



Community Grant – Recycling Incentive Program

Grant Handbook & Application

Introduction

The Lucas County Board of Commissioners, acting in their capacity as the Board of Directors for the Lucas County Solid Waste Management District (“District”) are authorized under the approved Solid Waste Management Plan (“Plan”) to make grants to communities located within the incorporated and unincorporated territory of the District. The purpose of these grants shall be to implement new and support existing waste reduction, recycling and yard waste programs (“recycling program”) that assist the District in meeting the goals and objectives of the State of Ohio’s Solid Waste Management Plan and the District’s approved Plan. Programs that improve the District’s achievement of Goal #2 will receive priority funding – consistent with the objectives identified in the District’s Municipal Assistance program, combining directed technical assistance with the financial incentive provided by the grants.

This handbook addresses all Community Grant application requirements. However, the District Director reserves the right to modify these requirements as circumstances warrant.

Eligibility

To be eligible for the District’s Community Grant funding, applicants shall meet the following criteria:

1. Be a community that approved the 2024 District’s Solid Waste Management Plan.
2. Be a community located within the boundaries of the District.
3. Be a community that has a recycling or waste reduction program or will start a recycling or waste reduction program within the year of the grant application. The applicant must state the time period being requested for funding. Be a community that has submitted an application which conforms to the purpose of the Community Grant Program as outlined in this grant packet.

Definitions

Authorized Official – the local person, designated by the legislative body approving the submission of the grant, responsible for the administration of the grant and to sign all reports/documents to be filed with the District.

Legislative Body – the elected officials who preside over the city, village or township and having the authority under the local Charter and Ohio Revised Code to expend and receive funds for programs and services operated within their local jurisdiction.

Grant Agreement – the signed agreement between the grantee and the District, through which the grantee agrees to expend grant and matching funds for specified purposes. Agreements signed between the District and communities for the purpose of the implementing the Plan will supersede this agreement. However, such communities shall be required to submit the grant application, abide by the grant guidelines, procedures and meet the eligibility criteria.

Grant Funds – money awarded by the District to the grantee for expenditure in accordance with the Grant Agreement.

Matching Funds – cash commitments made by the grantee for the expenditure during the grant period, on approved grant activities in accordance with the Grant Agreement.

Program Manager – the person who implements the grant activities as directed by the Authorized Official (may be the same person) and who serves as the District's primary contact for grant-related consultation(s).

Funding Process

The District shall distribute available program funding up to the base allocation for allowable requests, depending upon grant review recommendations. Please note that if during a year the cost of the Community Grant program exceeds the District's financial capacity, the District will place the program on hold until the following year. Funds will be distributed based upon four factors:

1. the completeness and content of the grant application,
2. the amount of funds requested,

3. the amount of grant funds available, and
4. the applicant's history in working with the District, their history with program implementation and the impact of the application on the District's Plan.

The District reserves the right to reduce or eliminate budget line items that are not satisfactorily justified.

Base Allocation Amounts

Base allocation amount will be \$2,000.00 total disbursed among applicants annually.

Match funds are not included in base allocation amounts.

Cash Match

There is a 25% cash match requirement.

Other Requirements

Each applicant shall be required to submit the following:

Ordinance or Resolution

Each applicant shall submit a copy of the ordinance or resolution authorizing the submission of the grant application and encumbering the funds necessary for the activity to be implemented during the grant period.

Application Cover Sheet

Each applicant shall fully complete all relevant sections of the Application Cover Sheet and Budget Details for the activity(ies) being requested for funding. These forms are provided in the attached appendices. Budget entries shall be in whole dollar amounts on the Budget Detail forms. Additionally, you may use the District's web page to access these forms at www.lucascountyoh.gov/DocumentView.aspx?DID=3952. Applications may be submitted electronically to jriley@co.lucas.oh.us, Subject Line: "Grant."

Grant Report

All communities that receive grant funding will need to submit a grant report at the end of the fiscal year outlining a description of how the grant money was allocated, program goals, qualitative and quantitative data (including how many households participated and number tons of recyclables were diverted from the landfill) as part of the grant funded program.

Application Deadline and Review Process

Deadlines

Applications may be submitted by email to jriley@co.lucas.oh.us, Subject Line: "Grant" or by mail to the District office located at 1011 Matzinger Rd., Toledo, Ohio 43612. Applications must be received no later than 4:00 p.m. on the last Friday in **June** at the District office. The District reserves the right to reject any application that does not meet the aforementioned deadline.

Review Process

The District shall mail/e-mail notices of approval/disapproval no later than the last Friday of **January of the following** year. The District staff shall review each application and submit their recommendations to the Director. The Director will then make a recommendation for award to the Board of County Commissioners.

Notification of Award

Upon approval by the Board, a contract shall be mailed to the successful applicant for approval and execution.

APPLICATION COVER SHEET

Community Name: _____ Fed Tax ID No: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Fax: _____

Website: <http://> _____

Authorized Official:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail: _____

Program Manager:

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail: _____

Project Narrative:

Attach additional pages as necessary.

Grant Request: \$ _____ Community Match: \$ _____

BUDGET DETAILS

Community: _____

	Grant Funds Requested	Match Funds Committed	TOTAL FUNDS
PERSONNEL			
Management			
Overhead			
Personnel Subtotal			
TRAVEL			
Mileage			
Workshop/Training			
Travel Subtotal			
EQUIPMENT (list each)			
Equipment Subtotal			
OTHER			
Advertising			
Awareness/Education			
Print/Production			
Recycling/Collection Supplies			
Other: _____			
Other Subtotal			
CONTRACTS			
Collection/Processing			
Awareness/Education			
Contracts Subtotal			
TOTAL BUDGET			