

2010

Litter Cleanup Grant

Application



Ohio Department of Natural Resources

Division of Recycling & Litter Prevention

Sean D. Logan, Director
David Hanselmann, Chief

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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 cleanup activities.

The Division is pleased to announce the availability of the 2010 Litter Cleanup Grant. These funds allow for participation in community based litter cleanup and public awareness efforts. Eligible expenditures include equipment, signage, disposal and cleanup fees related to litter and tire collections, print and production costs, as well as litter prevention education and awareness supplies.

Grant awards may range up to \$2,000 and all proposals must contain an actual litter collection component. No cash match is required, but local financial or in-kind contributions will help to demonstrate a sense of commitment.

WHO CAN APPLY

Those eligible to apply include Ohio counties, municipal corporations, townships, villages, Solid Waste Management Districts or Authorities, Soil & Water Conservation Districts, Keep Ohio Beautiful affiliates and any agencies of the state as defined in Chapter 119 of the Ohio Revised Code.

FUNDING CRITERIA

The following criteria will be used to determine funding:

- Grant proposals must include the implementation of a litter cleanup activity on public land, roadsides or public waterways between the period of March 1 – May 31, 2010.
- All litter cleanup and/or tire amnesty days activities must involve the use of volunteers.
- Grant applicants need to adhere to grant application guidelines including the submission of required forms and comprehensive responses to all applicable questions, following format instructions and meeting deadlines.
- Financial need of the applicant will be taken into consideration.
- Grant applicants must agree to submit a completed final project evaluation no later than June 30, 2010.

ADVERTISING GUIDELINES

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

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

ALLOWABLE COSTS

Allowable costs shall consist of program related expenses, and may be incurred only after the contract agreement is executed by all parties. Grant funds may be expended only for those allowable costs described below:

- Purchase or rental of litter collection-related equipment, tools and supplies
- Educational supplies such as markers, colored pencils, display items, etc.
- Print/production and/or purchase of awareness materials and advertising
- Disposal fees for litter and tire collection projects
- 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, Adopt-An-Area or Adopt-A-Waterway signs

UNALLOWABLE COSTS

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

- Salaries or administrative costs
- Food or entertainment expenses, including procurement of ice, coolers, grills, etc.
- 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 & CORESPONDENCE

Subject to cash availability and after final execution of the grant agreement, grantees will receive checks for the full amount of the grant.

Applicants are required to submit both an original (written) application for the proposed project by U.S. mail, and one application as an email attachment to the DRLP mailbox address:

drlp@dnr.state.oh.us In addition, the subject line of the email message should state "2010 Litter Cleanup Grant Application" and the name of your community or organization.

Applications will consist of no more than two, double-sided narrative pages for the proposed project. Both the written and electronic applications must be U.S. postmarked or delivered to the division by no later than November 6, 2009. Mailed application documents and materials should be sent to the following address:

**Ohio Department of Natural Resources
Division of Recycling & Litter Prevention
Attn: Community Program Coordinator
2045 Morse Road – Building B-1
Columbus, Ohio 43229-6693**

CONTACT: Marti Kolb at marti.kolb@dnr.state.oh.us at (614) 265-6376

APPLICATION COVER SHEET FORM

Applicant: _____ Tax I.D. _____

Authorized Official: _____ Title: _____

Address: _____

City: _____ Zip Code: _____

County: _____

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 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 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 such as tire amnesty, river sweep cleanup, roadside litter collection, etc. Clearly identify all targeted areas. 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 reach out to the public in order to promote litter prevention and proper waste tire disposal. Identify disposal and recycling locations or facilities which will serve as the destination for collected materials. State how the proposed project supports the educational goals of your solid waste management district/authority. Provide a description of and justification for requested budgetary items.

APPLICATION ITEMIZED BUDGET FORM

Provide a list of all project expenditures and any match or in-kind financial assistance.

Itemized Description	Requested Funds	Match/ In Kind	Total Cost
TOTAL			

TOTAL AMOUNT REQUESTED: \$ _____

GRANT ADMINISTRATION – POST AWARD PROCEDURES

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.

CLOSE OUT

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, 2010. Total expenditures cannot exceed the amounts budgeted. If the total grant expenditures are less than the payment issued, the unused funds will be returned to the division within 45 days of the grant’s conclusion.

CLOSE OUT FINAL REPORT (DUE NO LATER THAN JUNE 30, 2010)

Grantee:

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County:

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Cleanups Areas (Indicate total number)

Roadsides		Parks	
Playgrounds		Waterways	
Streets/sidewalks		Public/vacant land	
Trails		School grounds	

Cleanups Summary (Indicate total amounts)

Miles of streets/highways		Number of junk cars	
Miles of rivers/lakes/shore		Number of tires collected	
Number of illegal dumpsites		Pounds of recyclables collected	
Bags of litter/debris collected		Number of communities	

Media/Education Summary (Indicate total number)

Purchased ads (grant \$)		Education presentations	
Donated ads		Adult participants	
News articles		Youth participants	
Printed materials			

Cleanup Volunteers/Community Investment Summary (Indicate total number or cash value)

Number of volunteers		Donated goods/services/contributions	
Number of hours worked		Government/department/agency costs	
Total value of volunteer hours using federal minimum wage of \$7.25/hr.			

Total Grant Funds Received	
Total Grant Expenditures	
Total Unspent Grant Funds	

I hereby certify that the expenditures are true and accurate to the best of my knowledge and that they represent the grant expenditures associated with the Litter Clean Up grant application as part of the executed grant agreement.

Authorized Official Signature:

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Date:

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Mail to: Ohio Department of Natural Resources, Division of Recycling & Litter Prevention
 Attn: Community Program Coordinator
 2045 Morse Road, Bldg. B-1
 Columbus, Ohio 43229-6693