



HAMILTON COUNTY  
**R3SOURCE**  
REDUCE. REUSE. RECYCLE.

## R3SOURCE IMPACT GRANT

### OVERVIEW

Hamilton County R3Source (formerly known as Hamilton County Recycling and Solid Waste District) is offering a competitive grant to help fund programs that significantly reduce landfill waste in Hamilton County, Ohio. Applicants can request a maximum of \$100,000 in grant funds. Applicants with projects requiring less than \$10,000 are encouraged to apply for Hamilton County R3Source's [Waste Reduction Innovation Grant](#) instead.

Examples of potential grant projects include:

- Multi-family/Dorm Waste Reduction
  - Reuse: a place where community members can put usable items they no longer need, like children's clothes, furniture, and moving boxes, for another resident to take.
  - Lending Room: place where community members can borrow items they don't use often like vacuum cleaners, carpet cleaners, tools to put together furniture, etc.
  - Food pantry: a place where food rescue organizations can deliver prepared food or for community members to share surplus food.
  - Starting recycling or composting programs.
- Surplus Food Redistribution: Equipment such as refrigeration, warehouse space, refrigerated trucks, and blast chillers to assist with redistribution of surplus, edible food to food insecure individuals.
- Take-out Container Reuse: Equipment and supplies to facilitate reusable take-out containers and reusable cups for DORA districts.
- Composting: collection and processing equipment for community compost programs, and compost bins for residents.
- Difficult to Recycle Programs: equipment that addresses difficult to recycle materials, like shredders, bailers, and densifiers.

### 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 which 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.

## **UNALLOWABLE COSTS FOR GRANT FUNDING**

- Entertainment (including food and drink expenses).
- Existing personnel (including salaries or stipends).
- Existing collection service (recycling/compost hauling).
- Operational funds can only be requested for new projects and for a maximum of 50% of the grant request.

## **MANDATORY**

- Project must reduce waste within Hamilton County R3Source's 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.
- Grant application must be received by Hamilton County R3Source by 3:00 pm, Wednesday, October 19, 2022.

## **GRANT REQUESTS AND MATCHING FUNDS**

A minimum of 25% of the grant request matching funds required.

- A minimum of 25% cash match is required from for-profit businesses.
- "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 employee and/or volunteer labor to administer project; promotional advertisement space in newsletters, websites, etc.
- Other sources of grant funding cannot be used as the match.

## **INCREMENTAL FUNDING AND REPORTING REQUIREMENTS**

- 50% of grant funds released up front. Once half of the up-front funding is expended (25% of grant amount), organization will submit a report with proof of spending to receive the next 25% of grant funds and then again submit a report with proof of spending to receive the final 25%. A third grant report with proof of spending will be due when all funds are expended or after two years, whichever comes first. A final report will be due one year from the date of the third report to evaluate the overall success of the program once completely up and running.
- If more than 50% of grant funds are needed for equipment, R3Source will release the needed amount and require a report that includes proof of spending within 60 days of the date the grant check was issued. Reporting requirement will be adjusted accordingly.

## **ACCOUNTABILITY**

Applicants are encouraged to submit the following documentation:

- Business model plan
- Experience handling similar projects
- 3-5 years of profit and loss or income statement reports
- Bank letter indicating sufficient funds for project costs (line of credit, letter of credit or proof of cash reserves)
- Business credit rating report (Dunn & Bradstreet, Equifax Business, Experian Business, etc.)

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

- 100% within one year of purchase
- 80% within two years of purchase
- 60% within three years of purchase
- 40% within four years of purchase
- 20% within five years of purchase

### **FUNDING DECISIONS**

- R3Source Grant Review Committee will review grant proposals and recommend funding to the Hamilton County Solid Waste Policy Committee for final approval.
- Funding recommendations will be based on the published selection criteria included in this package.

