



EATON COUNTY RESOURCE RECOVERY SOLID WASTE ALTERNATIVES GRANT PROGRAM

2018-2019 GRANT APPLICATION PACKET

GRANT INFORMATION

This packet is designed to provide assistance with proposals for the Fiscal Year 2018-2019 Solid Waste Alternatives Grant. *Please read the entire packet before submitting your Grant Proposal.* If you have any questions about the process, please contact the Eaton County Department of Resource Recovery at (517) 543-3686, or via email at recycle@eatoncounty.org.

Funds are available for the 2018-19 Solid Waste Alternatives Grant program to assist municipalities and non-profit organizations with their county-wide efforts for initiation and enhancement of resource recovery programs. Specific information regarding the grant program follows.

FUNDING

Funding availability is based exclusively on the Eaton County Solid Waste Ordinance Recycling Surcharge. No guarantees are expressed or implied beyond the Ordinance's capability to produce grant funds. Please note that resources are limited and not all grant applications may receive funding.

TIMELINE

Activity	Timeline
Grant packets sent to municipalities and non-profit organizations	Current
Grant application submission	June 15, 2018, 5:00PM - Deadline
Grant requests compiled by Department of Resource Recovery	June 16 – July 3, 2018
Department of Resource Recovery develops recommendations	July 5 – 10, 2018
Public Works & Planning Committee reviews recommendations of Department of Resource Recovery *	July 11, 2018
Public Works & Planning Committee renders decision and recommendations to the Eaton County Board of Commissioners*	July 11, 2018
Eaton County Board of Commissioners renders decision and communication (including grant agreements) sent to applicants*	July 18, 2018
Submission of grant agreements to Resource Recovery	August 25, 2018 - Deadline
2018-2019 Solid Waste Alternatives Grant Cycle	October 1, 2018 – September 30, 2019

*These activities will occur at regularly scheduled meetings.

EVALUATION CRITERIA

Eaton County encourages grant applicants to develop projects that will assure long term viability for resource recovery activities. All grant applications will be reviewed based on the following criteria:

- Completeness - all grant applications must be complete. A detailed report of the proposed project and budget is required.
- Timeliness - all grant proposals must be received by the deadline (**June 15, 2018 by 5:00 PM**) to receive consideration. No exceptions.
- Projections - all grant proposals must include projected recycling and/or composting totals for the project.
- Efficiency - grant proposals must make efficient and effective use of funds. Cooperative efforts will be given precedence over individual projects.
- Neatness – no handwritten proposals will be considered.
- Special Considerations – applicants who demonstrate innovative ideas or improved techniques will be given special consideration.

Note - *Operational expenses for pre-existing programs (i.e. - public works leaf collections, Christmas tree pick-ups, etc.) will not be given consideration under the Eaton County Solid Waste Alternatives Grant Program.*

REIMBURSEMENT PROCEDURES

Grantees will submit forms for reimbursement of funds quarterly, at a minimum. This does not preclude grantees from requesting reimbursement on an as-needed basis within each quarter. The Department will provide a financial report form for documentation of project expenses that fall into the line items originally set forth in the grant agreement. After review and approval of the documentation, funds will be disbursed.

REPORTING REQUIREMENTS

A Summary of Project Accomplishments form and Materials Recovery Sheet must be completed by the grantee on a quarterly basis. Year-To-Date updates are acceptable when submitting the Materials Recovery Sheet, but they must be prepared within the designated time frame. ***Failure to submit these forms in a timely manner during the reporting period will lead to a suspension of grant funds.***

<u>REPORTING PERIOD</u>		<u>REPORT DEADLINE</u>
1 st Quarter	October 1- December 31	January 31
2 nd Quarter	January 1 – March 31	April 30
3 rd Quarter	April 1 - June 30	July 31
4 th Quarter	July 1 – September 30	October 15

GRANT SUBMITTAL

All grant materials including the application and any other necessary attachments should be submitted to:

EATON COUNTY DEPARTMENT OF RESOURCE RECOVERY
1045 INDEPENDENCE BLVD
CHARLOTTE MI 48813

Questions may be directed to Jeff Krcmarik, Resource Recovery Coordinator, at (517) 543-3686.