



## Recycling Education Grant Application for Fiscal Year 2022

The S.C. Department of Health and Environmental Control's (DHEC) Recycling Education Grant is a competitive grant program that allocates grant funds to public school districts, public schools, and private schools within South Carolina. Funds may be used towards the purchase of materials to support school recycling, composting, waste reduction activities, or for costs associated with field trips designed to improve student understanding of waste reduction and recycling issues. These funds are classified as state fee funds.

### SECTION 1: SUBMITTAL INSTRUCTIONS & APPLICATION GUIDELINES

1. Schools may request a maximum of \$1,500.00.
2. Grant applications will be awarded on a first-come, first-served basis through December 15, 2021 or until funds are exhausted. Only one recycling education grant application per school will be accepted.
3. Applications may be emailed to [swgrants@dhec.sc.gov](mailto:swgrants@dhec.sc.gov) or mailed to the attention of Stefanie Vandiver at DHEC's Office of Solid Waste Reduction and Recycling, 2600 Bull Street, Columbia, SC 29201.
4. Any public or private school or public school district in South Carolina is eligible to apply. Only one application per school will be accepted for grant consideration. Applications must be submitted by school or district staff.
5. Applications received after the deadline will not be considered.
6. Incomplete applications will not be considered for funding.
7. Funds may be requested only for items outlined in the grant guidelines.
8. Applications will not be considered from grantees with outstanding grant requirements from prior awards.
9. Applicants must comply with all applicable school, county, or district procurement policies.

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

- **ELIGIBILITY:** South Carolina public and private schools, or public school districts may apply for grant funding.
- **REVIEW AND AWARD PROCESS:** Grant applications will be accepted **until December 15, 2021** and will be awarded on a first-come, first-served basis. The grant cycle will run from the date of the last signature on the grant agreement **until June 30, 2022**.
- **BUDGET:** Each school may apply for a **maximum of \$1,500**. Payments to public schools will be made to the school district.
- **ALLOWABLE BUDGET ITEMS:**
  - **Recycling Containers & Supplies:** Materials used to facilitate recycling in the cafeteria, classrooms, school grounds or common areas. This includes bins or carts used to collect recyclable materials. Other equipment may be purchased to assist or promote the recycling program. Recurring costs (i.e., contractual expenses, leases) may be allowed for the first year of a new recycling and/or composting project.
  - **Share Table Equipment & Supplies:** Allowable items may include tables, refrigerator, bins and other related supplies.
  - **Composting Supplies:** Expenses related to composting, vermi-composting, and food waste diversion may be requested. Recurring costs (i.e., contractual expenses, leases) will be considered only for the first year of an ongoing project. Applicants may request trees, flowers, seeds, shrubs, etc. in conjunction with a composting project, but plant costs cannot exceed \$50 of the proposed budget.
  - **Lesson Plan Support Materials:** This may include supplies needed to support virtual or in-person learning activities, using lessons from DHEC's Action for a Cleaner Tomorrow: An Environmental Curriculum Supplement or other curricula related to recycling, composting, waste reduction and reuse. Also allowable are expenses related to virtual or in-person field trips to support understanding of waste reduction and recycling activities.
  - **Other:** Other items directly related to recycling and/or composting may be requested but must be thoroughly described and explained in the application.
- **METHOD OF PAYMENT:** Payment will be made to the public school district or private school upon execution of the signed grant agreement. Unexpended funds must be returned to the Office at the end of the grant period, but grantees are encouraged to expend all funds as needed to support their project.
- **FINAL PROGRESS & BUDGET REPORT:** All grantees must submit copies of invoices, receipts, purchase orders or cancelled checks along with a completed final report form **by August 15, 2022**. Each grantee will be required to submit pictures, power-point slides or a video showing their progress throughout the grant cycle. Expenditures must match the budget detailed in the grant agreement. Failure to comply with the terms of the grant agreement may result in a request for repayment of grant funds to DHEC.

**SECTION 3: APPLICATION**

Please provide the following information, numbered 1-19 for reference.

1. Name of School District:

2. Name of District Superintendent:

3. Mailing Address of District Office:

City:

State:

Zip:

4. District Telephone Number:

5. Name of Finance Officer or Grant Administrator (District Office):

6. Telephone Number of Finance Officer or Grant Administrator:

7. Name of School:

8. Mailing Address of School:

City:

State:

Zip:

9. Name of Principal:

10. School Telephone Number:

11. Name of Project Contact Person (School Staff Only):

12. Email Address of Contact Person:

13. Telephone Number of Contact Person:

14. Please check one or more of the following items for which you are requesting grant funds.

 Classroom Recycling Containers (description and estimated cost)

Estimated Cost:

Description:

 Other Recycling Containers (description and estimated cost)

Estimated Cost:

Description:

 Composting Bins/Supplies (description and estimated cost)

Estimated Cost:

Description:

 Share Table Equipment/Supplies (description and estimated cost)

Estimated Cost:

Description:

 Expenses for Virtual Lessons (description and estimated cost)

Estimated Cost:

Description:

 Other:

Estimated Cost:

Description:

15. Provide an overview of the grant project. Include the anticipated outcome of the project.

16. Describe the current recycling efforts at your school – including what items are collected.

17. If you are requesting funds for containers, please provide the name of the hauler/vendor who will be hauling the recyclables from your school and the destination to which the materials will be delivered.

18. If you are requesting funds for first-year contractor fees, please provide the name of the hauler/vendor and plans for the future sustainability of the program. How will the program be funded next year?

19. Total Funds Requested (must be described in #14 above):

\$

## Instructions for Recycling Education Grant Application

1. Give the name of the **School District** in which your school is located.
2. Provide the name of the **District Superintendent** who serves your school district.
3. Include the **Mailing Address** of your school's district office.
4. Provide the **District Office Telephone Number** for your school.
5. Provide the **Name of Finance Officer or Grant Administrator** who serves your school's district office.
6. Include the **Telephone Number of Finance Officer or Grant Administrator** who serves your school's district office.
7. Give the full **Name of School** that is applying for the recycling grant.
8. Include the **Mailing Address of School** that is applying for the recycling grant.
9. Give the **Name of Principal** of the school applying for the recycling grant.
10. Provide the **School Telephone Number** of the school applying for the recycling grant.
11. Give the **Name of Project Contact Person (school staff only)** who will be overseeing the day-to-day operations for the recycling project.
12. Include the **Project Contact Person's Email**. The contact's school email address is preferred.
13. Provide the **Project Contact Person's Telephone Number**. The contact's school telephone number or personal cell phone number is preferred.
14. Please **check one or more categories for which you are requesting grant funds**. Give a description and estimated cost of each item.
15. Provide an **Overview of the Grant Project**. Include the anticipated outcome of the project.
16. Please **describe the current recycling efforts at your school – including what items are collected**.
17. Please **provide information on who will be hauling your recyclables (if applicable)**.
18. If you are requesting funds for first-year contractor fees, **please provide the name of the hauler/vendor and plans for the future sustainability of the program. How will the program be funded next year?**
19. Provide the amount of the **Total Funds Requested** (up to \$1,500 per school).

RETENTION SCHEDULE NO. 14642