### **EVALUATION POINTS**

20% The project focus on diverting waste from the landfill in the following order of preference:

- 1) waste reduction (replacing single-use items with reusables)
- 2) reuse/repair (surplus food rescue for people or animals, equipment lending program)
- 3) composting, recycling, energy recovery

20% The project diverts a significant amount of materials from the landfill and/or reaches a significant number of people in a way that encourages behaviors that reduce waste from the landfill. 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.

20% The project shows plans for sustainable funding in the future.

10% Project serves disadvantaged/vulnerable community and/or R3Source's target communities of Reading and North College Hill.

10% 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.

10% The proposal is complete and easy to understand. 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.

10% If applicant has received funds from Hamilton County R3Source (FKA: 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 Impact Grant webinar recording: <https://www.youtube.com/watch?v=yAft8f0wmoQ>
2. Hamilton County R3Source will review and offer high-level feedback on draft applications received by Wednesday, September 28, 2022. Draft applications will be reviewed in the order they are received. Email draft applications to [Cher.Mohring@Hamilton-Co.org](mailto:Cher.Mohring@Hamilton-Co.org).
3. Feel free to contact Cher Mohring at [Cher.Mohring@Hamilton-Co.org](mailto:Cher.Mohring@Hamilton-Co.org) or 513-946-7737 for advice or assistance.

**R3SOURCE IMPACT GRANT 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: \_\_\_\_\_

<p><b>PROPOSED PROJECT SUMMARY</b></p> <p>Please provide a <i>brief</i> description of your proposed project in the space provided.</p>

Authorized Official (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## R3SOURCE IMPACT GRANT PROPOSAL

Provide the following project information in the order listed. Please number pages and use no smaller than 10-point font. Printed proposals are double-sided and printed on recycled-content paper

### 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

### 2. Project Experience

Identify credentials of key project managers. Applicants are encouraged to submit the following documentation:

- Business model plan
- Experience handling similar projects
- 3-5 years of profit and loss or income statement reports
- Bank letter indicating sufficient funds for project costs (line of credit, letter of credit or proof of cash reserves)
- Business credit rating report (Dunn & Bradstreet, Equifax Business, Experian Business, etc.)

### 3. 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 four months from date the grant proposal is submitted to receive funding. If applying for a R3Source grant to use towards a match requirement for another grant, Impact Grant funds will not be released unless and until other grant is received.

### 4. Project Sustainability

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

### 5. 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.

### 6. 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 in a way that encourages behaviors that reduce waste from the landfill. Provide a basis for the estimate and define how you will determine the amounts. Include any additional evaluation data you plan to measure.

### 7. Letter of Support

Include a letter of support signed by the governing body of the community, organization, or business applying for the grant.

### 8. 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.

<b>R3SOURCE IMPACT GRANT PROPOSAL BUDGET</b>				
	Impact Grant Funds	Match Funds	Other Grant Funds	Total
<b>Equipment<sup>1</sup></b>				
a.				
b.				
c.				
Subtotal	\$	\$	\$	\$
<b>Contractual Service<sup>2</sup></b>				
a.				
b.				
Subtotal	\$	\$	\$	\$
<b>Materials &amp; Supplies<sup>3</sup></b>				
a.				
b.				
c.				
Subtotal	\$	\$	\$	\$
<b>Personnel</b>				
a.				
b.				
Subtotal	\$	\$	\$	\$
<b>Rent</b>				
Subtotal	\$	\$	\$	\$
<b>Advertising/Promotion</b>				
a.				
b.				
c.				
Subtotal	\$	\$	\$	\$
<b>Other</b>				\$
a.				
b.				
Subtotal	\$	\$	\$	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

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.

## R3SOURCE IMPACT GRANT PROPOSAL CHECKLIST

Before submitting, review your grant application using this checklist. Hamilton County R3Source will not consider applications lacking any of these items or received after 3:00 p.m. on Wednesday, October 19, 2022.

- Complete grant proposal including:
  - Proposal Cover Sheet
  - Project Description
  - Project Experience
  - 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 (if applicable)
- 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

**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](mailto:Cher.Mohring@hamilton-co.org).

Confirmation of grant proposal receipt will be provided via email.