



HAMILTON COUNTY RECYCLING
RESOURCE

2024 WASTE REDUCTION INNOVATION GRANT

OVERVIEW

This grant program helps fund programs that significantly reduce landfill waste in Hamilton County, Ohio. Hamilton County ReSource 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 \$15,000 in grant funds.

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.
 - Sharing: supplies so community members can borrow items they don't use often like carpet cleaners, tools to put together furniture, etc.
 - Food pantry: a place and equipment so food rescue organizations can deliver surplus food or for community members to share surplus food.
 - Starting recycling or composting programs.
- 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 disposables.
- Signage or educational materials to improve your current landfill waste reduction 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 ReSource's boundaries. Hamilton County ReSource'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.

UNALLOWABLE COSTS FOR GRANT FUNDING

- Entertainment (including food and drink expenses).
- Personnel (including salaries or stipends) except for temporary employee(s) to get the project up and running.
- Collection service (recycling/compost hauling) unless there is a strong funding sustainability plan.
- Standalone garbage receptacles.

MANDATORY

- Project must reduce landfill waste within Hamilton County ReSource 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 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 one year of grant contract being signed by all parties.

FUNDING DECISIONS

- Hamilton County ReSource Grant Review Committee will review grant proposals and recommend funding on a first come, first served basis.
- 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

- Grantees must submit two reports:
 - First Year Report is due one year from the date that the grant contract is signed by all parties.
 - Final Report is due two years from the date that the grant contract is signed by all parties.
- 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
- Hamilton County ReSource reserves the right to visit a project site at any reasonable time and audit expenditures of grant funds.

EVALUATION CRITERIA

- The project focus on diverting waste from the landfill in the following order of preference:
 - waste reduction (replacing single-use items with reusables)
 - reuse/repair (surplus food rescue for people or animals, equipment lending program)
 - composting, recycling, energy recovery.
- The project cost-effectively 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. Although this is not a requirement, higher priority will be given to projects that serve disadvantaged/vulnerable community and/or ReSource's target communities of Addyston and North College Hill.

- The project shows plans for sustainable funding in the future.
- 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.
- 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 budget items are necessary for the project.
- If applicant has received funds from Hamilton County ReSource (formerly known 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 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 feedback on draft applications. 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.

2024 WASTE REDUCTION INNOVATION GRANT PROPOSAL COVER SHEET

(Print or Type)

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 _____

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. 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 a 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 the 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.

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.

WASTE REDUCTION INNOVATION 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.

WASTE REDUCTION INNOVATION GRANT PROPOSAL CHECKLIST

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

- 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.