



## Recycling Grant Guidelines

### A Program of Ramsey/Washington Recycling & Energy

Ramsey/Washington Recycling & Energy (R&E) is a joint powers board that works on behalf of Ramsey and Washington counties on solid waste programming and operations. R&E works to improve the recovery and management of solid waste, recyclable materials, and food scraps/ organic waste materials, to help the counties meet the 75% recycling goal set by the state of Minnesota.

R&E offers grants to businesses and non-profits to implement projects that will advance R&E's mission to enhance public health and the environment by creating value from waste through partnerships.

The Recycling Grant is available to businesses, institutions, schools, non-profit organizations, places of worship, and multi-unit residential properties with five or more units (businesses) located in Ramsey and Washington counties.

Recycling Grants may be used to:

- Start or improve recycling and organics collections; and
- Support small-scale food recovery, waste reduction, and reuse activities.

Recycling Grants include two components:

- **Cash Grant** – Cash grant for equipment, supplies, infrastructure improvements, or educational materials to help reduce waste or improve recycling or organics (food scraps) collections. Requires application.
- **Direct-Ship Bins** – Recycling and organic bins and equipment ordered from the BizRecycling product catalog and shipped directly to the grantee. Requires application.

In addition, R&E provides the following resources free to eligible businesses. No grant application is required. Businesses may order directly from the website.

- **Bin Labels** - Trash, organic, and recycling bin labels. The best-practice labels use images and color-coded standardization to reduce contamination. To order visit [bizrecycling.com/labels](http://bizrecycling.com/labels)
- **Totes and Signage for Multi-Units** – In-unit recycling totes, educational refrigerator clings, and common space posters. To order visit [bizrecycling.com/why-recycle/apartments](http://bizrecycling.com/why-recycle/apartments)

Visit [bizRecycling.com](http://bizRecycling.com) to learn how other businesses in Ramsey and Washington counties have successfully implemented improved recycling and organics programs that have saved their businesses money and/or improved operating efficiency.

### Available Funding

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Funding for Recycling Grants is as follows:

- **Businesses, Schools, Institutions and Non-Profits**
  - Up to \$10,000, which includes the total value of the cash grant and direct-ship bins combined.
  - Up to \$2,500 for small businesses such as caterers, food trucks, and stall vendors who operate out of a shared facility. The facility must also participate in BizRecycling and provide waste management best practices.
- **Multi-Unit Residential Properties**
  - Properties with 5-20 units:

- Up to \$10,000 for trash, recycling & organics bins for indoor and outdoor public spaces.
- If the property already has adequate bins as determined by an R&E Recycling Expert, funds may be used for infrastructure improvements.
- Properties with more than 20 units:
  - Up to \$10,000 for trash, recycling & organics bins for indoor and outdoor public spaces.
  - Up to \$10,000 for infrastructure improvements.

Totes, signage, and labels are not included in grant limits. There is no minimum grant. Matching funds are not required.

Businesses may apply for additional funding after receiving an initial grant until they reach the grant limit threshold.

### **How to Submit a Grant Application**

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To apply, the business must receive a site visit from an R&E Recycling Expert. At the site visit, the Recycling Expert will assess the current system for managing trash, recycling, and organics and make recommendations for improvements. The Recycling Expert will help develop and submit the grant application through an online grant application system and order signage or additional resources.

Applications are accepted year-round until funds are fully disbursed. They are evaluated on a “first come-first serve basis.” Applications take approximately 8 weeks to process, from submittal to receiving the grant check. Applications will be reviewed and evaluated by staff from R&E, Ramsey County, and Washington County. During the review process, R&E may request additional information.

To request a site visit e-mail [info@bizrecycling.com](mailto:info@bizrecycling.com) or call 651-266-1199.

### **Eligibility and Guidelines**

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Businesses that meet the following criteria are eligible for a Recycling Grant.

