as Hamilton County Recycling and Solid Waste District) in the past, grant administration was positive (e.g., reports were submitted on time, project was completed, etc.).

GRANT WRITING ASSISTANCE AVAILABLE

Hamilton County R3Source will provide several types of assistance to potential applicants. We strongly recommend that you take advantage of these offerings.

1. Hamilton County R3Source will review and offer feedback on draft applications. Email draft applications to Cher.Mohring@Hamilton-Co.org.
2. Feel free to contact Cher Mohring at Cher.Mohring@Hamilton-Co.org or 513-946-7737 for advice or assistance.

WASTE REDUCTION INNOVATION GRANT PROPOSAL 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 \$ _____

Projected Tons/Pounds Diverted: _____ Projected People Reached: _____

PROPOSED PROJECT SUMMARY

Please provide a *brief* description of your proposed project in the space provided.

Authorized Official (Print Name) _____

Signature _____

Title _____

Date _____

WASTE REDUCTION INNOVATION GRANT PROPOSAL

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 funding 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. All requested items should be essential for the project implementation. If possible secure a price guarantee on equipment quotes.

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 estimate and define how you will determine the amounts. Include any additional evaluation data you plan to measure.

6. Letter of Support

Include a letter of support signed by the governing body applying for the grant.

7. Cooperation

List any cooperating organizations and include their address, telephone, and contact person. Describe their role in the project. Include a letter of support signed by the governing body of cooperating organizations.

Drop off or mail grant proposals to:

Hamilton County R3Source
250 William Howard Taft Road, First Floor
Cincinnati, Ohio 45219
Attention: Cher Mohring

Grant proposals may also be emailed to: Cher.Mohring@hamilton-co.org

Direct any questions to Cher Mohring, Community Outreach Coordinator, at 513-946-7737 or Cher.Mohring@hamilton-co.org.

WASTE REDUCTION INNOVATION GRANT PROPOSAL BUDGET

	Grant	Match	Total
Equipment ¹	\$	\$	\$
a.			
b.			
Subtotal	\$	\$	\$
Contractual Service ²	\$	\$	\$
a.			
b.			
Subtotal	\$	\$	\$
Materials & 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.

WASTE REDUCTION INNOVATION GRANT PROPOSAL CHECKLIST

Before submitting, review your grant application using this checklist. Hamilton County R3Source will not consider applications lacking any of these items.

___ Complete grant proposal including:

- Proposal Cover Sheet
- Project Description
- Project Schedule/Timeline
- Project Sustainability
- Project Budget (in required format)
- Budget Narrative
- Projected Project Results (in tons diverted and/or people reached at minimum)
- Cooperating Organizations Information

___ Letter of support from governing body of organization applying for grant

___ Letter of support from any cooperating organizations if applicable

___ For non-profit organizations, copy of an IRS certificate showing non-profit status

___ Proposals that are mailed or dropped off are double-sided and printed on recycled-content paper

___ [Vendor Registration Form](#) or W9 included