



Collegiate Recycling Grant Application for Fiscal Year 2022

The S.C. Department of Health and Environmental Control's (DHEC) Collegiate Recycling Grant Program is a competitive grant program that allocates grant funds to South Carolina public and private colleges, universities and technical colleges. Funding for this program is made possible through DHEC's Office of Solid Waste Reduction and Recycling (Office). These are classified as state fee funds.

SECTION 1: GRANT GUIDELINES

1. Requests should be submitted electronically. If electronic submission presents a problem, please contact the Office for other submission options. Call **1-800-768-7348** or email swgrants@dhec.sc.gov.
2. Electronic submissions should be e-mailed to swgrants@dhec.sc.gov.
3. Requests must be received by the Office **no later than Friday, October 29, 2021**.
4. Requests should be submitted in Microsoft Word (.doc or .docx) or PDF format.
5. Requests received after the deadline will not be considered.
6. Incomplete submissions will not be considered. All questions must be thoroughly answered.
7. Faxed copies will not be considered.
8. Applicants cannot submit more than one proposal. Multiple applications will not be considered.
9. Please refer to **Section 2: Grant Guidelines** for eligibility requirements.

For additional information, please contact Stefanie Vandiver at **(803) 898-1354** or email swgrants@dhec.sc.gov.

NOTE: This offering does not commit DHEC to: 1) award a grant; 2) pay any cost incurred in the preparation of the application; or 3) procure or contract for articles of goods or services. DHEC reserves the right to accept or reject any or all applications received as a result of this offering or to cancel in part or in its entirety this offering if it is in the best interest of the State to do so.

SECTION 2: GRANT GUIDELINES

1. The Office must receive one electronic proposal no later than 5:00 p.m. (EDT) on Friday, October 29, 2021. Applications received after the deadline will not be considered. Faxed or incomplete grant applications will not be considered.
2. Any public or private college, university or technical college in South Carolina is eligible to apply. Priority will be given to any public or private college, university or technical college that has not received a grant from the Office within the last two school years.
3. Applicants may submit an application for recycling/waste reduction projects and/or professional development (training/travel). Total grant requests may not exceed \$10,000, of which not more than \$2,500 may be requested for professional development.
4. Expenses for professional development may be requested and will be reimbursed in accordance with the U.S. General Services Administration (GSA) rate for hotel/motel and the State of South Carolina rate for meals and mileage.
5. Professional development (training/travel) funding may be requested for registration and travel expenses to enable a staff member to attend workshops, conferences or certification programs that directly promote recycling, waste reduction or sustainable materials practices. Travel must occur after the effective date of the grant agreement and prior to the ending date of the grant. No more than \$2,500 will be approved for professional development activities.
6. Non-allowable costs include personnel costs and recurring expenses.
7. The contact person named in the application must be a current staff or faculty member at the college or university.
8. Grant requests will be reviewed by DHEC staff and points will be assigned to each grant request based on the point values assigned. Grant requests will be ranked and grant offers will be made in writing to the applicants as funding allows.
9. Within 30 days of notification by the Office as to the disposition of a grant application, the applicant may submit a written request to the Solid Waste Advisory Council (SWAC) for a review of the original grant decision. Within 45 days of the original grant decision, the Office will inform the appealing party of the hearing date, place and time. Within 60 days of the original grant decision, SWAC shall render a final decision.
10. Activities undertaken to fulfill the requirements of the grant must be performed in compliance with federal, state and local regulations.
11. The Grantee shall not provide any DHEC grant funds to private sector recycling programs unless specifically contracting for goods or services.
12. All grants shall be construed and enforced in accordance with the laws of the State of South Carolina.
13. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to activities carried out under this grant program on the grounds of race, age, health status, handicap, color, sex, religion or national origin.
14. DHEC reserves the right to offer funding in the grant instrument for goods or services that differ from the description provided in the grant request.

SECTION 3: GRANT OVERVIEW

- **Review and Award Process:** Applications will be reviewed and ranked in accordance with the point values assigned in questions 15-19 below. The Office will make grant offers in writing to the applicants. Grants awarded will be effective until June 30, 2022.
- **Professional Development (training/travel) Pre-Approval Requirements:** All travel must be submitted for pre-approval after the award of a grant, and prior to the travel dates. Travel dates must fall within the starting and ending dates of the grant. No more than \$2,500 may be used toward professional development.
- **Public Education/Promotional Materials Pre-Approval Requirements:** All public education/promotional materials must be submitted for pre-approval after the award of the grant and prior to production or distribution.
- **Method of Payment:** The method of payment will be on a reimbursement basis unless otherwise requested in writing and approved in advance.

SECTION 4: PROFESSIONAL DEVELOPMENT (TRAVEL)

Expenses Considered: Funds may be used for travel expenses to conferences pre-approved by the Office. Expenses may include hotel costs up to the GSA approved rate, meals, registration, and other expenses pre-approved by the Office. No more than \$2,500 may be used toward professional development.

