



# School Recycling GRANTS PROGRAM

## How does my school qualify for a recycling grant?

Your school will qualify for funding if it does the following:

- Establishes a new recycling program
- OR*
- Expands an existing recycling program
- AND*
- Has demonstrated markets for the recyclables collected
- Involves a group committed to the success of the program that can manage the HCRD funds for the best results.

Grant funds will be used to help fund the establishment or expansion of recycling programs at schools. Due to limited funds the maximum grant award available to any particular school is \$500. The money is to be used to purchase recycling containers for classrooms, offices, cafeteria and other areas or to make other capital purchases, which will enhance a recycling program (such as recycled content benches, silverware, water bottle refill stations, informative posters, collections carts...)

*Other creative ideas are welcome!*



## What is the Hendricks County Recycling District?

The Hendricks County Recycling District is a quasi-governmental agency and has been charged through state legislation to reduce the waste stream. The HCRD is dedicated to providing resources to organizations and grass roots movements in the county to assist in achieving this goal.

# How do we apply for a School Recycling Grant?



Decide what items to recycle (paper, aluminum, glass, etc.) and where (classrooms, offices, cafeteria, etc.)



Determine how many and what type of collections bins are needed.



Decide whether the school will: (1) transport the recyclables to a recycling site **OR** (2) hire a waste hauler to transport the recyclables. Get a letter of commitment from the person authorizing school staff or volunteers to transport the recyclables to a collection center or to market; **OR** from the hauler who will be providing recyclables collection.

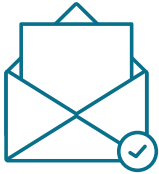


Get a letter of commitment from either the superintendent or a principal to support the project for a minimum of 18 months.



Establish a "Recycling Club" to monitor the bins (making certain they do not overflow, that non-recyclables are kept out, etc.) and to move recyclables from outlying collection points to a central area for transport. (The Recycling Club does not have to be a new club. An existing Ecology club could take this project on, a sixth grade class, Scouts, FFA, Student Council...the possibilities are endless.)

*It's that easy and we will work with you to ensure your program is as effective as it can be.*



Mail applications to:

Katie Archer, Office and Education Coordinator  
Amy Sieferman, Outreach Coordinator  
Recycling Grant Application  
Hendricks County Recycling District  
49 N Wayne St, Danville, IN 46122  
asieferman@recyclehc.org  
karcher@recyclehc.org



**Type of Applicant (Project Sponsor)**

- Class.....
- Club/Organization.....
- Individual/Teacher.....
- Other.....

**Authorized Grants Project Manager**

Name:  
Title:  
School:  
Address:  
City:

Phone:  
Best Time to Call/Prep. Period:  
Fax:  
Zip Code:

Check the box next to the person who should receive correspondence regarding this grant:

- Authorized Grant Project Manager
- Overall Administrator



**Funding Summary**

Amount of Grant Funds Requested: .....

Total Cost of Project:.....

% of Total Cost Requested:.....

**Application Project Summary**

Is your recycling collection project new or an expansion of your existing collection program?

New                       Expansion

**Complete this page ONLY if you are beginning a new recycling collection program. If you are expanding or changing an existing program, skip this page and complete page 5.**

1a) What items will be collected? Where?

- |  |   |
|--|---|
| <input type="checkbox"/> Mixed office paper        | <input type="checkbox"/> Lounge                   |
| <input type="checkbox"/> Cardboard                 | <input type="checkbox"/> Classrooms               |
| <input type="checkbox"/> Newspaper                 | <input type="checkbox"/> Offices                  |
| <input type="checkbox"/> Aluminum cans             | <input type="checkbox"/> Cafeteria                |
| <input type="checkbox"/> Glass                     | <input type="checkbox"/> Other (Please list)_____ |
| <input type="checkbox"/> Other: (Please list)_____ |   |

1b) List the company(s), with contact name and phone number, that will be accepting the material(s) collected and attach a letter of commitment from each company.

2) This will be an ongoing project. (In order to qualify for the grant a commitment to maintaining collection for at least 18 months is required) Who will fund it in the future?

3) How many students and teachers will this project serve? What grade levels? How many classrooms?

4) A requirement of this grant is that a "Recycling Club" be formed or that an existing group take on responsibility for recycling at the school. What club or group will work on this project?

