

2008

**Litter Cleanup Grant
Application**



**Ohio Department of Natural Resources
Division of Recycling & Litter Prevention**

Sean D. Logan, Director
Derek H. Anderson, Chief

November 16, 2007

Dear Grant Applicant:

I am pleased to announce the release of the 2008 Division of Recycling & Litter Prevention grant applications. Our grant programs reflect the direction and priority of the Ohio Department of Natural Resources as we work to develop and expand recycling and litter prevention opportunities within the State of Ohio. Since 1981, the division has funded close to 4,000 grants reflecting a total investment of nearly \$200 million dollars.

This year the division will be offering two new and/or expanded grant options. These new grant opportunities are targeted specifically at public college and university recycling and waste reduction programs, and local governments seeking to implement litter cleanup projects. In the 2008 grant cycle, we will be offering the following grants:

- College and University Recycling and Waste Reduction Grant
- Community Development Grant
- Litter Clean Up Grant
- Market Development Grant
- Scrap Tire Grant

Every year when we begin our grant process, we reflect on the past to gain a greater understanding of how we can better serve our potential grantees. We are committed to making the necessary adjustments, which allows the division to be more responsive and accessible to you and your local recycling and litter prevention needs.

Division staff is available to assist you with the grant application process. If you have any questions regarding the materials contained within this grant package, please refer to the contact information located in the application, or by calling the division at (614) 265-6333.

Sincerely,

Derek H. Anderson

Derek H. Anderson, Chief
Ohio Department of Natural Resources
Division of Recycling & Litter Prevention

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PROGRAM INTRODUCTION

The Ohio Revised Code (ORC), Chapter 1502, authorizes the Division of Recycling & Litter Prevention (division), with the approval of the Ohio Department of Natural Resources (department), to award grants for the purpose of supporting litter prevention activities.

DRLP is pleased to announce the availability of grants funds for 2008 litter cleanup activities. The division has allocated \$200,000 to promote community participation in the "Keep Ohio Beautiful Month" awareness campaign. Grant awards may range in the amount of \$200.00 up to, but no more than \$2,500. This funding provides opportunities to financially support litter cleanup activities in Ohio communities. No cash match is expected, but local financial or in-kind contributions will help to demonstrate a sense of commitment and offset the overall cost of the project.

WHO CAN APPLY

Those eligible to apply include Ohio counties, municipal corporations, townships, villages, solid waste management districts or authorities and Ohio Keep America Beautiful-designated communities.

FUNDING CRITERIA

The application process for funding involves completing a litter cleanup grant application. The division's Advisory Council will certify the applicants as eligible by authority of ORC Chapter 1502. Certification does not mean that an applicant will receive a grant, only that the division will consider the application in its review process. Applicants not certified by the council will be notified that their project will not be given further consideration. The division will notify the communities selected for funding by early February, 2008. The following criteria will be used to determine funding:

- Complete a litter cleanup activity on public land areas, roadsides or waterways between April, 1 – May 31, 2008.
- Incorporate the "Keep Ohio Beautiful Month" slogan into your community's awareness and promotional activities.
- All litter cleanup activities must involve the use of volunteers.
- Adherence to application guidelines, including deadlines and format instructions, required forms and comprehensive responses to all applicable questions.
- Financial need of the applicant will be taken into consideration.
- Agree to submit a completed final project evaluation no later than June 30, 2008.

Grant recipients will be required to incorporate the following credit line on awareness materials and newspaper advertising:

Funded by the Ohio Department of Natural Resources, Division of Recycling & Litter Prevention.

ALLOWABLE COSTS

Allowable costs shall be task-based, consist of program related expenses, and may be incurred only after all contract conditions have been met and the contract agreement is executed. Grant funds may be expended only for allowable costs described below:

- Purchase or rental of litter collection-related equipment.
- Print/production of awareness materials and/or purchase of newspaper advertising.
- Disposal fees for litter collection projects.
- Purchase tools and supplies necessary to implement the project.
- Purchase promotional items such as pens, pencils, T-shirts, magnets, etc.
- Purchase of beautification materials (**funds are limited to 10% of grant total**)
- Adopt-A-Roadway signs.

UNALLOWABLE COSTS

Costs not reimbursable with grant funds include, but are not limited to:

- Salaries or administration costs.
- Payment to individuals, crews, or organizations to pick up litter.
- Litter collection projects conducted on private property.
- Costs excluded by ORC chapter 1502 or not identified under *allowable costs*.

PAYMENT SCHEDULE

Subject to cash availability and after final execution of the grant agreement, grantees will receive checks for the full amount of the grant. Payment will be made to the authorized applicant only.

Applicants are required to submit one original application for the proposed project by U.S. mail, and one application as an e-mail attachment to the following e-mail address:
nexida.feliciano@dnr.state.oh.us.

Applications will consist of no more than two, double-sided narrative pages for the proposed project. Applications must be U.S. postmarked or delivered to the division by January 4, 2008. Mailed application documents and materials should be sent to the following address:

**Ohio Department of Natural Resources
Division of Recycling & Litter Prevention
2045 Morse Road – Building C-2
Columbus, Ohio 43229-6693
Attn: Community Program Coordinator**

CONTACT: Nexida Feliciano at nexida.feliciano@dnr.state.oh.us or at (614) 265-6375.

