



West Central Solid Waste District's

“SCHOOL RECYCLING” GRANTS PROGRAM

How does my school qualify for a recycling grant?

Your school will qualify for **free** funding if it does the following:

- Establishes a new recycling program
OR
- Expands an existing recycling program
AND
- Involves a group committed to the success of the program that can manage the WCSWD funds for the best results

Grant funds will be used to help with the establishment or expansion of recycling programs at organizations within the District. Due to limited funds, the maximum grant award available to any school or civic organization is **\$350**. The money is to be used to purchase recycling containers for classrooms, cafeteria, common areas, etc. or to make other capital purchases that will enhance a recycling program (such as can crushers, informative posters, collection carts and the like).

Other creative ideas are welcome, but should involve the actual collection and transportation of recyclables to a recycling center if not already doing so.

What is the West Central Solid Waste District?

West Central Solid Waste District (WCSWD) is a government agency comprised of Montgomery, Parke and Putnam Counties and has been charged through state legislation to reduce the waste stream. WCSWD is dedicated to providing resources to schools in our 3 counties to assist in achieving this goal.

Our mission is "to be the catalyst for achieving the highest level of waste reduction and resource conservation. In realizing our goals, we will strive to be a leader in these areas, focus on education as the vehicle for change, encourage the use of existing entities, and help develop private enterprise whenever possible."

How do we apply for a School Recycling Grant?

1. Decide what items to recycle (paper, aluminum, plastic bottles #1-7, etc.) and where (classrooms, offices, cafeteria, sporting events, etc.). Determine how many and what type of collection bins are needed. *Refer to Budget Page of grant application for a complete list of available items.*
2. Decide whether your group will: (1) transport the recyclables to a recycling site OR (2) hire a solid waste hauler to transport the recyclables.
3. Submit a letter of commitment from your school to support the school recycling grant program for a minimum of 12 months. *You may re-apply for additional grants after successfully completing the initial 12-month period.*
4. Establish a “Recycling Manager or Team” to monitor the bins/program (*making certain the bins do not overflow, that non-recyclables and contaminants are kept out*) and to keep the outlying collection area picked up and free of litter.
5. Promote your program through school announcements, newsletters, local newspapers, etc. to encourage participation and reach your ultimate goals!

It's that easy and we will work with you to ensure your program is as effective as it can be!

***To Request an Application,**

Email: jcollisi@westcentralswd.com



WCSWD GRANT APPLICATION FORM (Cover page)

Date: _____



Mail or Fax applications to:
Jane Collisi, Director
West Central Solid Waste District
1007 Mill Pond Lane, Ste. B
Greencastle, IN 46135
Fax # (765) 653-1486

**Please read the entire application before beginning to fill out the form. This should make the process easier.
THANK YOU and GOOD LUCK!**

Type of Applicant (Program Sponsor)

School Name _____
 Club/Group Name _____

Authorized Grants Program Manager

Name:
Title:
Address:
City:
County:
Zip Code:

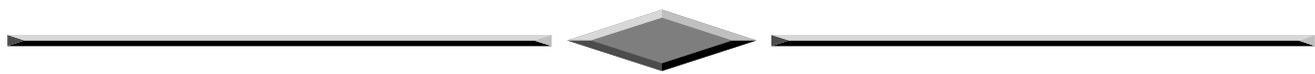
Phone #:
Best Time to Call:
Fax #:
E-Mail Address:

Overall Administrator (Principal)

Name:
Title:
Phone:
Fax:
Email Address:

Check the box next to the person who should receive correspondence regarding this grant:

- Authorized Grant Program Manager Overall Administrator



Funding Summary

Amount of Grant Funds Requested: _____
Total Cost of Program: _____
% of Total Cost (up to \$350) Requested: _____

Application Program Summary

Is your recycling collection program “new”
OR an “expansion” of your existing collection program?
 New Expansion

Complete this page **ONLY** if you are beginning a new recycling collection program. If you are expanding or changing an existing program, skip this page and complete page 5.

1a) **What items will be collected?**

- Mixed office paper
- Cardboard
- Newspaper
- Aluminum cans
- Plastic Bottles #1-7
- Other: *Please list* _____

Where?

- Lounge/ Breakroom
- Classrooms
- Offices
- Cafeteria
- Other: *Please list* _____

1b) If other than school, list the company(s), *with contact name & phone #*, that will be accepting the material(s) collected and attach a letter of commitment from each company.

2) This will be an ongoing program. (*In order to qualify for the grant, a commitment to maintaining collection for at least 12 months is required.*) Who will fund it in the future?

3) How many people will this program serve? _____ How many classrooms/ offices? _____

4) A requirement of this grant is that a “Recycling Team” be formed or that an existing group take on responsibility for recycling at the your school. What club or group will work on this program?

5) Briefly outline the education and promotion campaign (posters, announcements, pictures to local newspaper, newsletters, special events, etc.) that will be used for this program.

6) How will the success of the program be evaluated?

Complete this page **ONLY** if you are expanding or changing an existing recycling collection program. If you are beginning a new program, skip this page and go on to page 6.

