

# **Recycling, Waste Reduction, and Diversion Grant**

## **Application Instructions**

**Please review the Grant Program Guidelines and these instructions carefully before applying.**

The application consists of the following components, which must be fully completed to be considered for review:

1. Cover Sheet
2. Project Narrative
3. Budget Narrative
4. Budget Form
5. Supporting Materials

Please attach all supporting material documentation to the application. If a single email, including all supporting material(s), exceeds the email size limit, supporting material(s) may be sent separately. Applications may be submitted electronically through email or mailed. Applications may also be hand delivered. Applications through fax will not be accepted.

Mailing and Street Address: Georgia Environmental Protection Division  
Recovered Materials Unit  
4244 International Parkway, Suite 104  
Atlanta, GA 30354

Email Address: [SWTF.Grant@dnr.ga.gov](mailto:SWTF.Grant@dnr.ga.gov)

**The application period will open August 1, 2022. The deadline for submitting applications is 4:30 PM on September 30, 2022.**

Additional information about the RWD Grant and supporting documents can be found at the following website address:

<https://epd.georgia.gov/recycling-waste-reduction-and-diversion-grant>

## RWD Grant Application

### SECTION ONE: Cover Sheet

<b>Project Title</b>			
<b>Local Government/Entity</b>			
<b>Federal Tax ID</b>			
<b>Mailing Address</b>			
<b>City</b>			
<b>ZIP</b>			
<b>County</b>			
<b>Primary Contact Name</b>		<b>Secondary Contact Name</b>	
<b>Title</b>		<b>Title</b>	
<b>Organization</b>		<b>Organization</b>	
<b>Phone</b>		<b>Phone</b>	
<b>E-Mail</b>		<b>Email</b>	
<b>Brief Project Description</b> <i>(2-3 sentences)</i>			
<b>Project Start Date</b>			
<b>Project End Date</b>			
<b>Grant Amount Requested</b>	\$		
<b>Match Amount</b>	\$		
<p>I, the undersigned authorized representative of the applicant, certify that to that to the best of my knowledge, the information contained herein is true and correct, the document and project has been duly authorized by the governing body of the applicant, and, if funded, the applicant will carry out the implementation steps in the manner described in this application. I also certify that the applicant shall maintain accounting records in accordance with generally accepted government accounting principles and that the funds awarded will be included in those audits or financial statements that cover all or part of the project duration period noted above.</p>			
<b>Official Signature</b>			
<b>Name (print)</b>			
<b>Title</b>			
<b>Date of Signature</b>			

## SECTION TWO: Project Narrative

1. Project Need and Purposes
  - a. Identify the need or problem.
  - b. Describe your project and how it will meet this need for the proposed affected community. Additional details may also include:
    - i. Community served (names of counties, municipalities, towns, etc.).
    - ii. Community demographics, population etc.
    - iii. Current solid waste management and/or recycling system and relevant previous recycling, waste reduction, or diversion projects.
2. Project Objectives
  - a. Identify Objectives and “Specific, Measurable, Attainable, Relevant, and time-bound (SMART)” Goals for the project.
  - b. Describe the quantifiable metrics that will be used to evaluate the project’s impact on recycling, waste reduction, and/or diverting recoverable materials from the solid waste stream. Describe your project evaluation process.
3. Project Implementation and Timeline
  - a. Provide a robust plan with clearly identifiable steps for project implementation that are likely to result in the achievement of identified objectives and goals.
  - b. Describe the project start, milestone, and completion dates.
4. Project Metrics and Evaluation
  - a. Identify the metrics that will be used to measure project success.
  - b. Describe how those metrics will demonstrate that the project is likely to result in increased recycling, diversion of waste from landfills, and/or waste reduction. Examples include weight or volume of materials diverted from the solid waste stream.

Applications that describe any of the following may be assigned bonus points:

1. Describe coordination with other local governments (if the project is regional or multi-jurisdictional involving two or more local governments) Indicate who the lead is (if not the applicant).
2. Identify how the project is consistent with the local or regional solid waste management plan or other recycling, waste reduction, and/or diversion projects and activities.
3. Describe how the project brings together new resources or innovative approaches to recycling, waste reduction, and diversion.
4. Describe the applicant’s “Buy recycled” ordinances, policies, practices or procedures
5. List Georgia based suppliers for products and/or services.
6. Describe any additional environmental benefits of the project such as water conservation, emissions reduction, and energy conservation.
7. Participation in the Georgia Municipal Measurement Program.

*(Insert narrative here)*

**SECTION THREE: Budget Narrative**

1. Budget Amount
  - a. Indicate the amount requested from EPD through the RWD Grant.
  - c. Describe any match items, if applicable.
2. Cost Effectiveness and Project Longevity
  - a. Describe how the funds will be spent.
  - b. Describe the cost effectiveness of the project. An example includes grant dollars spent per weight/volume of materials diverted from the solid waste stream.
  - c. Describe how the project and its benefits are likely to be perpetuated after RWD Grant funds have been expended without additional funding from the State. Examples include tipping fees, usage fees, or brokerage of recovered materials.

*(Insert budget narrative here)*

**SECTION FOUR: Budget**

1. Complete the budget below to detail the amount and intended use of funds requested for each expenditure.
2. Provide information about any match items (including in-kind matches such as resources or staff time). Documentation for expenses should be provided, such as quotes for equipment purchases or payroll for salary costs. Match items should also be documented through letters of commitment, copies of checks, payroll records, etc. Documentation for expenses and match items may be submitted as Supporting Materials.
3. The Anticipated Expenditure Date should list the quarter or quarters in which the expense is expected to occur. The timeline cannot exceed 24 months.
4. Additional rows may be added as necessary.

Budget						
Item #	Description	Grant Funds Requested	Match Contribution		Anticipated Expenditure Date	Subtotal
			In-Kind	Cash		
1		\$				
2		\$				
2		\$				
4		\$				
5		\$				
Total						

## **SECTION FIVE: Supporting Materials**

1. Attach supporting material(s) as needed. Supporting material(s) should be clearly labeled and identified.