



**Office of Solid Waste Reduction and Recycling  
2018-19 Recycling Education Mini-Grants  
Request for Proposals**

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, 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.

**Submittal Instructions and Application Guidelines**

1. Schools may request a maximum of \$1,500.00.
2. Grant applications must be received by the office no later than **September 30, 2018**. Only one recycling education grant application per school will be accepted.
3. Applications may be emailed to [swgrants@dhec.sc.gov](mailto:swgrants@dhec.sc.gov) or mailed to the attention of Stefanie Vandiver at: SC DHEC- Office of Solid Waste Reduction and Recycling, 2600 Bull Street, Columbia, SC 29201.
4. 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.
5. Applications received after the deadline will not be considered.
6. Incomplete applications will not be considered for funding.
7. Funds may be requested only for items outlined in the grant guidelines.
8. Grant requests may not exceed **\$1,500.00** per school.
9. Priority will be given to schools that did not receive a grant from the Office during the 2017-2018 school year.
10. Applications will not be considered from grantees with outstanding grant requirements from prior awards.
11. Applicants must comply with all applicable school, county, or district procurement policies.

**For additional information, please contact Stefanie Vandiver at (800)768-7348.**

## 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, 2018**. The grant cycle will run from the date of the last signature on the grant agreement until May 31, 2019. Priority will be given to schools that did not receive a grant from the Office during the 2017-2018 school year.

**Budget:** Each school may apply for a maximum of **\$1,500.00**. Payments to public schools will be made to the school district.

**Allowable Budget Items:**

**Recycling Containers and Supplies:** Materials used to facilitate recycling in the cafeteria, classrooms, school grounds, or common areas. This 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.

**Share Table Equipment and Supplies:** Allowable items may include tables, refrigerator, bins, and other related supplies.

**Stadium Recycling “Twin-the Bin” Containers:** Containers to provide recycling for plastic bottles and aluminum cans alongside trash receptacles at district-owned sports complexes. May be dual trash/recyclables receptacle systems, or recycling bins to be placed immediately adjacent to existing trash containers.

**Composting Supplies:** Expenses related to composting, vermi-composting, and food waste diversion may be requested. Recurring costs (i.e., contractual expenses, leases) will be considered only 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, food, and admission fees.

**Other:** Other items directly related to recycling and/or composting may be requested but must be thoroughly described and explained in the application.

**Method of Payment:** Payment will be made to the public school district or private school upon execution of the signed grant agreement. Unexpended funds must be returned to the Office at the end of the grant period, but grantees are encouraged to expend all funds as needed to support their project.

**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. Each grantee will be required to submit a minimum of ten pictures, ten power-point slides, or a two-minute video showing their progress throughout the grant cycle. Expenditures must match the budget detailed in the grant agreement. Failure to comply with the terms of the grant agreement may result in a request for repayment of grant funds to the DHEC.

**NOTE:** *This offering does not commit DHEC to award a grant, to pay any cost incurred in the preparation of the application, or to procure or contract for articles of goods or services. DHEC reserves the right to accept or reject any or all applications received as a result of this offering, or to cancel in part or in its entirety this offering if it is in the best interest of the State to do so.*

**2018-2019 RECYCLING EDUCATION GRANT APPLICATION**

**provide the following information, numbered 1-18 for reference:**

1. Name of school district:
2. Name of District Superintendent:
3. Address of district office:
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 and estimated cost)
  - b. Other recycling containers: (description and estimated cost)
  - c. Stadium recycling containers: (description and estimated cost)
  - d. Composting bins/supplies: (description and estimated cost)
  - e. Share table equipment/supplies: (description and estimated cost)
  - f. Field trips: (description and estimated cost)
  - g. Other: (description and estimated cost)
15. Provide an overview of the grant project. Include the anticipated outcome of the project.
16. Describe the current recycling efforts at your school, including what items are collected.
17. If you are requesting funds for containers, please provide the name of the hauler/vendor who will be hauling the recyclables from your school, and the destination to which the materials will be delivered.
18. If you are requesting funds for first-year contractor fees, please provide the name of the hauler/vendor and plans for the future sustainability of the program. (How will the program be funded next year?)
19. **Total funds requested** (must be described in #14 above): \$ \_\_\_\_\_

