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NOTICE

TO: Collegiate Recycling Grant Applicants
FROM: Sharon Thompson
Office of Solid Waste Reduction and Recycling
RE: FY2013-14 Collegiate Recycling Grant Applications

The Collegiate Recycling Grant is a competitive grant program that allocates funds to public and private colleges and universities.

The Office of Solid Waste Reduction and Recycling (Office) is offering professional development (travel) funds to college and university Recycling Coordinators (RC's) for the opportunity to advance their knowledge and receive training and certification on the latest issues concerning recycling. Each college is being offered a maximum of \$1,250 toward expenses for their staff to attend workshops or conferences related to recycling or waste reduction. Funding to cover travel costs associated with attending these events is offered through this grant. Grant awards for Professional Development Grants will be made in order of applications received, until grant funding has been exhausted.

In addition, one or more Recycling/Composting Grant (s), up to a maximum of \$25,000 total, will be offered on a competitive basis for one or more projects that can demonstrate a measurable impact to the recycling rate through recycling or composting activities. Points will be assigned to responses listed on the application and a grant panel will evaluate all responses. Grant awards are expected to be made in June 2013 and have a grant period ending June 2014.

Priority will be given to any public or private college, university or technical college that has not received a grant from the Office of Solid Waste Reduction and Recycling within the last two (2) fiscal years.

You may submit your application by e-mail to thompssr@dhec.sc.gov or by mail to:

Sharon Thompson
Office of Solid Waste Reduction and Recycling
2600 Bull St.
Columbia, SC 29201

Application Deadlines

- Professional Development Grant: Applications considered in order of receipt until April 5, 2013
- Recycling/Composting Grant: April 19, 2013

Thank you for your interest in the Collegiate Recycling Grant Program. If you have any questions or comments about the application or guidelines, please e-mail me at thompssr@dhec.sc.gov or you may call me at (803) 896-4227.



Office of Solid Waste Reduction and Recycling FY13 Collegiate Recycling Grant Program Application Instructions

DHEC's Office of Solid Waste Reduction and Recycling (Office) is accepting grant requests from eligible South Carolina Colleges and Universities for two separate recycling activities:

- 1) Multiple **Professional Development Grants** (up to a maximum of \$1,250 per school) will be awarded to allow College/University Recycling Coordinators (RC's) the opportunity to advance their knowledge and receive training and certification on the latest issues concerning recycling, composting and sustainability.
- 2) One or more **Recycling/Composting Grant(s)**, up to a maximum of \$25,000 total, will be offered on an extremely competitive basis for project(s) that can demonstrate a measurable impact to the recycling rate through recycling or composting activities.

An eligible College or University is defined as any public or private institution of higher learning located in South Carolina that offers courses and is authorized to award undergraduate and/or graduate degrees.

Submittal Instructions

Requests should be submitted electronically. If electronic submittal presents a problem, please contact this office for other available options.

Requests for the **Professional Development Grant** must be received by the Office no later than 5 p.m. (EDT) **Friday, April 5, 2013.**

Requests for the **Recycling/Compost Grant** must be received by the Office no later than 5 p.m. (EDT) **Friday, April 19, 2013.**

Requests should be submitted in a Word format.

Requests received after the deadline will not be considered.

Incomplete submittals will not be considered. All questions must be thoroughly answered.

Fax copies will not be considered.

Electronic submittals **should be e-mailed to** swgrants@dhec.sc.gov

Note: If e-mail presents a problem, please contact this office for other available options.

Please refer to Grant Guidelines for eligibility requirements.

For additional information, please contact Sharon Thompson at 803-896-4227 or Jana White at 803-896-4221.

Collegiate Recycling Grant Program

Professional Development Grant

Grant Purpose: The purpose of the Professional Development Grant is to give College/University Recycling Coordinators (RC's) the opportunity to advance their knowledge and receive training and certification on the latest issues concerning recycling, composting and sustainability.