5) Briefly outline the education and promotion campaign (posters, flyers, newsletter, special events, etc.) that will be used for this project.

6) How will the success of the project be evaluated?

**Complete this page ONLY if you are expanding or changing an existing recycling collection program. If you are beginning a new program, go back to page 4**

1a) What items will be collected? Where?

- |  |   |
|--|---|
| <input type="checkbox"/> Mixed office paper        | <input type="checkbox"/> Lounge                   |
| <input type="checkbox"/> Cardboard                 | <input type="checkbox"/> Classrooms               |
| <input type="checkbox"/> Newspaper                 | <input type="checkbox"/> Offices                  |
| <input type="checkbox"/> Aluminum cans             | <input type="checkbox"/> Cafeteria                |
| <input type="checkbox"/> Glass                     | <input type="checkbox"/> Other (Please list)_____ |
| <input type="checkbox"/> Other: (Please list)_____ |   |

1b) What items are areas are proposed for addition to the current collection?

- |  |   |
|--|---|
| <input type="checkbox"/> Mixed office paper        | <input type="checkbox"/> Lounge                   |
| <input type="checkbox"/> Cardboard                 | <input type="checkbox"/> Classrooms               |
| <input type="checkbox"/> Newspaper                 | <input type="checkbox"/> Offices                  |
| <input type="checkbox"/> Aluminum cans             | <input type="checkbox"/> Cafeteria                |
| <input type="checkbox"/> Glass                     | <input type="checkbox"/> Other (Please list)_____ |
| <input type="checkbox"/> Other: (Please list)_____ |   |

2) List the company (s), with contact name and phone number, which will be accepting the New material(s) collected and attach a letter of commitment from each company.

3) This will be an ongoing project. (In order to qualify for the grant, a commitment to maintaining collection for at least 18 months is required.) Who will fund it in the future?

4) How many students and teachers will this project serve? What grade levels? How many classrooms?

5) A requirement of this grant is that a "Recycling Club" be formed or that an existing group take on responsibility for recycling at the school. What club or group will work on this projects?

6) Briefly outline the education and promotion campaign (posters, flyers, newsletters, special events, etc.) that will be used for this project.

7) How will the success of the project be evaluated?

For help in planning or promoting your recycling program, contact the Office and Education Coordinator or Outreach Coordinator at 317- 858-6070

Application Form, Continued

# Budget

Budget Item	Grant Request	Total
<b>Recycling Containers</b>		
Paper Recycling Bin (14 gall. plastic)		
Mobile Recycling Carts (34 gallon)		
Bottle and Can Recycling Containers		
Mobile Recycling Carts (45 gallon)		
<b>Supplies</b>		
Plastic liners for recycling containers		
Art Supplies		
Paper		
Recognition Awards (awards, plaques)		
Other: (list)		
<b>Copying/Printing</b>		
Posters		
Flyers/Brochures		
Newsletter		
Other: (list)		
<b>Other</b>		
<b>Total (Grant Request not to exceed \$500)</b>		

We may request additional information depending on the scope and nature of your project. All decisions of the HCRD are final.

## Important Information

The Hendricks County Recycling District may be unable to fund all the grant requests received. In some instances, only a portion of a request may be granted. This does not diminish the importance of the request. The highest priority for awarding remaining grant funds will be based on the probability of success. This will be determined by answering the following questions:

- Is the plan completely thought-out and clearly stated?
- Is the plan the most appropriate approach for this applicant?
- Is there need for the project?



**Before mailing your completed application** (to Katie Archer, Office and Education Coordinator or Amy Sieferman, Outreach Coordinator to Recycling Grant Application, Hendricks County Recycling District, 49 N Wayne St, Danville, IN 46122) **Check to be sure the following items are included:**

- Application** - Cover Page, Budget Page, Questions
- Recycling Container Order Form**
- 1 Commitment letter from a Principal or Superintendent**
- Commitment letter(s) from recycling hauler(s) OR authorization for school staff or volunteers to transport the recyclables to a collection center or market**

*Commitment letters do not have to be complicated. A sentence or two from the superintendent or a principal acknowledging that you have received permission to transport recyclables or to hire a recycling hauler is sufficient. If hiring a hauler, have the hauler write a letter acknowledging that you have spoken with them regarding implementation of this project.*

Call (317) 858-6070 with any questions.

