



**Office of Solid Waste Reduction and Recycling  
2017-18 Recycling Education Grant  
Request for Grant 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 or 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.

**Schools may request a maximum of \$1,500.00. Priority will be given to schools that did not receive a grant from the Office during the 2016-2017 school year.**

The grant cycle will run from the date of the last signature on the grant agreement until May 31, 2018. Grant applications will be accepted until September 30, 2017. Only one recycling education grant application per school will be accepted.

You may submit your application by e-mail to [swgrants@dhec.sc.gov](mailto:swgrants@dhec.sc.gov) . You may also submit the application by mail to the following address:

Stefanie Vandiver  
SC DHEC  
Office of Solid Waste Reduction and Recycling  
2600 Bull Street  
Columbia, SC 29201

Thank you for your interest in the Recycling Education Grant Program. If you have any questions or comments about the application or guidelines, please e-mail me at [swgrants@dhec.sc.gov](mailto:swgrants@dhec.sc.gov) or call 1-800-768-7348.

*This solicitation does not commit the state to award a grant, to pay any cost incurred in the preparation of the proposal, or to procure or contract for articles of goods or services. The state reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the state to do so.*

## 2017-2018 RECYCLING EDUCATION GRANT PROGRAM

### OVERVIEW

The Recycling Education Grant is a competitive grant program that allocates funds to public school districts, public schools and private schools within South Carolina. Funding for this program is made possible through the South Carolina Office of Solid Waste Reduction and Recycling. Funds are to be used to develop hands-on projects that teach the importance of source reduction and recycling.

### 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, 2017. The grant cycle will run from the date of the last signature on the grant agreement until May 31, 2018. Priority will be given to schools that did not receive a grant from the Office during the 2016-2017 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. It 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.

**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-** This may include other items directly related to recycling and/or composting.

**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 repayment of grant funds to the DHEC.

## **APPLICATION GUIDELINES**

1. 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.
2. Grant applications must be received by the Office no later than **September 30, 2017**. Applications received after the deadline will not be considered.
3. Incomplete applications will not be considered for funding.
4. Funds may be requested only for items outlined in the grant guidelines.
5. Grant requests may not exceed \$1,500.00 per school.
6. Priority will be given to schools that did not receive a grant from the Office during the 2016-2017 school year.
7. Applications will not be considered from grantees with outstanding grant requirements from prior awards.
8. Applicants must comply with all applicable school, county or district procurement policies.

## **PLEASE RETURN GRANT APPLICATION TO:**

E-MAIL ADDRESS: [swgrants@dhec.sc.gov](mailto:swgrants@dhec.sc.gov)

### **MAILING ADDRESS:**

SC Department of Health and Environmental Control  
Office of Solid Waste Reduction and Recycling  
2600 Bull Street  
Columbia, SC 29201

PHONE: 1-800-768-7348

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## 2017-2018 RECYCLING EDUCATION GRANT APPLICATION

### Please provide the following information:

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. Field trips: (description and estimated cost)
  - f. Other: (description and estimated cost)
15. Describe the project for which you are requesting funds. This description must include the following information:
  - a. Overview and anticipated outcome of the project
  - b. Current recycling efforts in your school
  - c. If requesting funds for containers, please provide the name of the hauler/vendor who will be hauling the recyclables from your school.
16. **Total funds requested: \$** \_\_\_\_\_