Grants up to a maximum of \$1,250 for **Professional Development** will be awarded until funds of \$25,000 are exhausted. Travel Professional development activities must be requested in writing and be pre-approved by the Office.

Review and Award Process: Priority will be given to Colleges and Universities that have not received a grant within the past two fiscal years (FY11 and FY12). Funding recommendations will be made by DHEC staff to the State Solid Waste Advisory Council (SWAC) for final approval. Grant offers will be made in writing to the applicants. Grants will have an ending date of June 30, 2014.

Recycling/Composting Grant

Grant Purpose: The purpose of the Collegiate Recycling Grant program is to allow South Carolina Colleges and Universities to assist in achieving the recommended state municipal solid waste (MSW) recycling goal of 40 percent, and the recommended MSW disposal goal of 3.25 lbs or less per person per day.

A maximum of \$25,000 will be offered on an extremely competitive basis to one or more applicants that can demonstrate a measurable impact to the recycling rate through recycling or composting activities.

Review and Award Process: Grant staff will review the Recycling/Composting requests and assign points to each grant request based on responses to the questions. Grant requests will then be ranked and funding recommendations made according to ranking. The Office anticipates awarding no more than one grant. Funding recommendations will be made by DHEC staff to the State Solid Waste Advisory Council (SWAC) for final approval. Grant offers will be made in writing to the applicants. Grants will have an ending date of June 30, 2014.

FY13 Program Categories

Professional Development Category

Maximum Award: Up to \$1,250 per College/University for personnel to attend conferences or trainings related to recycling, composting or sustainability.

Recycling/Composting Project

Maximum Award: Up to \$25,000, awarded to one or more College/University who can successfully demonstrate a measurable impact to the state recycling rate.

Grant Guidelines

FY13 Collegiate Recycling Grant Program

1. The Office must receive one electronic copy for the **Recycling/Composting Grant** no later than **5 p.m. (EDT) Friday, April 19, 2013**. Applications received after the deadline will not be considered. Faxed or incomplete grant applications will not be considered. If electronic submittal presents a problem, please contact the Office for other available options.
2. The Office must receive one electronic copy for the **Professional Development Grant** no later than **5 p.m. (EDT) Friday, April 5, 2013**. Applications received after the deadline will not be considered. Faxed or incomplete grant applications will not be considered. If electronic submittal presents a problem, please contact the Office for other available options.
3. Collegiate Recycling Grants are made available to any eligible College/University in the State of South Carolina.
4. Grants will not be provided to any College/University that has not demonstrated a good faith effort to meet the requirements of both the S.C. Solid Waste Policy and Management Act of 1991.
5. Colleges/Universities must have submitted the appropriate reports as required by the South Carolina Solid Waste Policy and Management Act of 1991, to include an annual solid waste management progress report as required.
6. Grants will not be provided for projects that are not consistent with the state or local solid waste management plan.
7. Grant requests will be reviewed by DHEC staff. Points will be assigned to the "Recycling/Composting" grant request based on responses to questions. Grant requests will be ranked and recommendations presented to the Solid Waste Advisory Council (SWAC) for final approval.
8. Aggrieved parties may apply within 30 days of the decision to the SWAC for a review of that decision. Within 45 days of the original grant decision, the Office will inform the aggrieved party of the hearing date, place and time. Within 60 days of the original grant decision, the SWAC shall render a final decision.
9. All grants will have an ending date of June 30, 2014.
10. The applicant must be able to provide documentation of ownership or present a signed lease agreement for any land that may be used in conjunction with the project proposed.
11. Activities undertaken to fulfill the requirements of the grant must be performed in compliance with federal, state and local regulations.
12. The Grantee shall not provide any DHEC grant funds to private sector recycling programs unless specifically contracting for goods or services.
13. All grants shall be construed and enforced in accordance with the laws of the State of South Carolina.
14. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to activities carried out under this grant program on the grounds of race, age, health status, handicap, color, sex, religion, or national origin.
15. DHEC reserves the right to offer funding in the grant instrument for goods or services that differ from the description provided in the grant request.

