2020

Benton County RSWMD

Recycling Grant Application

***Purpose*** *The purpose of this application is to provide detailed information about a proposed Recycling Grant project.*

***General*** *All items must be completed and returned to the Benton County Regional Solid Waste Management District. Applications are accepted by the District annually based on a timeline adopted by the Board each year. Incomplete applications will be ineligible for funding. (33.08)*

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| --- | --- |
| **Applicant:** | **Contact:** |
| **Address:** | **City:** |
| **County: Benton** | **Zip Code:** |
| **Phone: (     )** | **E-Mail:** |

***Grant Category***

Select only one category

**Administrative Recycling Equipment**

**Composting Recycling Programs**

**Education Transfer Station with Recycling**

**Material Recovery Facility Waste Reduction Activities**

**Planning**

***Project Proposal***

1. **In one sentence, explain what will be purchased with requested grant funds.**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Grant Amount Requested | **$** | 1. Total Project Cost | **$** |

1. **Other than Recycling Grant funds,** how are expenses for the continuation of this project to be funded (including maintenance, repairs, labor and operating expenses)?

1. **Who will manage the finances of this grant and how may s/he be contacted?** (Who is responsible for maintaining records of income and expenses related to this grant?)

***Project Budget***

**Complete the Budget form provided by the District and submit with the application.**

***Project Description***

**On provided form, please describe your proposed project and explain why it is needed. All applications must answer the following:**

**Operational Basics:**

1. Briefly describe your current recycling/waste reduction program.
2. Does your facility possess all required permits or licenses? Please explain.
3. What are the days and hours of operation for the program, equipment or facility?
4. What is the physical location (address) for the equipment or facility?
5. What is the population that will be served by the project?

**Proposed Project Details:**

1. How will this project enhance/improve your current program? Will this project increase and/ or expand the convenience and availability of recycling collection services? Please explain.
2. What materials will be collected and/or processed as a direct result of this project? Please underline any items that will be new additions to your program. What are the plans for selling or reusing these materials?
3. How much new and/ or increased tonnage do you expect to collect or divert as a result of this project?
4. How did you arrive at the grant amount requested?
5. Estimate the total number of days of use per year your project will be utilized.
6. Will project be used by multiple entities?
7. If your application is approved, what steps will you take to start this project?
8. If funds remain after you complete the project described above, what will you do with these funds?
9. How do you plan to keep the public informed about your project?
10. If purchasing mechanical processing equipment or building/improving facilities (including parking lots and fencing):
    1. How you will use these items?
    2. Provide a detailed description of the item(s), including dimensions for facilities. The description may include bid specifications, equipment brochures, drawings, photographs, etc.
    3. Tell us how you determined that existing equipment/facilities, including any available in the private sector, are not serving or could not serve the area. If similar equipment/facilities are available in the private sector, provide a statement of cooperation or acceptance from the affected entity
    4. For construction projects (including building modifications, parking lots and fencing), please tell us who owns the property.
    5. Provide a copy of a recent quote for the specific project.

**Financial Considerations:**

1. Will the proposed project generate revenue? If so, how much additional revenue would this add to your program each year?
2. Show how adequate revenues will be collected to support the long-term operation and maintenance of the proposed project.
3. Are other sources of revenue available to fund the proposed project?

**Tracking Results:** **Grantees are required to report tonnage collected and revenue received for a minimum of five years after the grant is awarded.**

1. How will the volume of material collected for recycling or diversion as a result of this project be measured and recorded?
2. How will the revenue received as a result of this project be measured and recorded?
3. Who is responsible for maintaining these records and how may s/he be contacted?

**Appendices that provide more information to help reviewers better understand the grant request may be included with complete grant application.**

***Minimum Conditions of Recycling Grants***

*All grants, grant recipients and the Benton County RSWMD board are subject to the requirements of the Rules and Regulations of the Benton County Regional Solid Waste Management District.*

**The following items are not eligible for funding from recycling grants:**

Taxes

Reimbursement of funds

Retroactive purchases

Legal fees

Licenses or permits

Vehicle registration

Utilities

**Grant Recipients Agree to:**

* Actively develop a recycling program, as outlined in the grant application, and expend all grant funds in the three (3) years following the date of the grant award by the District.
* Actively seek to market or reuse the materials diverted under the recycling program from deposition in landfills in the period of three (3) years following the date of the grant award by the District.
* Start grant project within one year from the date that the grant allocation was received by the District office.
* Use facilities or equipment purchased with grant funds no less than 50 percent of the time on the purposes specified in the grant application.
* Maintain an orderly accounting system to document that grant expenditures are made in accordance with project budget. This includes keeping copies of all bids, paid invoices, canceled checks, and other appropriate paperwork.
* Report for five years after receipt of grant funds or until all funds are expended, whichever is longer, as directed by statute and regulation.
* Conform to all state laws on the purchase, use or sale of equipment and facilities secured with grant funds.
* Seek competitive bids or requests for proposals (RFP) for purchase of equipment or services as required by state and local procurement laws.
* Receive written approval from the Board for any modifications to the grant, including requests for time extensions.
* Receive written consent from the Board before selling, trading or transferring facilities or equipment which have been used for less than seven years from date of purchase. After seven years of use, grantees must provide advance notice to the Board and use revenues received solely for recycling and diversion activities.

***The Benton County Regional Solid Waste Management District Board*** will seek to ensure recipients conform to requirements and will:

* Establish or designate at least one adequate recyclable materials collection center in each county as required in Arkansas Pollution Control & Ecology Commission Regulation 28.
* Ensure the grantee shows adequate revenues are being collected to support the long-term operation and maintenance of a grant-funded project prior to the disbursal of grant funds.
* Ensure all applicable federal, state and local permits and licenses have been obtained.
* **Ensure the project has begun before disbursing funds**.
* Ensure that the project is compatible with the approved RSWMD plan.
* Maintain copies of invoices, purchase orders, checks or other supporting documents for grant expenditures at the regional solid waste district office.
* Compile annual reports as required.

***Administrative Requirements***

***All grants are subject to audit.*** *District personnel shall have the right of entry, during normal business hours, to the premises of a grant-funded facility, the right of access to view and inventory any grant-funded equipment and the right of access to all records pertaining to a grant-funded project or activity.*

***ATTACHMENTS:***

***Grant applications must include****: answers to* ***the Project Description*** *questions and a complete* ***Budget Form*** *and other required documentation.*

*Incomplete grant applications will not be considered for funding.*

*Signature and Certification*

*The authorized representative of the organization applying for the grant must sign and date the application. The authorized representative must have the authority to obligate the applicant’s resources.*

I certify that to the best of my knowledge, the information provided in this application and its attachments is correct and true. I understand and agree that if grant money is subsequently awarded as a result of this application, I will comply with all applicable statutory and regulatory provisions and with applicable terms, conditions, and procedures of the Recycling Grants program. I have read and agree to abide by the Minimum Conditions of Recycling Grants. I certify that all proposed activities will be carried out and that all grant money received will be utilized solely for the purposes for which it is intended unless written authorization is provided by the Regional Solid Waste Management District.

**X**

Applicant’s Authorized Representative and Title Date

**The above-referenced grant is hereby approved by the board of the district.**

**X**

BCRSWMD Board Chairman Date