



Collegiate Recycling Grant Application for Fiscal Year 2021

The S.C. Department of Health and Environmental Control's (DHEC) Collegiate Recycling Grant Program allocates grant funds to South Carolina public and private colleges/universities. 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. The Office must receive one electronic proposal **no later than 5 p.m. (EDT) on Monday, November 30, 2020**. 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 Professional Development (Travel).
4. Budget requests for Professional Development (Travel) **may not exceed \$2,500**. Expenses may be requested and will be reimbursed in accordance with U.S. General Services Administration (GSA) rate for hotel/motel and the State of South Carolina rate for meals and mileage.
5. Professional Development (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.
6. Budget requests for recycling/waste reduction projects **may not exceed \$10,000**.
7. Non-allowable costs may include personnel costs and recurring expenses.
8. The Contact Person named in the application must be a current staff or faculty member at the college or university.
9. 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.
10. 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.
11. Activities undertaken to fulfill the requirements of the grant must be performed in compliance with federal, state and local regulations.
12. The Grantee shall not provide any DHEC grant funds to private sector recycling programs unless specifically contracting for goods or services.
13. All grants shall be construed and enforced in accordance with the laws of the State of South Carolina.
14. 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.
15. 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 2: GRANT OVERVIEW

- **Review and Award Process:** Applications will be reviewed and ranked in accordance with the point values assigned in questions 17-21 below. The Office will make grant offers in writing to the applicants. Grants awarded will be effective until June 30, 2021.
- **Professional Development (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.
- **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 3: PROFESSIONAL DEVELOPMENT (TRAVEL)

- **Anticipated Awards:** A maximum of \$2,500 per college/university may be requested.
- **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.

SECTION 4: GENERAL RECYCLING/ DON'T WASTE FOOD SC PROJECT

- **Grant Program Goal:** This grant will provide funding for projects related to campus recycling, food recovery (Don't Waste Food SC) or similar proposals that promote recycling or waste reduction efforts.
- **Anticipated Awards:** A maximum of \$10,000 per college/university may be requested. 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 FY20. 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 5: FY21 COLLEGIATE RECYCLING GRANT APPLICATION

1. Application items 1-21 (below) must be included with each submittal to be deemed complete. Each question must be answered and numbered.
2. Professional Development (Travel) requests may not exceed \$2,500.
3. Recycling project requests, including assistance to promote campus recycling, food recovery, or other recycling/waste reduction projects may not exceed \$10,000.
4. Total grant requests cannot exceed \$12,500 per public or private college/university.
5. 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 \$12,500):		\$
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. E-Mail 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.		
15. Please indicate total requested for professional development, not to exceed \$2,500:		\$
16. Please indicate total requested for recycling projects, not to exceed \$10,000:		\$

Please answer questions 17-21 as they relate to the proposed recycling project. Responses must be numbered 17 through 21 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.

17. OVERVIEW OF THE RECYCLING PROJECT	Point Value 10 pts.:
17a. Provide an overview of the project for which funds are being requested.	
17b. Is this project in the planning, implementation or assessment stage?	
17c. Describe any recyclables that will be collected as a result of the project.	
17d. Describe the source of the materials (e.g., dorms, cafeterias, offices, arenas).	

18. DESCRIPTION OF GRANT PROJECT	Point Value 30 pts.:
18a. Describe in detail all items for which grant funding is requested. Include photos or descriptive literature as available.	
18b. Describe each step of the recycling process for any material collected as part of the project (e.g., collection, storage, processing, maintenance, marketing).	
18c. 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.	
18d. Provide a timeline that details implementation of each phase of the project.	
19. BENEFITS	Point Value 25 pts.:
19a. 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).	
19b. Describe how the proposed project makes use of existing infrastructure and complements or improves existing programs.	
19c. Describe the tonnage currently being collected in the grant service area and explain the anticipated increase in tonnage expected as a result of the grant. Explain the rationale for the anticipated increase.	
19d. Describe any other anticipated benefits to the college/university as a result of the project.	
20. OUTREACH	Point Value 15 pts.:
20a. 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	
20b. Describe how the successful implementation of this project will be used to encourage others to replicate similar projects at other venues.	
20c. Indicate which outreach activities will require grant funding.	
21. BUDGET AND COSTS (recycling project request not to exceed \$10,000)	Point Value 15 pts.:
21a. Provide a detailed budget including cost estimates for each item for which grant funding is being requested.	
21b. 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.	