

**MACON COUNTY ENVIRONMENTAL
MANAGEMENT DEPARTMENT**

**Community Environmental Sustainability
Grant Program**

GUIDELINES AND APPLICATION

2017



**Macon County Environmental Management Department
Macon County Office Building - Room 408
141 S. Main Street
Decatur, IL 62523
Office (217) 425-4505
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This document is printed on recycled paper

INTRODUCTION

The goal of the Illinois Solid Waste & Recycling Act and the Macon County Environmental Management Department is to encourage and promote responsible waste management and recycling practices (in Illinois and Macon County). Responsible environmental management and recycling includes, in part, promoting and facilitating recycling programs as a means of diverting materials from landfill disposal, adapting or incorporating increased sustainable operations, and providing opportunities for the public to dispose of hazardous wastes safely. The County Host Fee was created to provide funding for counties with landfills for waste management and recycling programs. Through this funding, the Macon County Environmental Management Department has established a grant program to assist local governments, organizations, institutions and businesses with programs that advance this goal and serves to support the local economy.

PURPOSE

The Environmental Management Department welcomes all qualified proposals that furthers the goal of the Macon County Municipal Waste Management Plan. This plan is available at the Macon County Environmental Management Department office, Room 408, 141 South Main Street or on the department website: www.MaconGreen.com.

ELIGIBILITY

Any Macon County municipal government, institution, organization and business, whether for-profit or not-for-profit, is eligible to apply for funding. Cooperative or joint applications are encouraged. Funding may be requested for programs that promote the stated goal of the Macon County Municipal Waste Management Plan.

GRANT AMOUNTS

Grant monies may cover up to a total of **70%** of the estimated project cost. The maximum grant award for any single proposed project is \$5,000.

ELIGIBLE MATCHING FUNDS

The funding match for the remaining **30%** of the estimated project cost can be provided through 1) project related expenditures by the grantee, 2) wages paid by grantee to project personnel for project completion, and 3) market value cost of donated materials for project.

DISBURSEMENT OF GRANT FUNDS

This grant is a reimbursement grant. No money awarded will be released until the successful completion of the grant unless other arrangements are made and agreed to by both parties. The Macon County Environmental Management Department will not be liable for any late fees, penalties or interest incurred by the grantee for failure to pay project vendors in a timely manner.

REPORTING TIME FRAME

All bills, invoices and receipts must be delivered to the Macon County Environmental Management Department no later than 45 calendar days from the completion of the project and no later than November 3, 2017. Any and all receipts not arriving within the prescribed period will be considered null and void and become the payment responsibility of the grantee.

Upon grant approval from the Macon County Environmental Management Department, the project must be developed, implemented and completed by October 3, 2017. If any difficulties are encountered, contact the Macon County Environmental Management Department as soon as possible.

ELIGIBLE EXPENDITURES

Grant funds may be used to purchase project-related capital expenditures (equipment such as recycling collection containers, processing equipment, etc.), supplies (including educational materials, office supplies or construction materials), contractual costs (collection, hauling or processing service fees), project specific personnel costs, and other direct costs associated with the program. Grant funds cannot be used to replace existing funding mechanisms.

Note: Project expenses incurred by the grantee before a grant agreement is in place will not be reimbursed.

Recipients can only make purchases after their grant has been officially awarded and have received an award letter issued by the Macon County Environmental Management Department. Purchases must follow guidelines for recycled content usage. Funding may be denied if products are purchased that do not utilize recycled content.

RECYCLED CONTENT USAGE

Purchasing products that contain recycled content help “close the loop” by stimulating and creating stable recycling markets. Products purchased using grant funds must contain recycled content whenever possible (i.e., recycling bins, paper for brochures/flyers). The use of recycled products should be addressed in the proposal. Projects using products containing recycled content materials will receive a higher rating in the evaluation process. In addition, to support sustainable initiatives, all efforts must be made to secure products with the least amount of shipping & transportation costs incurred, in other words, **plan to buy as local as possible**.

