



HAMILTON COUNTY RECYCLING
RESOURCE

2024 RESOURCE IMPACT GRANT

OVERVIEW

Hamilton County ReSource is offering this 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. Application must be received by Hamilton County ReSource by Wednesday, April 3, 2024 to be considered for funding. Applicants with projects requiring less than \$15,000 are encouraged to apply for Hamilton County ReSource's [Waste Reduction Innovation Grant](#) instead.

Examples of potential grant projects include:

- 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.
- Reusable Food and Beverage Service Containers: Equipment and supplies to facilitate reusable tableware for cafeterias, 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 ReSource'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).
- Standalone garbage receptacles.
- Research and planning.
- Operational funds can only be requested for new projects and for a maximum of 50% of the grant request.

MANDATORY

- Project must reduce landfill waste within Hamilton County ReSource'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, the grantee must recognize Hamilton County ReSource 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 ReSource by Wednesday, April 3, 2024.

GRANT REQUESTS AND MATCHING FUNDS

- 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 promotional advertisement space in newsletters, websites, etc.; employee and/or volunteer labor to get the project up and running. For unskilled volunteer labor, a maximum of \$29.17/hour is allowed, for skilled labor use the volunteer’s hourly rate in their current position.
- All matching funds must be available, and not need additional fundraising, so the project is shovel ready should you receive grant funding.
- All grant and matching funds must be utilized, and grant project must be fully operational within two years of grant contract being signed by all parties.

INCREMENTAL FUNDING

- Up to \$50,000 of grant funds released up front. Once the project is complete, the organization will submit a report with proof of both grant and match spending to receive the rest of the grant funds.
- All grant and match funds must be spent, and the project must be up and running within two years of the grant start date.

FUNDING DECISIONS

- ReSource Grant Review Committee will review grant proposals and recommend funding to the Hamilton County Solid Waste Policy Committee for approval.

ACCOUNTABILITY AND REPORTING REQUIREMENTS

- 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.)
 - Proof of stable infrastructure to carry out the project (e.g., building lease, proof of ownership, etc.)
- Grantees must submit four reports:
 - First Year Report will be due one year after the grant contract is signed by all parties.
 - Second Year Report will be due two years after the grant contract is signed by all parties.
 - Spending Report will be due no later than two years after the grant contract is signed by all parties, but can be submitted earlier if all grant and match spending is complete.
 - Final Report is due three years from the date that the grant contract is signed by all parties.
- 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
- Hamilton County ReSource reserves the right to visit a project site at any reasonable time and audit expenditures of grant funds.

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. If the project includes replacement of existing equipment, there will be a minimum reduction of 5 percentage points in this category.

15% Applicant demonstrates an ability to complete project objectives. Budget and project information submitted in the proposal will be reviewed and used, in part, to demonstrate the applicant's ability to complete project objectives.

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

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.

5% If applicant has received funds from Hamilton County ReSource (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 ReSource will provide several types of assistance to potential applicants. We strongly recommend that you take advantage of these offers.

1. Hamilton County ReSource Grant webinar on December 12, 2023 at 12 noon. [Click here](#) to register and/or to view recording after webinar.
2. Hamilton County ReSource will review and offer high-level feedback on draft applications. Applications will be reviewed in the order they are received. Any draft application received after March 13, 2024, may not be reviewed if time does not allow. Email draft applications to Cher.Mohring@Hamilton-Co.org.
3. Feel free to contact Cher Mohring at Cher.Mohring@Hamilton-Co.org or 513-946-7737 for advice or assistance.

RESOURCE IMPACT GRANT COVER SHEET

Applicant Organization/Business _____

Address _____

City _____ Zip _____

Primary Contact Person/Title _____

Telephone _____ Email _____

Back-up Contact Person/Title _____

Telephone _____ Email _____

Type of organization: Community For-profit Business
 School Non-profit Organization (attach IRS certification)

Project Title _____

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

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

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

Authorized Official (Print Name) _____

Signature _____

Title _____

Date _____

RESOURCE 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 must be 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 the schedule, keep in mind it will likely take four months from the date the grant proposal is submitted to receive funding.

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.

RESOURCE IMPACT GRANT PROPOSAL BUDGET

	Grant	Match	Total
Equipment ¹			
Contractual Service ²			
Materials & Supplies ³			
Advertising/Promotion			
Personnel			
Other			
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.*

RESOURCE IMPACT GRANT PROPOSAL CHECKLIST

Before submitting, review your grant application using this checklist. Hamilton County ReSource will not consider applications lacking any of these items or received after Wednesday, April 3, 2024.

- 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 ReSource
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.

Confirmation of grant proposal receipt will be provided via email.