

# Recycling Grant Guidelines

BizRecycling – a program of Ramsey/Washington Recycling & Energy

Ramsey/Washington Recycling & Energy (R&E) is the organization through which Ramsey and Washington counties collaborate to responsibly manage waste. Through R&E, the counties strive to protect health and the environment. R&E offers programs to help residents and businesses reduce waste and recycle better.

The Recycling Grant is available to businesses, institutions, schools, nonprofit 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/food scraps collection.
- Support small-scale food recovery, waste reduction and reuse activities.

Recycling Grants include two components:

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

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

- **Bin Labels:** Trash, recycling and organics bin labels. The best-practice labels use images and color-coded standardization to reduce contamination. To order, visit [BizRecycling.com/Shop](https://bizrecycling.com/Shop).
- **Totes and Signage for Multi-Units:** In-unit recycling totes, educational refrigerator clings and common space posters. To order, visit [BizRecycling.com/Product-Category/Resources](https://bizrecycling.com/Product-Category/Resources).

Visit [BizRecycling.com](https://bizrecycling.com) to learn about additional grant options.

## Available Funding

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Funding for Recycling Grants is as follows:

### Businesses, Schools, Institutions and Nonprofits

- 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 use waste management best practices.

### Multi-Unit Residential Properties

- Properties with 5-20 units:
  - Up to \$10,000 for trash, recycling and organics bins for indoor and outdoor public spaces.
  - If the property already has adequate bins as determined by a BizRecycling Recycling Expert, funds may be used for infrastructure improvements.
- Properties with more than 20 units:

- Up to \$10,000 for trash, recycling and organics bins for indoor and outdoor public spaces.
- Up to \$10,000 for infrastructure improvements.

Totes, signage and labels are free to eligible businesses and are not included in grant limits.

There is no minimum grant amount. Matching funds are not required. Businesses may apply for additional funding after receiving an initial grant until they reach the grant limit threshold.

**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, institution or nonprofit organization engaging in work under this program, regardless of the number of properties, businesses or ownership entities involved.

### How to Submit a Grant Application

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Applicants must work with one of BizRecycling’s Recycling Experts to submit a grant application. The Recycling Expert will conduct an initial site assessment of the business, provide recommendations for improvements and help develop the project plan. They will help assemble the necessary documentation and price quotes for the grant application and will help submit the grant application through an online application system. They will also help order signage or additional resources. **Applications from businesses who have not had a site assessment will not be reviewed.**

To be connected to a Recycling Expert, email [info@BizRecycling.com](mailto:info@BizRecycling.com) or call 651-768-6670.

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

### Eligibility and Requirements

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

#### Eligibility

- *Eligible Businesses:* Any for-profit or nonprofit, non-residential waste generators in Ramsey and Washington counties with one 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 counties that have other county grant programs available.
- *Eligible Multi-Unit Residential Properties:* The property must have five 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 enrolled students and all private schools.
  - Washington County: All charter schools and private schools.
  - All public schools, except those mentioned above, are not eligible. Grant resources are available through Ramsey and Washington counties.

- 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.
- Must be in “active/good standing” status with the [Minnesota Secretary of State](#) at the time of application.

### Requirements

- Complete a site assessment with a 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.
- Enter into a contract agreement with R&E for a period of 18 months. The approved application will serve as the work scope for the agreement.
- Provide a complete W-9.
- Agree to host up to three site visits with a Recycling Expert. The site visits are to (1) review current on-site operations and equipment, discuss objectives and approach and prepare the grant application; (2) if needed, implement the grant; and (3) complete a final walk-through at the end of the grant period.
- Provide a three-sentence testimonial at the end of the 18-month grant period.
- Be in current compliance (or gain via this grant) with the Minnesota Commercial Recycling Ordinance ([Commercial Recycling Law FAQ](#)).

**Multi-Unit Residential Properties:** One grant is available per property, not per building. Properties must have five or more individual units. A “property” is defined as a complex, development or similar group of buildings. A property is comprised of all units and 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, BizRecycling staff reserve 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, etc.) 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 this policy include:

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

### 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, please consult a Recycling Expert.

#### General:

#### Trash, Recycling and Organics/Food Scraps Operations

- Trash, recycling and organics containers and sorting stations for common areas.
- Totes, carts, cart tippers and other waste containers for transportation to containers serviced by a 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 recycling.
- Construction upgrades of loading docks, trash chutes and waste enclosures to accommodate new or expanded recycling or organics collection systems.
- Organics hauling service fees and one-time dumpster drop off fees, up to three months' cost for businesses with new service and two months' cost for businesses improving their organics collection systems.

#### Food Donation and Waste Reduction

- Up to six months of compostable food service ware and bin liners, not to exceed \$5,000. To qualify, businesses must have an organics collection hauling service. An additional three months and up to \$2,500 is available for businesses located in eligible [Food Scraps Pickup Program](#) areas who agree to promote the program to customers as defined and approved by R&E. The maximum total grant funding available for compostable food service ware and bin liners is \$7,500 per business.
- Reusable food service ware if replacing disposables.
- Reusable containers and equipment to transport donated food. Must specify food donation recipient in grant application.
- Dishwashers and installation costs if switching from disposable to reusable dishware.
- The cost of one bottle refilling station and installation per grant application.
- Purchase of equipment and supplies that moves the business from industry-specific disposable 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 the equipment, disposable items would be used.
- Up to three months or \$2,500 of subscription costs, whichever is less, to manage inventory/usage/donations of food and disposable items to reduce waste.

#### Education and Engagement

- Production and printing of custom signage, labels and educational materials. All custom materials must be approved by BizRecycling staff for adherence to best practice standards prior to production.
- Production and printing of employee recycling training manuals.
- Books and toys related to waste reduction and recycling for school classrooms and daycare centers.
- Funding for 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 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 21 or more 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 item recycling fees.

#### **Ineligible Expenses:**

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

- Reusable water bottles and tumblers.

All requested items must be reasonable in price point. BizRecycling staff reserve the right to deny any item or request that a more-cost effective substitute for the requested item be included in the grant application.

### **Evaluation Criteria**

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All submitted applications are evaluated according to the following criteria:

- Outcomes: objectives are clearly stated, specific, realistic and measurable.
- Impact: diversion of materials from the trash.
- Engagement: how well employees, students and/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 grantee (including returning grantees) is required to complete a final report. The final report takes less than 15 minutes to complete. The report will provide BizRecycling staff 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 provides \$250 for completion of one final grant report. If grant requests are maxed out at \$10,000, this \$250 is withheld from the original request. The \$250 will be paid to the grantee 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 grant activities.

### **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: fifty percent 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, BizRecycling staff will order the bins and equipment identified in the grant application. Bins and equipment will be delivered directly to the business.

### **Rights of R&E**

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R&E may require confirmation of information furnished by applicants. R&E 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 Recycling Grant application does not commit R&E to enter into a contract, nor does it obligate R&E to pay for any costs incurred in the preparation and submission of applications or in anticipation of a grant.

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