



# Promotional/Educational Material Approval

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

Email: [swgrants@dhec.sc.gov](mailto:swgrants@dhec.sc.gov)

Web: [www.scdhec.gov/HomeAndEnvironment/Recycling/LocalGovernmentRecycling/GrantFundingforLocalGovernments/](http://www.scdhec.gov/HomeAndEnvironment/Recycling/LocalGovernmentRecycling/GrantFundingforLocalGovernments/)

**FOR USE BY GRANTEE:** Please complete sections A and B and submit to DHEC. Attach a copy of the material for which you are requesting approval. *Note that all Promotional/Educational approval requests must be submitted to DHEC no later than October 1 of the grant year in which funds are requested.*

## SECTION A

Grantee: \_\_\_\_\_ Grant Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Grant Type: (Please check one.)     Solid Waste     Used Motor Oil     Waste Tire/AD     E-Scrap     College

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## SECTION B

Provide a description of item submitted for approval – including how it will be used. (Only one item per form.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When do you need this item? \_\_\_\_\_

Estimated the amount to be spent on this item. \$ \_\_\_\_\_

I certify that all expenditures have been made in accordance with the terms and conditions set forth in the grant agreement and with any changes in scope that were previously approved by DHEC's Office of Solid Waste Reduction and Recycling.

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR GRANTS OFFICE USE ONLY

Approved

Approved Pending Changes (See below.)

Denied (See below.)

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed By: \_\_\_\_\_

## Promotional/Educational Material Approval Form Instructions

**PURPOSE:** This form must be completed by all grantees prior to the purchase, design, printing and distribution of informational materials as approved by the Grants Section of DHEC's Office of Solid Waste Reduction and Recycling.

### INSTRUCTIONS FOR SECTION A

1. **Grantee:** Provide the name the name of the local government (grantee).
2. **Grant Number:** Provide the number assigned to the grant for which you are requesting approval. The number is listed on the grant agreement.
3. **Contact Name:** Include the name of the person listed as the contact person on the grant agreement.
4. **Grant Type:** Check the box of the grant for which you are requesting approval.
5. **Telephone:** Provide the telephone number for the contact person.
6. **Fax:** Include the fax number for the contact person.
7. **E-mail:** Provide an e-mail address for the contact person.

### INSTRUCTIONS FOR SECTION B

8. **Provide a description of item submitted for approval – including how it will be used.** Include a description of the item(s) and how it will be used. Attach a copy of the material for which you are requesting approval. Only one item per form may be requested.
9. **When do you need this item?** Provide an estimated date for when you will need this item.
10. **Estimated the amount to be spent on this item.** Include a dollar estimate.
11. **Submitted By:** Include the name of the person completing the form.
12. **Date:** Include the date the form was completed.