Category 1: Professional Development

Project Sub-Goal: The Office of Solid Waste Reduction and Recycling (Office) is offering professional development funds to College/University Recycling Coordinators (RC's) for the opportunity to advance their knowledge and receive training and certification on the latest issues concerning recycling and sustainability.

Each College/University is being offered a maximum of \$1,250 toward expenses for their staff to attend recycling-related workshops/conferences. Funding to cover costs associated with attending these courses is offered through this grant.

Funding priority will be given to any eligible S.C. College/University that has not received a grant from the Office of Solid Waste Reduction and Recycling within the past (2) fiscal years (FY11-FY12).

Budget: Up to \$1,250 maximum award per applicant.

Requests for the **Professional Development Grant** must be received by the Office no later than 5 p.m. (EDT) **Friday, April 5, 2013.**

Incomplete applications will not be considered.

Provide the following information:

1. Provide College/University name.
2. Provide names, addresses, phone numbers, fax numbers and e-mail addresses for project manager, Finance Director, and authorized representative (i.e. College/University President or Administrator).
3. List total amount requested and provide name of conferences, workshops or trainings proposed. If conference/training specifics are not currently known, please provide topics of interest. Specific travel destinations may be provided at a later date, but must be preapproved in writing prior to the travel taking place.

Category 2: Recycling/Composting Application

Project Sub-Goal: To demonstrably impact the recycling rate of a recycling/composting commodity (commodities) through collecting, sorting and/or processing the material that is currently being disposed in a landfill.

Expenses Considered: Equipment and supplies for establishing, expanding or implementing a recycling or composting project.

Maximum Budget: Total budget \$25,000 for one or more awards, with maximum individual award of \$25,000

Application Requirements: Requests for the **Recycling/Compost Grant** must be received by the Office no later than 5 p.m. (EDT) **Friday, April 19, 2013.**

Category 2: Recycling/Composting Application (Continued)

Responses to the items below will be used to assign point values to all applications. Grant recommendations will be made based on a ranking by point value. Responses must be numbered 1 through 20 and addressed in numerical order. Incomplete applications will not be considered.

Provide the following information:

1. Provide College/University name.
2. Provide names, addresses, phone numbers, fax numbers and email addresses for the project manager, Finance Director, and authorized representative (i.e. College/University President or Administrator).

Project Description: Point Value: (0 to 40)

3. Provide a description of the project for which you are requesting funds.
4. Describe the targeted commodity (ies) for the project: glass, aluminum, plastic, steel, tree limbs, food scraps, paper products, etc.
5. Describe the facility where any equipment and materials will be located and stored.
6. Describe any plans for securing additional materials for the project.
7. Describe what is currently happening with the materials and where it is currently going.
8. Describe how the recycling material (s) will be collected, transported and marketed. If requesting funds for a compost project, please list how the materials will be prepared, handled and treated.
9. Describe how the material will be stored (e.g. separated by color or co-mingled.) or how the composting material will be stored.
10. Provide a list of potential vendors for the recycled material or how the compost will be used.
11. Describe the personnel involved, their roles and responsibilities, and how positions will be funded.
12. Describe the equipment used including any that will be purchased with grant funds.
13. Describe all outreach/educational activities that will be undertaken to promote the project.

Project Benefit: Point Value: (0 to 45)

14. Explain how the project will benefit the quality or increase the quantity of material collected, or otherwise impact the efficiencies of your institution.
15. Describe the amount of material currently being collected.
16. Describe the estimated increase expected as a result of the grant.
17. Explain how you arrived at this estimate.

Budget/Cost Justification: Point value: (0 to 15)

18. Provide a detailed budget for the project, including grant funds requested, matching funds available, in-kind contributions and any other contributions.
19. Include a detailed explanation of each item listed in the budget.
20. Describe how this project will be funded in the future.