

*“Remember to Celebrate Earth Day in April
and America Recycles Day in November”*



West Central Solid Waste District's

3 R's SCHOOL GRANT PROGRAM **(Reduce, Reuse, Recycle)**

How does my school qualify for a 3 R's grant?

*Your school will qualify for **FREE** funding if it does the following:*

- Establish a **new** reduce, reuse, recycle program
- OR*
- Expand an **existing** reduce, reuse, recycle program

Grant funds will be used to help with the establishment or expansion of a 3 R's program at organizations within WCSWD. Due to limited funds, the **maximum** grant award available to any school or civic organization is **\$350** per budget/calendar year. The money is to be used to purchase recycling containers for classrooms, cafeteria, common areas, etc. or to make other capital purchases that will enhance a 3 R's program (such as can crushers, informative posters/media, collection carts, reusable dishes/silverware, and the like).

Other creative ideas are welcome.

Who is West Central Solid Waste District?

West Central Solid Waste District (WCSWD) is a government agency serving Montgomery, Parke, and Putnam Counties that is charged through state legislation to reduce the waste stream. WCSWD is dedicated to providing resources to schools in our 3 counties to assist in achieving this goal.

Our mission is "to be the catalyst for achieving the highest level of waste reduction and resource conservation. In realizing our goals, we will strive to be a leader in these areas, focus on education as the vehicle for change, encourage the use of existing entities, and help develop private enterprise whenever possible."

How do we apply for a 3 R's Grant?

1. Decide what items to reduce, reuse, or recycle (paper, aluminum, plastic bottles #1-7, reusable items such as dishes/silverware, etc.) and where (classrooms, offices, cafeteria, sporting events, etc.). Determine how many and what type of collection bins are needed if applicable. *Refer to Budget Page of grant application for a suggested list of available items (write in options will be considered under "Other").*
2. Submit a letter of commitment from your school to support the school's 3 R's grant program for a minimum of 12 months. *You may re-apply for additional grants after successfully completing the initial 12-month period.*
3. If your program focus is based on "Recycling" - decide whether your group will:
 - transport the recyclables to a recycling site OR
 - hire a solid waste hauler to transport the recyclables.
 - Establish a "Recycling Manager or Team" (Environmental/Science clubs, FFA, life-skills, cafeteria staff, etc.) to monitor the program making certain the bins do not overflow, that non-recyclables and contaminants are kept out and to keep the outlying collection area picked up and free of litter.

*Schools report notable savings (up to 50% or more) on their trash disposal costs with a school wide recycling program. ☺ *WCSWD "residential drop-off recycling centers" cannot handle "large" volumes of material collected at businesses/organizations/schools and should not be considered an option for recycling (No more than 2/ 32 gal. or less bags on a weekly basis is acceptable at a drop-off center, please do not leave on ground if bins are full as this is considered illegal dumping and can come with a fine of up to \$2,500).

4. Promote your Reduce, Reuse, and/or Recycle program through school announcements, newsletters, local newspapers, etc. to encourage participation, education, and reach your ultimate goals!

It's that easy and we will work with you to ensure your program is as effective as it can be! We will even deliver the materials right to your door!

***To Request an Application, Email:**

jcollisi@westcentralswd.com



WCSWD 3 R's GRANT APPLICATION (Cover page)

Date: _____



Please read the entire application before beginning to fill out the form. This should make the process easier. THANK YOU!

***Email or Fax applications to:**

Jane Collisi, Executive Director @ jcollisi@westcentralswd.com
Fax # (765) 653-1486

Type of Applicant (Program Sponsor)

oSchool Name _____

oClub/Group Name _____

Authorized Grants Program Manager

Name:

Title:

Address:

City:

County:

Zip Code:

Phone #:

Best Time to Call:

Fax #:

E-Mail Address:

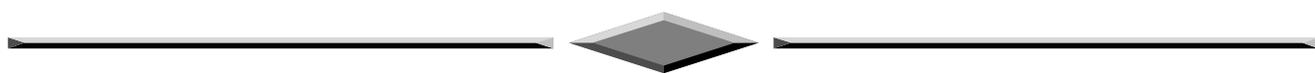
Overall Administrator (Principal)

Name:

Title:

Phone:

Email Address:



Funding Summary (Complete after Budget Pg. 6)

Amount of Grant Funds Requested: _____

Total Cost of Program: _____

Application Program Summary

Is your 3 R's program "new" OR an "expansion" of your existing program?

New Expansion

Complete this page **ONLY** if you are beginning a new 3 R's program. If you are expanding or changing an existing program, skip this page and complete page 5.

For "Recycling" Grants:

1a) **What items will be collected?**

- Mixed office paper
- Cardboard
- Newspaper
- Aluminum cans
- Plastic Bottles #1-7
- Other: *Please list* _____

Where?

- Lounge/ Breakroom
- Classrooms
- Offices
- Cafeteria
- Other: *Please list* _____

1b) If other than school, list the company(s), *with contact name & phone #*, who will be accepting the recyclable material(s) collected.

For all 3 R's grants:

2) This should be an ongoing program. (*In order to qualify for the grant, a commitment to maintaining this reuse or collection program for at least 12 months is required.*) Who will fund it in the future?

3) How many people will this program serve? ____ How many classrooms/offices? ____ (if collecting recyclables)

4) Briefly outline the education and promotion campaign (posters, announcements, pictures to local newspaper, newsletters, social media, special events, etc.) that will be used for this program.