The Macon County Environmental Management Department is available to provide assistance in finding vendors whose products contain recycled content materials.

GRANT AGREEMENT & DURATION

The Macon County Environmental Management Department will supply a draft of the grant agreement for the consideration of the grant recipient. This agreement, when accepted by both parties, will be in effect and will set forth the obligations of all parties involved.

PROPOSED PROJECT LONGEVITY & COMMITMENT

Grant applicants must describe their commitment to continue or maintain the project beyond the grant duration when applicable. In your application, please describe the on-going funding support to maintain this project.

PROPOSAL EVALUATION AND AWARDS

Grant applications will be reviewed and evaluated by Macon County Environmental Management Department staff. All grant submissions will be evaluated and awards announced by May 2, 2017. Grants will be awarded to the business/organization receiving the highest point score during the evaluation process. Appendix B contains a list of evaluation criteria used to determine which proposed project or projects receive funding.

REJECTION OF PROPOSALS

Macon County reserves the right to reject any and all grant applications submitted in response to this request for proposals. Unsuccessful applicants will be notified and given the opportunity to discuss any elements of their application needing improvement to enhance their chances for future funding.

CONSULTATION

Applicants are encouraged to contact Macon County Environmental Management Department staff before submitting an application to discuss concerns or questions. To receive more information, please contact:

**Macon County Environmental Management Department
Macon County Office Building - Room 408
141 South Main Street
Decatur, Illinois 62523
(217) 425-4505**

SUBMISSION OF PROPOSALS

All proposals must be submitted according to the guidelines in Appendix A. Please submit one copy of the grant proposal by mail, email, or hand deliver to the above address.

GRANT DATES AND DEADLINES

January 13, 2017	grant applications available
April 3, 2017	grant application submittal deadline
May 3, 2017	grant awards announced
October 3, 2017	projects must be completed
November 3, 2017	all requests for reimbursement for project costs must be submitted

APPENDIX A

INSTRUCTIONS FOR SUBMITTAL OF COMMUNITY ENVIRONMENTAL SUSTAINABILITY PROPOSALS

All grant proposals should be prepared in the format described below. Submit one (1) copy on recycled content paper using both sides of the sheet if possible.

A. FORMAT

1. Cover Sheet
Use format provided on page 8
2. Project Summary
3. Statement of Work
 - a) Background
 - b) Project plan
 - c) Project Participants
4. Budget
Use format provided in Appendix C and attach itemized budget.
5. Attachments
 - a) Specify vendors and recycled materials content if applicable.
 - b) Other pertinent information

B. SPECIFIC INSTRUCTIONS

1. Cover Sheet
All items on the cover sheet must be completed.
2. Project Summary
The summary should be approximately one-half to one page in length. The summary should include a short description of the proposed project clearly stating project goals and how the proposed project will advance the Macon County Municipal Waste Management Plan (available on the Macon County Environmental Management website www.MaconGreen.com follow the link “about us”).
3. Statement of Work
 - a. **Background**
Provide a brief description of your organization/business and its role in promoting recycling and/or environmental sustainability programs. Please describe the population and demographics of county residents to be served by the proposed project and how your project will address a needed recycling/waste reduction/environmental sustainability issue within Macon County.

b. **Project Plan**

Describe the project plan in detail. Review the Proposal Evaluation Criteria, Appendix B for important elements to be addressed in your proposal as applicable. Specific elements that must be addressed (if applicable to your project) include:

- Available end markets for collected recyclable materials (this should include a Letter of Intent from a processor or end market planning to accept the collected materials);
- Proof of proper disposal of non-recyclable or waste materials (designate the final destination such as the pollution control facility, permitted landfill or transfer station to be used or name of subcontracting company);
- Promotional/educational components that support the project;
- Proposed purchases and use of recycled content materials;
- Proposed vendors, contractors and suppliers.

c. **Project Participants**

This section should describe the organization, work assignments and experience of key project participants. If a collaborative effort is to take place, include a list of all parties involved.