SECTION 5: GENERAL RECYCLING / DON'T WASTE FOOD SC (DWFSC) PROJECT

Grant Program Goal: This grant will provide funding for projects related to campus recycling (to include the Your Bottles Mean Jobs and Recycle Right SC campaigns), food recovery (DWFSC) or similar proposals that promote recycling or waste reduction efforts.

Funding requests may include:

- **The purchase of equipment or supplies;**
- **The production and distribution of educational materials;**
- **Contract costs for the first year of collection of food recovered from commercial/institutional facilities; and/or**
- **Up to \$500 for internal staff training on the proper recovery of food waste or other recyclables.**

Priority will be given to those applicants that did not receive a grant for FY2021. Projects making use of public/private partnerships are encouraged. Recurring operating expenses such as permanent personnel costs and indirect costs will not be considered. Recurring costs for items such as contractual expenses or leases will be considered only for the first year of an ongoing project.

SECTION 6: APPLICATION

1. Application items 1-19 (below) must be included with each submittal to be deemed complete. Each question must be answered and numbered.
2. Total grant requests cannot exceed \$10,000 per public or private college/university or technical college, of which not more than \$2,500 may be used for professional development.
3. Grant applications must be submitted in accordance with the instructions outlined on page 1.

The following information must be provided for the application to be deemed complete. Each question must be answered and numbered.

1. Total Grant Request (maximum \$10,000):		\$
2. Name of College/University or Technical College:		
3. Address of College/University/Technical College:		
City:	State:	Zip:
4. Name of Authorized Representative:		
5. Telephone Number of Authorized Representative:		
6. Name of Finance Officer or Grant Administrator:		
7. Address of Finance Officer or Grant Administrator:		
City:	State:	Zip:
8. Telephone Number of Finance Officer or Grant Administrator:		
9. Contact Person (person handling program on daily basis; must be staff or faculty):		
10. Address of Contact Person:		
City:	State:	Zip:
11. Telephone Number of Contact Person:	Fax Number of Contact Person:	
12. Email Address of Contact Person:		
13. Address to which reimbursements should be mailed:		
City:	State:	Zip:
14. Provide a list of all conferences, workshops or trainings that you anticipate attending.		

Please answer questions 15-19 as they relate to the proposed recycling project. Responses must be numbered 15 through 19 and addressed in numerical order. Responses to the items below will be used to assign point values to all applications. Grant recommendations will be made based on a ranking by point value. Incomplete applications will not be considered.

15. OVERVIEW OF THE RECYCLING PROJECT

Point Value 10 pts.:

15a. Provide an overview of the project for which funds are being requested.

15b. Is this project in the planning, implementation or assessment stage?

15c. Describe any recyclables that will be collected as a result of the project.

15d. Describe the source of the materials (e.g., dorms, cafeterias, offices, arenas).

16. DESCRIPTION OF GRANT PROJECT

Point Value 30 pts.:

16a. Describe in detail all items for which grant funding is requested. Include photos or descriptive literature as available.

16b. Describe each step of the recycling process for any material collected as part of the project (e.g., collection, storage, processing, maintenance, marketing).

16c. Describe all outside partners involved in this project including their role in the project and an identification of whether they are public, private or non-profit.

16d. Provide a timeline that details implementation of each phase of the project.

17. BENEFITS

Point Value 25 pts.:

17a. Describe how the project will provide potential cost savings or efficiencies for the college/university or to participating partners (e.g., weekly collections, every other week collections).

17b. Describe how the proposed project makes use of existing infrastructure and complements or improves existing programs.

17c. Describe the tonnage currently being collected in the grant service area and explain the anticipated increase in tonnage as a result of the grant. Explain the rationale for the anticipated increase.

17d. Describe any other anticipated benefits to the college/university as a result of the project.

18. OUTREACH

Point Value 20 pts.:

18a. Describe all outreach activities (e.g., visits, social media, recognition programs) that will be undertaken to help ensure the successful implementation of the project, especially to educated users.

18b. Describe how the successful implementation of this project will be used to encourage others to replicate similar projects at other venues.

18c. Indicate which outreach activities will require grant funding.

19. BUDGET AND COSTS (recycling project request not to exceed \$10,000)

Point Value 15 pts.:

19a. Provide a detailed budget including cost estimates for each item for which grant funding is being requested.

19b. Describe any shortfalls for which grant funding will not be adequate and explain how you anticipate securing any additional funding needed. Include matching funds, in-kind contributions and sponsored contributions/grants from other sources.

