

**ILLINOIS COUNTIES
SOLID WASTE MANAGEMENT ASSOCIATION**

**2020 Mini-Grant Program for
Full Member Organizations**



GUIDELINES AND APPLICATION

**Released: October 30, 2019
Applications due: March 6, 2020**

**ILCSWMA
PO Box 112
Murphysboro, IL 62966
info@ilcswma.org**

INTRODUCTION & PURPOSE

The goal of the Association's 2020 Mini-Grant Program is to provide one full member organization with up to \$2,500 in financial support to develop a program, project or event that supports the objectives of the Association and the intent of this grant program.

The Association's objectives include providing its members with support relative to solid waste issues. This grant program is one of many ways in which ILCSWMA provides such member support.

The objectives of this grant program are to stimulate the collection and landfill diversion of the following post-consumer materials: **Food Waste, HHW, Paint, Mercury-Containing Devices, Pharmaceuticals, Carpet.** Fundable projects must include collection (permanent or one-time) of one or more of these aforementioned materials. Projects that take new or innovative approaches are encouraged, as are projects that produce material which can be shared with other members, enabling them to undertake similar projects.

ELIGIBILITY

Any unit of government which is a dues-paying full member organization of the Association for 2020 is eligible to apply. Only one application per member. Full member organizations with a representative on the grant evaluation committee are not eligible to apply.

GRANT AMOUNTS

Grant monies may cover up to a total of **100%** of the estimated project cost, although additional funds or in-kind contributions are encouraged. The maximum grant award for any single proposed project is \$2,500.

ELIGIBLE EXPENDITURES

Grant funds may be used to purchase project-related equipment, supplies, educational materials, contractor services, and facility use fees. Staff time/labor and planning studies are not eligible expenditures.

GRANT AGREEMENT & DISTRIBUTION OF FUNDS

Upon selection of the grant recipient, the Association will supply the grantee with a grant agreement for signature and return. Grant funds will be dispersed upon the Association's receipt of a signed grant agreement from the grantee. Grantees may not expend any funds until execution of the grant agreement is complete.

The grant agreement will require the grant recipient to include a statement in project educational/promotional materials that partial funding was provided by Illinois Counties Solid Waste Management Association.

Grant agreements shall require recipients of grant dollars to commit to making a short presentation at the Association's 28th Annual Conference on *(Oct. 29 & 30, 2020 at Starved Rock Lodge)*. Said presentation may be verbal, but use of audio-visual equipment (provided by the Association) is encouraged. One representative from the grantee organization will receive a complimentary full registration to the conference (a roughly \$125 value). Other costs associated with conference attendance (travel, lodging, etc.) will be the responsibility of the grantee.

PROPOSAL EVALUATION AND AWARDS

Grant applications will be reviewed and evaluated by a committee appointed by the ILCSWMA Board of Directors. All complete grant submissions will be evaluated and awards announced by March 23, 2020.

Applications will be evaluated on the following 50 point scale:

- 1) Thoroughness of Application (0-5 points)
- 2) Project Plan & Budget (0-30 points)
- 3) Project Need & Community Impact (0-10 points)
- 4) Perceived Ability of Applicant to Complete Project (0-5 points).

The application receiving the highest point total based upon votes from all committee members will then be forwarded to the full Board of Directors for final approval.

REJECTION OF PROPOSALS

The Association reserves the right to reject any and all grant applications submitted in response to this request. All applicants will be notified of the selection results.

CONSULTATION

Applicants may contact the ILCSWMA grant committee via email to info@ilcswma.org to discuss concerns or questions no later than seven days prior to the submission deadline.

SUBMISSION OF APPLICATIONS

All applications should follow the guidance provided in Appendix A and must include a cover sheet as provided in Appendix B. Applications must be submitted by email to info@ilcswma.org no later than the submission deadline. Submissions may include any combination of the following: Word documents or equivalent; PDF documents; photos in common formats. Receipt of all submissions verified by email.

REPORTING

A final project report, to be made on a form provided by the Association, shall be completed and submitted no later than November 30, 2020. Material collection projects must be complete or fully implemented prior to the report deadline. Copies of any invoices for purchases made with grant funds shall be submitted with the report.

GRANT DATES AND DEADLINES

October 30, 2019	grant applications available
March 6, 2020	grant application submittal deadline
March 23, 2020	grant awards announced
Oct. 29-30, 2020	grantee makes presentation at ILCSWMA annual conference
November 30, 2020	projects must be complete and final report submitted

APPENDIX A

INSTRUCTIONS FOR SUBMITTAL OF APPLICATIONS

All grant proposals should be prepared in the format described below. Submit by email to info@ilcswma.org no later than March 6, 2020.

A. FORMAT SUMMARY

1. Cover Sheet
Use format provided in Appendix B.
2. Project Summary
3. Statement of Work
 - a) Background
 - b) Project Plan
 - c) Project Participants
4. Budget
5. Attachments

B. SPECIFIC INSTRUCTIONS

1. Cover Sheet
All items on the cover sheet are self-explanatory and must be completed.
2. Project Summary
The summary should be no more than 250 words in length. The summary should include a short description of the proposed project clearly stating: A) project goals; B) how the proposed project will address a community need; and C) how the proposed project will meet the stated objectives of this grant program.
3. Statement of Work
 - a. **Background**
Please describe the population and demographics of residents to be served by the proposed project, any current or recent collection and/or education efforts undertaken for the targeted material(s).
 - 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:

- Material(s) and estimated quantity to be collected;
- Intended end markets for targeted material(s);
- Expected number of participating households;
- Types of promotional/educational components that support the project and how they will be disseminated;
- Proposed equipment, supplies and other materials to be purchased for the project;
- Proposed vendors or contractors.

c. **Project Participants**

This section should describe the organization, work assignments and experience of key project participants. If collaboration with other organizations is occurring, include a list of all parties involved.

4. Budget

Provide a proposed budget for the project, including ILCSWMA grant dollars as well as funds provided by any other sources. Provide information on the source of other project dollars. Detail how all funds will be used.

5. Attachments (as applicable)

You may attach any supporting documentation that you feel will assist the committee in evaluating your application.

APPENDIX B

ILCSWMA 2020 MINI-GRANT COVER SHEET

Date of Application _____

Organization Name _____

Street Address _____

City & Zip Code _____

Phone Number _____

Project Manager _____

Phone Number _____

Email _____

Amount Requested _____

Will the project be a one-time / short series of events or a permanent program:

One-Time / Short Series

Permanent Program

Does your organization currently receive tipping fees, host fees or other local fees related to the disposal or transfer of solid waste?

No

Yes; approx. dollars received in 2019 \$_____

Signature of Applicant Official