- Designation of a project manager who will be responsible for planning, coordinating, supervising, and integrating the work;
- An outline of the roles and responsibilities of key project members;
- Provisions for continued operation, when applicable, of the project beyond the duration of the grant (i.e., long-term funding mechanism).

4. Budget

Use format provided for budget summary. Attach an itemized budget sheet including source of matching funds.

5. Attachments (as applicable)

- Letters of Commitment from waste haulers, processors (for recyclable material), or other third parties that would be involved in the proposed project.
- Letters of Commitment from any organization, business or individual(s) providing matching funds.
- Current business plan or master plan.
- Other pertinent correspondence.

Please note: The Macon County Environmental Management Department reserves the right to request additional information as needed to make an informed evaluation of your proposal.

APPENDIX B
Proposal Evaluation Criteria

Evaluation of grant applications will be based on the following criteria with the understanding that grant requests will not necessarily include all of these components:

1. **COMMUNITY IMPACT:**

- Would the project divert a significant volume of material from the landfill?
- Does the project focus on an important environmental sustainability issue such as water or soil conservation?
- Would the project significantly reduce the amount of waste generated?
- Would the project facilitate proper disposal of a targeted waste stream? (i.e. fiber, plastic, metals, organic waste)
- Would the project support technology or industry that would reuse waste or promote a more sustainable environment?

2. **TARGET POPULATION:**

- How will county residents be served by this project? Provide information on the targeted geographic area and population.

4. **EDUCATIONAL COMPONENTS:**

- Does the project address waste prevention or waste reduction education?
- Does the project have a public education component?
- Does the project heighten public awareness of environmental sustainability?
- Does the project serve as a demonstration or pilot program for others to follow?

5. **LONGEVITY:**

- Will the project continue after government funding stops?
- Will the project facilitate the development or expansion of other projects?

6. **PROJECT SUPPORT:**

- What is the level of commitment (financial or in-kind support) for the project from the local community and/or the applicant?
- Is the proposed project supported by a sound business plan or master plan?

7. **SOCIO-ECONOMIC BENEFITS:**

- Does the proposed project create jobs or other economic benefits to the county?
- Does the proposed project use products that contain recycled content?
- Does the proposed project plan to purchase equipment and supplies that are manufactured locally?
- Does the proposed project aim to hire local vendors and contractors?

8. **PROMOTION OF ENVIRONMENTAL SUSTAINABILITY:**

- Does the proposed project include a marketing component that promotes environmental sustainability?
- Is the use of recycled materials and the financial assistance of the Macon County Environmental Management Department incorporated into signage/flyers/project literature or other marketing materials?

Macon County Environmental Management Department
Community Recycling Grant Program

COVER SHEET

Date of Application _____

Name of Applicant _____

Organization/Business _____

Street Address _____

City & Zip Code _____

Phone Numbers _____

Project Manager _____

Email _____

Signature of Applicant Official

Signature of Project Manager

APPENDIX C

PROPOSED PROJECT BUDGET

Description of Project Expenses: On a separate sheet, please provide an itemized project budget using the categories below. Then summarize costs below. Also include an itemized source of matching funds (must equal at least 30% of project cost).

Equipment: List all equipment that will be purchased as part of the project including price and anticipated vendor.

Supplies: List non-equipment items such as educational materials, office supplies, or construction materials.

Contractual Costs: List costs involved with providing services such as collection, hauling, processing, etc.

Personnel: Individually list all personnel with hourly wage rate and anticipated number of hours toward project completion.

Other Direct Costs: Include fuel, postage, promotion, telephone, duplicating costs, etc.

Project Expenses

A.	Equipment	\$_____	
B.	Supplies	\$_____	
C.	Contractual Costs	\$_____	
D.	Personnel	\$_____	
E.	Other Direct Costs	\$_____	
	TOTAL COST	\$_____	
	TOTAL REQUESTED (70% of total cost)	\$_____	(maximum of \$5,000)

Source of Matching Funds (minimum 30% of project cost):