



76 S. Jefferson Street • P.O. Box 744
Danville, IN 46122
Phone: 317-745-9130 • Fax: 317-745-9142
www.HendricksSolidWaste.com

Grant Program Guidelines

Purpose

The purpose of the grants program is to encourage local organizations to further the goals of the Hendricks County Solid Waste Management District. The District exists to promote recycling, waste reduction and responsible waste management within Hendricks County. These goals are achieved through adult and youth education and outreach as well as by providing opportunities for residents to recycle and properly dispose of household hazardous wastes.

Eligibility

Only tax-exempt and not-for-profit organizations are eligible to participate in the grant program. Places of worship, schools, charities, service organizations and units of local government are encouraged to apply.

Awards

Each applicant is eligible to receive up to \$5,000 per grant round. Grant award amounts will be based upon the scope of the proposed program or project, the impact the program or project will have and how well the undertaking furthers the goals of the District.

Application Requirements

Each applicant must submit a completed application that details a new or expanded program or project that will further the goals of the Hendricks County Solid Waste Management District. **Below are some examples of approvable projects:**

1) Beginning a Recycling Program

- **Goal:** To start a new paper recycling program in a large office environment.
- **Required Materials:** Recycling receptacles for each workstation and copier, clear signs to direct individuals as to what materials are and are not accepted.
- **Required Labor:** Individuals to periodically monitor and empty receptacles, recycling contractor to accept materials that are collected.
- **Required Services:** Recycling contractor to recycle the materials collected.
- **Promotion:** The program will be introduced to those who use the facility via a meeting to explain what materials are and are not accepted in the program. In addition, periodic reminders will be sent to users via email, posters will be

displayed around the facility and periodic updates regarding the amount of material collected via the program will be shared with those using the facility.

- **Impact:** Fifty-five full-time employees work at the facility. In addition, employees will be encouraged to bring acceptable materials from home to the facility to recycle in the program.
- **Potential Problems:** Retraining employees to utilize recycling receptacles instead of trashcans. Finding dedicated individuals to monitor and empty the recycling receptacles and prepare the material for pickup.

2) Expanding an Existing Recycling Program

- **Goal:** To expand an existing paper recycling program to include aluminum cans and plastic bottles in a community center.
- **Required Materials:** Collection bins in the large meeting rooms and nearby at least half of all other trashcans in the common areas of the center. Collection bins will be engineered in such a way that only items similar in size to a beverage container can be placed in them.
- **Required Labor:** Custodians will be tasked with emptying the recycling units twice weekly and preparing the materials for the recycling contractor to pick up. Volunteers may also be used to facilitate this process.
- **Required Services:** Recycling contractor to recycle the materials collected.
- **Promotion:** To introduce the program to the staff and visitors, large, clear signage will be located near every beverage vending machine reminding users to recycle their beverage container once it is empty.
- **Impact:** The center averages 430 visitors each month and has 4 staff members.
- **Potential Problems:** New visitor will always be utilizing the facility, it must be made clear that recycling programs exist for paper and beverage containers, but that the materials must be kept separate.

3) Developing a Waste Reduction and Reuse Handbook for Families

- **Goal:** To develop a handbook which families can use to better understand steps they can take to generate less waste.
- **Required Materials:** Recycled paper, soy ink.
- **Required Labor:** Research, writing, layout and distribution.
- **Required Services:** Printing and binding.
- **Promotion:** Handbooks will be made available for free at local libraries, schools, places of worship, government offices, businesses, chambers of commerce, etc. A press release will be sent to the local newspapers and chambers of commerce announcing the completion of the handbook, where it is available and why it is a valuable resource for families.
- **Impact:** Five thousand copies of the handbook will be produced and distributed. The content will focus on simple ways the average, busy family can lessen its impact on our natural resources. Topics will include backyard composting, using reusable grocery bags, grasscycling, refilling water bottles from the tap, buying recycled-content items when possible, etc.

- **Potential Problems:** Compiling the handbook will require a great deal of time and dedication. Printing, binding and distributing the handbook may also be quite expensive. It is difficult to know how many copies of handbook to produce without simply creating more waste. It is also difficult to quantify how many people will actually utilize the information and what impact that will have.

4) **Developing a Hands-on Model that Illustrates the Tire Recycling Process**

- **Goal:** To produce a portable, hands-on model that illustrates the tire recycling process and details the difficulties posed by scrap tires. The model will be used by the local health department and/or the solid waste district at community events to encourage residents and businesses to properly dispose of and recycle their scrap tires.
- **Required Materials:** Model framework; scrap tires prior to, during and after the recycling process; pictures of scrap tire piles, mosquito larvae in scrap tire, scrap tire fire, etc.
- **Required Labor:** Researching the difficulties posed by scrap tires, the tire recycling process, local tire recyclers, the financial considerations of recycling scrap tires; building the model, etc.
- **Required Services:** None
- **Promotion:** Press releases to local newspapers and chambers of commerce explaining the model and why its message is important. The health department will be made aware that the model is available for use.
- **Potential Problems:** The model will not be self explanatory and will require a knowledgeable individual to be present in order to make the message useful to the public. The model will be large and may require more than one person to set up and break down.

Applicants must also detail how the grant money will be spent. The grant money may be spent to purchase educational materials and/or supplies (signs, posters, markers, paper, etc.) recycling receptacles and/or recycled-content products (furniture, planters, apparel, etc.) Other expenses may be accepted at the discretion of the Grant Review Committee.

Evaluation

Grant applications will be evaluated by the Hendricks County Solid Waste Management District's Citizens Advisory Committee (CAC). The CAC will then make recommendations to the District's Board of Directors as to what grant applications should be funded. A scoring system will be used to rate the applications. Some of the factors that will be weighed during the scoring and evaluation process include: the number of people that will benefit from the proposed program or project, how well the proposed undertaking helps the District meet its goals and the likelihood that the program or project can be continued in the future.