



NOTICE

TO: Recycling Education Grant Applicants

FROM: Stefanie Vandiver
Office of Solid Waste Reduction and Recycling

DATE: August 15, 2016

RE: 2016-2017 Recycling Education Grant Application Package

The 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 or 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.

Schools may request up to \$2,500.00. The grant cycle will run from the date of the last signature on the grant agreement until May 31, 2017. Grant applications will be accepted until September 30, 2016. Only one recycling education grant application per school will be accepted.

You may submit your application by e-mail to swgrants@dhec.sc.gov . You may also submit the application by mail to the following address:

Stefanie Vandiver
SC DHEC
Office of Solid Waste Reduction and Recycling
2600 Bull Street
Columbia, SC 29201

Thank you for your interest in the Recycling Education Grant Program. If you have any questions or comments about the application or guidelines, please e-mail me at swgrants@dhec.sc.gov or you may call 1-800-768-7348.

This solicitation does not commit the state to award a grant, to pay any cost incurred in the preparation of the proposal, or to procure or contract for articles of goods or services. The state reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the state to do so.

2016-2017 RECYCLING EDUCATION GRANT PROGRAM

OVERVIEW

The Recycling Education Grant is a competitive grant program that allocates funds to public school districts, public schools and private schools within South Carolina. Funding for this program is made possible through the South Carolina Office of Solid Waste Reduction and Recycling. Funds are to be used to encourage the development of hands-on projects that teach the importance of source reduction and recycling.

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 September 30, 2016. The grant cycle will run from the date of the last signature on the grant agreement until May 31, 2017.

Budget: Each school may apply for grant funds up to **\$2,500.00**. Payments to public schools will be made to the school district.

Allowable Budget Items:

Recycling Containers and Supplies- This includes materials used to facilitate recycling in the cafeteria, classrooms, school grounds or common areas. It 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 an ongoing project.

Composting Supplies- This may include equipment and supplies used for composting and/or vermi-composting projects. Funds may also be used for composting reference materials. Recurring costs (i.e., contractual expenses, leases) may be allowed 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.

Recycling Related Field Trips- This may include the costs for buses, bus drivers, substitute teachers and admission fees.

Non-allowable costs: Personnel costs and trash cans/disposal costs will not be funded.

Method of Payment: Payment will be made to the public school district or private school upon execution of the signed grant agreement.

Final Progress and Budget Report: All grantees must submit copies of invoices, receipts, purchase orders or cancelled checks along with a completed final report form. Expenditures must match the budget detailed in the grant agreement. Failure to comply with the terms of the grant agreement may result in repayment of grant funds to the DHEC.

APPLICATION GUIDELINES

1. 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.
2. Grant applications must be received by the Office no later than **September 30, 2016**. Applications received after the deadline will not be considered.
3. Incomplete applications will not be considered for funding.
4. Funds may be requested only for recycling containers/equipment, field trips and composting equipment/supplies as outlined in the grant guidelines.
5. Grant requests may not exceed \$2,500.00 per school.
6. Priority will be given to those schools that have not received a grant from the Office of Solid Waste Reduction and Recycling within the last two (2) school years.
7. Applications will not be considered from grantees with outstanding grant requirements from prior awards.
8. Applicants must comply with all applicable school, county or district procurement policies.

PLEASE RETURN GRANT APPLICATION TO:

E-MAIL ADDRESS: swgrants@dhec.sc.gov

MAILING ADDRESS:

SC Department of Health and Environmental Control
Office of Solid Waste Reduction and Recycling
2600 Bull Street
Columbia, SC 29201

PHONE: 1-800-768-7348

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2016-2017 RECYCLING EDUCATION GRANT APPLICATION

Please provide the following information:

1. Name of school district:
2. Name of District Superintendent:
3. Address of district where grant award is to be mailed:
4. District telephone number:
5. Name of finance officer or grant administrator:
6. Telephone number of Finance Officer or Grant Administrator:
7. Name of school:
8. Address of school:
9. Name of Principal:
10. School telephone number:
11. Name of project contact person (person handling program on daily basis):
12. Contact person email:
13. Contact telephone number:
14. Please list one or more of the following items for which you are requesting grant funds.
 - a. Classroom recycling containers: (description, estimated cost, number requested)
 - b. Other recycling containers: (description, estimated cost, number requested)
 - c. Composting bins/supplies: (description, estimated cost, number requested)
 - d. Field trips: (description, estimated cost)
 - e. Other: (description, estimated cost)
15. Describe the project for which you are requesting funds. This description must include the following information:
 - a. Overview and anticipated outcome of the project
 - b. Current recycling efforts in your school
 - c. If requesting containers, please list where the recyclables, e.g. paper, aluminum, cardboard, etc. will be taken and/or who will collect the recyclables. School must have an outlet for the recyclables.
16. **Total funds requested: \$ _____**