#### **Eligibility**

- *Geographical Service Area:* All businesses, schools, and multi-unit residential properties must be physically located in Ramsey or Washington County. If the business has multiple locations within the counties, each location is eligible for a grant.
- *Eligible Businesses:* Grants are available to any for-profit or non-profit non-residential waste generator in Ramsey and Washington counties with 1 or more employees, excluding: the federal government; the State of Minnesota; Regional Agencies; the University of Minnesota and MnSCU Facilities; and Public Entities in Ramsey or Washington County that have other County grant programs available.
- *Multi-Unit Residential Properties:* The property must have 5 or more individual units. The applicant must be responsible for managing the recycling and trash hauling contract for the properties it owns, leases, rents, manages, or maintains.
- *Eligible Schools:*
  - Ramsey County: Charter schools with *less than* 250 student enrollment and all private schools.
  - Washington County: All charter schools and all private schools.
  - All public schools, except those mentioned above, are not eligible. Grant resources are available through Ramsey and Washington Counties.

#### **Guidelines**

- Complete a site assessment with an R&E Recycling Expert.
- Complete a Recycling Grant Application, which includes up to a 500-word plan that describes the proposed recycling activities and how the business will engage employees/residents in implementation.
- Provide a complete W-9.

- Agree to host up to 3 site visits with an R&E Recycling Expert. The site visits are to (1) review current on-site waste operations and equipment, discuss objectives and approach, and prepare the grant application; (2) if needed, implement the grant; and (3) a final walk-through at the 18-month grant end.
- Enter into a grant agreement with R&E. The approved application will serve as the work scope for the agreement.
- Agree to carry out recycling activities for 18 months.
- Provide a 3-sentence testimonial at the end of the 18-month grant period.

**Multiple Grant Award Limitations:** To ensure funds are used responsibly, any participant with more than three open BizRecycling grants must implement all required activities as agreed before applying for additional grant funding. New grants may be considered after at least one existing grant is successfully implemented. For this purpose, "participant" is defined as any business, business partnership, property management company, or nonprofit organization engaging in work under this program, regardless of the number of properties, businesses, or ownership entities involved.

**Multi-Unit Residential Properties:** One grant is available per property, not per building. Properties must have more than 5 individual units. "Property" is defined as a complex, development, or similar grouping of buildings. A Property is comprised of all units/buildings in a development that are owned and/or managed by a single entity in a defined geographic area. For purposes of this grant program, R&E reserves the right to use this definition of Property to approve or deny any grant request to responsibly manage its limited program resources.

**Places of Worship, College Campuses, and School Campuses:** Places of worship (churches, temples, i.e.) and their surrounding campus buildings, college campuses, and school campuses are eligible for one grant per property. The grant must include an educational component for its members and include the projected number of people reached.

Exceptions to the policy include:

- If a church has more than one campus location, it may be eligible for additional grants. Must be pre-approved by BizRecycling Grant Program Manager.
- If there is a separate building and kitchen for daycare, preschool, or food shelves, then it could be eligible for additional grants. Must be pre-approved by BizRecycling Grant Program Manager.

## **Evaluation Criteria**

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All submitted applications will be evaluated according to the following criteria:

- Outcomes – Objectives clearly stated, specific, realistic, and measurable.
- Impact – Diversion of recyclables trash.
- Engagement – How well employees, students or residents are engaged in recycling activities.

## **Reporting Requirements**

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All applicants will fill out a baseline report as part of the grant application. If awarded a grant, the business is required to complete a final report. The final report takes less than 15 minutes to complete. The report will provide R&E with information about quantities of recyclables, food scraps/organics, and trash diverted or eliminated.

The final report is due 18 months from the grant start date. R&E withholds \$250 from the original grant award. The \$250 will be paid to the business at the end of the 18-month grant term when the final conditions are met: (1) submittal of the final report and (2) completion of a final on-site walk-through with a Recycling Expert to verify the implementation of recycling activities.