APPLICATION COVER SHEET FORM

Applicant: _____ Federal Tax ID: _____

Authorized Official: _____ County: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Contact Person: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

TOTAL GRANT FUNDS REQUESTED: \$ _____

AUTHORIZED SIGNATURE FOR APPLICANT AGENCY

Upon submission of this grant application, the applicant will be bound by its contents. In the event that the Division of Recycling & Litter Prevention accepts this proposal, the applicant will fully comply with the contents and conditions outlined in the grant proposal.

I, the undersigned Authorized Official of the grant applicant, certify that the applicant possesses all necessary authority to undertake the proposed activities identified in this application. I further certify that the information in this grant application is true, accurate, and complete.

(Authorized Official's signature) _____ *(Date)*

***Authorized Official:** the signatory authority for the grantee or their designee.

APPLICATION PROJECT NARRATIVE FORM

Describe your litter cleanup project. Please include information regarding litter cleanup on public land areas only. Identify all partners committed to the project, including volunteers and other participants, donated goods and services, waived tipping fees, etc. Describe awareness strategies planned to educate and/or reach out to the public in order to affect litter prevention. Describe recycling and waste disposal plan.

APPLICATION ITEMIZED BUDGET FORM

Provide an itemized list of all project expenditures and any local and in-kind financial assistance.

Itemized Description	Requested Funds	Other: Local / In-Kind	Total Cost
TOTAL			

TOTAL AMOUNT REQUESTED: \$ _____

CLOSEOUT REPORT FORM

This form is not a part of the application process – for grant recipients only.

Grantee: _____ **County:** _____

ACCOUNTING SYSTEM

ORC Section 1502.02 and the grant agreement require all grantees, to create and maintain a separate account for grant funds received, and cash donations (ORC Section 5733.064) received for their grant program. The separate account must remain open throughout the effective dates of the grant agreement and during whatever additional time is necessary to close out all charges and payments related to the grant.

The grantee **must** use an accounting system that complies with “generally accepted accounting principles. Local government accounting systems that comply with standards and procedures published by Ohio’s state auditor will meet the department’s accounting standards. The accounting system **must** provide a timely and accurate record of transactions and must produce reports that correspond with the total funds expended and the unexpended balance. In order to sub-grant funds for eligible purposes, as identified in the approved budget, grantees are required to enter into a contract with any approved contractor

CLOSEOUT

The grant will be closed out after the division receives and approves the completed Final Report. The final report is due no later than June 30, 2008. Total expenditures cannot exceed the amounts budgeted. If the total grant expenditures are less than the advance payment issued, these unused funds will be returned to the division within 45 days of closeout notification or the division will forward the matter to the Ohio Attorney General’s Office for collection services.

Total Grant Funds Received	Total Grant Expenditures	Total Unspent Grant Funds
\$	\$	\$

I, the undersigned Authorized Official, certify that the following expenditures are true and accurate to the best of my knowledge and that they represent the grantee’s approved grant expenditures.

Authorized Official Signature: _____ **Date:** _____

FINAL REPORT FORM

This form is not a part of the application process – for grant recipients only.

Grantee: _____ **County:** _____

CLEAN-UPS

Areas cleaned (check all that apply)

Roadsides _____	Parks _____	Hiking/biking trails _____
Playgrounds _____	Waterways _____	School grounds _____
Streets/sidewalks _____	Public/vacant land _____	Other _____

Total miles of streets, roads, highways cleaned: _____ Number of junk cars removed: _____

Total miles of rivers, lakes, shorelines cleaned: _____ Number tires collected for recycling: _____

Number of illegal dumpsites cleaned: _____

Total bags of litter/debris collected: _____ Pounds of recyclables collected/separated for recycling: _____

CLEAN UP VOLUNTEERS

MEDIA/ADVERTISING SUMMARY

Total number of participating communities: _____ Total grant-funded purchased ads: _____

Total number of volunteers: _____ Total donated ads: _____

Total number of volunteer hours: \$ _____ Total news articles, features: _____

Value of volunteer hours: _____ Total printed materials:

Total value of volunteer hours: \$ _____ Brochures _____ Newsletters _____ Flyers _____

NOTE: When setting the value of your volunteer hours, remember that there are all kinds of volunteers, from professionals to youth cleanup volunteers. It's up to you to examine the project and set the value for the volunteer time. Each volunteer hour should be assigned a value of at least the minimum wage of \$6.86/hour.

COMMUNITY INVESTMENT

The dollar value of any donated goods or a service is equal to the purchase price of the contribution.

Value of donated/in-kind goods or services: \$ _____

Value of government/department/agency costs: \$ _____ *(Administrative/operation costs)*

Value of private/non government contributions: \$ _____

**Mail to: Division of Recycling & Litter Prevention
Attn: Community Program Coordinator
2045 Morse Road – Building C-2
Columbus, Ohio 43229-6693**