5) How will the success of the program be evaluated?

For assistance, please contact Jane Collisi at jcollisi@westcentralswd.com
765-653-2150 or 1(800) 211-2750.

Complete this page **ONLY** if you are expanding or changing an existing 3 R's program. If you are beginning a new program, skip this page and continue to page Budget page 6.

For "Recycling" Grants:

1a) What items are currently collected?

- Mixed office paper
- Cardboard
- Newspaper
- Aluminum cans
- Glass
- Plastic bottles #1-7
- Other: *Please list* _____

Where?

- Lounge
- Classrooms
- Offices
- Cafeteria
- Events/Other: *Please list* _____

1b) What new items are proposed to be collected? Where?

- Mixed office paper
- Cardboard
- Newspaper
- Aluminum cans
- Glass
- Plastic bottles #1-7
- Other: *Please list* _____

- Lounge
- Classrooms
- Offices
- Cafeteria
- Events/Other: *Please list* _____

1c) If other than school, list the company(s), *with contact name & phone #*, who will be accepting the new recyclable material(s) collected.

For all 3 R's grants:

2) This should be an ongoing program. (*In order to qualify for the grant, a commitment to maintaining this reuse or collection program for at least 12 months is required.*) Who will fund it in the future?

3) How many people will this program serve? ____ How many classrooms/ offices? ____ (if collecting recyclables)

4) Briefly outline the education and promotion campaign (posters, announcements, pictures to local newspaper, newsletters, social media, special events, etc.) that will be used for this program.

5) How will the success of the program be evaluated?

3 R's Grant - Budget Page

Budget Item	Grant Request (# of items)	\$ Total \$
Recycling Containers & Accessories		
Clear Stream Recycling Bin (metal frame) for Cans and Bottles (\$65 each with 10 free start up liners per bin)		
Clear Stream Refill Liners (\$3 per roll/ 5 bags)		
14 Gal. Paper Recycling Tote (Blue Plastic) (\$12)		
32 Gal. Plastic Collection Can/Cart (with Wheels) \$25 Seasonal item dependent on available stock		
32 Gal. Liners for Rolling Carts (\$25/ 100 bags)		
14 Gal. Vermi-Compost Bin (Green Plastic) w/lid and instructions (\$16) "Red Worms <i>not</i> included"		
Reduce/Reuse Supplies *to be purchased by grant recipient and reimbursed by WCSWD (sales tax cannot be reimbursed)		
Reusable Water Bottles (BPA free)		
Reusable Dishes (bowls, plates, trays, silverware, etc.)		
Art/ Craft Projects promoting the 3 R's		
Eco T-shirts/ hats/ etc. (Eco spun or recycled)		
Recycled yogurt cup toothbrush (colors vary – includes postage paid mail back pouch) \$3.50 each (adult size)		
Environmental/Sustainability DVD's, CD's, Books		
Educational Books while supplies last		
50 Simple Things Kids Can Do to Save Earth \$9		
Recycle! Handbook for Kids (K-3 rd grade) \$5		
Worms Eat My Garbage (Vermi-Composting) \$10		
Compost by Gosh (K-2 nd grade) \$5		
Pee Wee (worm) & the Magical Compost Heap (3-7) \$4		
Pee Wee's (worm) Family in a Nutshell (grades 3-7) \$4		
Pee Wee's (worm) Great Adventure (grades 3-7) \$4		
Recycling Color & Activity Books (K-3 rd grade) \$.05/ book		
Other (list items to be considered) Attach separate sheet if more space is needed for requested items		
Total	_____ Items	\$ _____
		Grant request not to exceed \$350

Free! Teacher Resource Library – Borrow books and DVD's for Earth Month, America Recycles Day or environmental classroom education and discussions. See list on web site: www.westcentralswd.com

All decisions of the WCSWD are final. All applications become the property of the WCSWD.

Application Deadline

WCSWD has a limited amount of funding for grants each budget year. Grants are awarded on a first-come, first-served basis. Most years there is ample funding to accommodate all grant requests. The highest priority for awarding remaining grant funds will be based on the probability of success. This will be determined by answering the following questions:

-  Is this plan completely thought-out and clearly stated?
-  Is this plan the most appropriate approach for this applicant?
-  Is there need for this program? Is it sustainable?

Before submitting your completed application, check to be sure the following items are included:

1. **Grant Application Cover Page**
2. **Budget Page**
3. **Questionnaire Regarding Program** (Either New **OR** Expanding)
4. **(1) Commitment Letter** (for 12-month term of grant)

Commitment letters do not have to be complicated. A sentence or two from the principal or team leader acknowledging that you have received permission to apply for this grant with the school's support for a minimum period of 12 months.

If you are an awarded grant recipient, the following will occur:

- (1) WCSWD will order the supplies you have requested and/or issue a reimbursement check (if applicable) for other supplies to be purchased by grantee, once a receipt has been provided. Sales tax cannot be reimbursed.
- (2) Bins & supplies are delivered, programs are established, and promotion begins.
- (3) Program(s) will continue for a minimum of 12 months. A brief evaluation report will be due to WCSWD at the end of the 12 month grant term. *(This reporting form will be included with your grant agreement – please mark deadline date on your calendar as noted at the top of the progress report.)*

***Email Jane Collisi at jcollisi@westcentralswd.com or call (765) 653-2150 or 1-(800) 211-2750 with any questions. ☺**