Instructions for Collegiate Recycling Grant Application

1. **Total Grant Request:** Provide the total amount of funds requested (up to \$10,000) for the recycling project under consideration for the college, university or technical school listed in No. 2.
2. **Name of College/University/Technical College:** Include the full, official name of the college, university or technical school that will use the grant funding for the recycling project under consideration.
3. **Address of College/University/Technical College:** Provide the physical address of the college, university or technical school that will use the grant funding.
4. **Name of Authorized Representative:** Provide the name of the approved college representative requesting DHEC grant funding.
5. **Telephone Number of Authorized Representative:** Provide the telephone number of the authorized representative listed in No. 4. The contact's school telephone number or personal cell number is preferred.
6. **Name of Finance Officer or Grant Administrator:** Give the name of the person overseeing the use of the grant funding for of the approved recycling project.
7. **Address of Finance Officer or Grant Administrator:** Provide the school address of the person listed in No. 6.
8. **Telephone Number of Finance Officer or Grant Administrator:** Provide the telephone number of the person listed in No. 7. The contact's school telephone number or personal cell number is preferred.
9. **Contact Person (person handling program on daily basis; must be staff or faculty):** List the name of the person overseeing the day-to-day operations of the recycling project.
10. **Address of Contact Person:** Provide the full school address of the person listed in No. 9.
11. **Telephone and Fax Number of Contact Person:** Include the contact's school telephone number or personal cell number. Include the school's fax number if applicable.
12. **Email Address of Contact Person:** Provide the school email address of the project's contact person.
13. **Address to which reimbursements should be mailed.** Provide the mailing address for the school's Financial Officer or Grant Administrator listed in No. 6.
14. **Provide a list of all conferences, workshops or trainings that you anticipate attending.** Dates and locations of events also should be included if applicable.

Please answer questions 15-19 as they relate to the proposed recycling project. Responses must be numbered 15 through 19 and addressed in numerical order.

15. Overview of the Recycling Project

- a. **Provide an overview of the project for which the funds are being requested.** Give a brief description of your intended recycling project and what you plan to purchase using the funds provided.
- b. **Is the project in the planning, implementation or assessment stage?** Indicate the status of the project.
- c. **Describe any recyclables that will be collected as a result of the project.** Include a list of the material (e.g., paper, plastic containers, aluminum cans) that will be recycled.
- d. **Describe the source of materials (e.g. dorms, cafeterias, offices, arenas).** Provide a list of areas where recyclables will be collected.

16. Description of the Grant Project

- a. **Describe in detail all items for which grant funding is requested. Include photos or descriptive literature as available.** Give a brief description of the equipment (e.g., bins,

roll carts, collection containers, signs) needed to initiate your project.

- b. **Describe each step of the recycling process for any material collected as part of the project (e.g., collection, storage, processing, maintenance, marketing).** Give a brief description of how your recycling process will work.
- c. **Describe all the outside partners involved in the project including their role in the project and an identification of whether they are public, private or non-profit.** List partners (e.g., county recycling coordinator and/or county recycling program, private waste hauling company) and what service they will provide as part of the project.
- d. **Provide a timeline that details implementation of each phase of the project.** Set deadlines to complete specific steps in project (e.g., month when bins will be ordered and set in place, month and day when the recycling will begin on campus, weekly or daily collection schedule for material pickup).

17. Benefits

- a. **Describe how the project will provide potential cost savings of efficiencies for the college/university or to participating partners (e.g., weekly collections, every other week collections).** Provide information about the expected revenue or material saved by your institution after implementing the recycling project.
- b. **Describe how the proposed project makes use of existing infrastructure and complements or improves existing programs.** Provide details about integrating the project with existing campus services (e.g., maintenance staff, athletics department, grounds-keeping crews).
- c. **Describe the tonnage currently being collected in the grant service area and explain the anticipated increase in tonnage as a result of the grant. Explain the rationale for the anticipated increase.** How much material in pounds or tons will be recycled? How much will be diverted from the landfill?
- d. **Describe any other anticipated benefits to the college/university as a result of the project. Will the project generate positive feedback?** Will students activity participate or manage the program?

18. Outreach

- a. **Describe all outreach activities (e.g., visits, social media, recognition programs) that will be undertaken to help ensure the successful implementation of the project, especially to educated users.** How will you encourage recycling on campus and draw attention to the project? How will you recognize outstanding recyclers, student staff or generous partners?
- b. **Describe how the successful implementation of this project will be used to encourage others to replicate similar projects at other venues.** Do you expect to implement the project at other campuses?
- c. **Indicate which outreach activities will require grant funding.** Will you use promotional items (e.g., brochures, flyers, pens) to promote the project and what is the expected cost?

19. Budget and Costs

- a. **Provide a detailed budget including cost estimates for each item for which grant funding is being requested.** What will be the cost of equipment, promotional items, hauling services, etc.?
- b. **Describe any shortfalls for which grant funding will not be adequate and explain how you anticipate securing additional funding needed? Include matching funds, in-kind contributions and sponsored contributions/grants from other sources.** Will funds from other grants or partners be used to implement the project? If so, how much and from whom?

RETENTION SCHEDULE NO. 14642