1a) **What items are currently collected? Where?**

- | | |
|---|---|
| <input type="radio"/> Mixed office paper | <input type="radio"/> Lounge |
| <input type="radio"/> Cardboard | <input type="radio"/> Classrooms |
| <input type="radio"/> Newspaper | <input type="radio"/> Offices |
| <input type="radio"/> Aluminum cans | <input type="radio"/> Cafeteria |
| <input type="radio"/> Glass | <input type="radio"/> Other: <i>Please list</i> _____ |
| <input type="radio"/> Plastic bottles #1-7 | |
| <input type="radio"/> Other: <i>Please list</i> _____ | |

1b) **What items or areas are proposed for addition to the current collection? Where?**

- | | |
|---|---|
| <input type="radio"/> Mixed office paper | <input type="radio"/> Lounge |
| <input type="radio"/> Cardboard | <input type="radio"/> Classrooms |
| <input type="radio"/> Newspaper | <input type="radio"/> Offices |
| <input type="radio"/> Aluminum cans | <input type="radio"/> Cafeteria |
| <input type="radio"/> Glass | <input type="radio"/> Other: <i>Please list</i> _____ |
| <input type="radio"/> Plastic bottles #1-7 | |
| <input type="radio"/> Other: <i>Please list</i> _____ | |

2) If other than school, list the company(s), *with contact name & phone #*, who will be accepting the **new** material(s) collected and attach a letter of commitment from each company.

3) This will be an ongoing program. (*In order to qualify for the grant, a commitment to maintaining collection for at least 12 months is required.*) Who will fund it in the future?

4) How many people will this program serve? _____ How many classrooms/ offices? _____

5) A requirement of this grant is that a "Recycling Club" be formed or that an existing group take on responsibility for recycling at the school. What club or group will work on this program?

6) Briefly outline the education and promotion campaign (posters, announcements, pictures to local newspaper, newsletters, special events, etc.) that will be used for this program.

7) How will the success of the program be evaluated?

Grant Budget Page

Budget Item	Grant Request (# of items)	\$ Total \$
<u>Recycling Containers</u>		
Clear Stream Recycling Container for Cans/ Bottles (\$55 each – includes 1 startup roll of 5 liners)		
Clear Stream Refill Liners (\$4 roll/ 5 bags) “Reusable”		
Soda Bottle Shaped Recycle Container Black (20” x 57” high) (\$75) “Last one!”		
14 Gal. Paper Recycling Bin (Blue Plastic) (\$10)		
45 Gal. Plastic Collection Cont. with Wheels & Lid (\$30)		
45 Gal. Liners for Mobile Containers(\$15/ 50 bags)		
14 Gal. Vermi-Compost Bin (Green Plastic) w/lid and instructions (\$15) <i>Worms not included</i>		
<u>Reduced Costs</u> *While supplies last		
<u>Educational Books & Audio</u>		
50 Simple Things Kids Can Do to Save Earth \$10		
Recycle! Handbook for Kids (K-3 rd grade) \$5		
Worms Eat My Garbage (Vermi-Composting) \$10		
Compost by Gosh (K-2 nd grade) \$5		
Pee Wee (worm) & the Magical Compost Heap (3-7) \$4		
Pee Wee’s Family in a Nutshell (grades 3-7) \$4		
Pee Wee’s Great Adventure (grades 3-7) \$4		
Tree of Life/ African Baobab (grades 3-5) \$4		
Audio Tape: Songs to Recycle By (PreK-5) \$5		
Recycling Coloring & Activity Books w/Soy Crayons (K-3 rd grade) \$.10 per book/crayon combo		
<u>Supplies</u> *To be purchased by grant recipient and reimbursed by District (<i>sales tax can not be reimbursed</i>)		
Art/ Craft Projects		
Eco T-shirts/ hats/ etc. (Eco spun or recycled)		
Recognition (awards, plaques, certificates, etc.)		
Environmental/Sustainability DVD’s and CD’s		
Other (List)		
<u>Other</u>		
Lapel “Earth” Pins for Recycling Club “Reduce, Reuse, Recycle” \$1.50 each (metal– nice quality)		
Total	_____ Items	\$ _____
		<i>Grant request not to exceed \$350</i>

Free! Teacher Resource Library – Borrow up-to-date books and DVD’s for Earth Month, America Recycles Day or environmental classroom education and discussions. See list on web site: www.westcentralswd.com

All decisions of the WCSWD are final. All applications become the property of the WCSWD.

Application Deadline

The West Central Solid Waste District has a limited amount of funding for grants each budget year. Grants are awarded on a first come, first served basis. Most years there is ample funding to accommodate all grant requests. The highest priority for awarding remaining grant funds will be based on the probability of success. This will be determined by answering the following questions:



Is the plan completely thought-out and clearly stated?

Is the plan the most appropriate approach for this applicant?

Is there need for the program?

Before mailing your completed application, check to be sure the following items are included:

1. **Grant Application Form / Cover Page**
2. **Budget Page**
3. **Questionnaire Regarding Program** (Either New **OR** Expanding)
4. **(1) Commitment Letter** (for 12-month term of grant)

Commitment letters do not have to be complicated. A sentence or two from the principal or team leader acknowledging that you have received permission to transport recyclables or to hire a recycling hauler is sufficient. If hiring a hauler, have the hauler attach a letter acknowledging that you have spoken with them regarding implementation of this program.

Call Jane at (765) 653-2150 or (800) 211-2750 with any questions.

TIMELINE



Grants will be awarded based on the criteria outlined on page 7 of this application packet.

If you are a grant recipient, the following will occur:

- (1) West Central Solid Waste District will order the supplies you have requested and/or issue a reimbursement check (if applicable) for other supplies to be purchased by grantee, once a receipt has been provided.
- (2) Bins & supplies are delivered, programs are established, and promotion begins.
- (3) Program continues for a minimum of 12 months. Two (2) follow-up/evaluation reports are due to West Central Solid Waste District -- one at 6 months and one at 12 months. *(These reporting forms will be mailed with your grant agreement – please do not discard and remember to mark due dates on your calendar as noted at the top of each progress report.)*