## **Appropriate Use of Funds and Restrictions**

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The following are eligible expenses to receive funding. If the business has an idea outside of the items listed below, consult with a Recycling Expert.

### **General:**

#### Trash, Recycling, and Organics Operations

- Trash, recycling, and organics containers and sorting stations for common areas.
- Totes, carts, cart tipplers, and other waste containers for transportation to containers serviced by the hauler.
- Containers and equipment to manage specialty materials for reuse or recycling.
- Organics management systems for storage, managing odor, and space concerns.
- Compactors and balers to manage trash or recyclable materials.
- Construction upgrades of loading docks, trash chutes, and waste enclosures to accommodate new or expanding recycling or organics collection systems.

#### Food Donation/Waste Reduction

- Up to 6 months or \$5,000 (whichever is less) supply of compostable food service ware and bin liners for organic collection containers. Businesses must have an organics pickup service.
- Reusable food service ware if converting from disposables.
- Reusable containers and equipment to transport donated food. Must specify food donation recipient in grant application.
- Dishwashers and installation costs if converted from disposable dishware to reusable.
- One bottle refilling station and installation costs per grant application.
- Purchase of equipment and supplies that move the business from industry-specific disposal items to reusable options.
- Shelving/cabinets to store reusable items.
- Up to \$750 towards the replacement or repair of equipment and appliances that promote reuse, where without disposal items would be used.
- Up to 3 months or \$2500 of subscription costs, whichever is less, to manage inventory/usage/donations of food and disposal items to reduce waste.

#### Education and Engagement

- Production and printing of custom signage, labels, and education materials. All custom material must be approved by R&E for adherence to best practice standards prior to production.
- Production & printing of employee recycling training manuals.
- Books & toys for school classrooms and daycare centers.
- Funding staff, custodian, or building occupant training (hourly wage for each employee for one hour of training); **or** up to \$250 for incentives for residents, congregants, students, or participants to attend virtual or in-person recycling training sessions.

### **Multi-Unit Residential Dwelling Properties Only:**

- One security camera per indoor or outdoor waste collection area. Total funding for cameras will not exceed \$5,000 for properties with 20 units or less, or \$10,000 for properties with more than 21 units. Applicants must specify in their application how they will use the cameras to increase resident accountability (for example language added to leases, fines, follow-up notices, etc.).
- One-time bulky items recycling fees.

### **Ineligible Expenses:**

- Incurred labor costs to collect and manage waste and recycling, including consultant and project management costs.

- Refrigeration and freezers.
- Water bottles and tumblers.

All requested items must be reasonable in price point. R&E reserves the right to deny any item or request a more cost-effective substitute for the requested item be included in the grant application.

### **Fund Dispersal**

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**Cash Grants:** Once the grant application is approved, a check will be issued for the cash grant, excluding \$250 for the submittal of the final report. When the final report is approved and the business has completed a final walk-through with the Recycling Expert, the final payment of \$250 will be sent to the business. It is the responsibility of the grantee to purchase the items of the grant in a timely manner after receiving grant funds.

- *Construction of waste enclosures will be funded as follows:* 50% of grant funds will be distributed at the beginning of the grant period. The remaining funding, less the final \$250 report payment, will be reimbursed to the grantee once the construction of the enclosure is complete.

**Direct-Ship Bins:** Once the grant agreement is executed, R&E will order the bins and equipment identified in the grant application. Bins and equipment will be delivered directly to the business.

### **R&E Board Rights**

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The R&E Board may require confirmation of information furnished by applicants. The R&E Board reserves the right to:

- Reject any or all applications if such action is in the public interest.
- Cancel the entire grant program.
- Appoint evaluation committees to review grant applications.
- Negotiate with any, all, or none of the grant respondents.

A business completing a Business Recycling Grant Application does not commit R&E to enter into a contract, nor does it obligate the R&E Board to pay for any costs incurred in the preparation and submission of applications or anticipation of a grant.

R&E reserves the right to revise these guidelines as needed.