School Waste Reduction and Recycling Grant

Program Application

2022 - 2023

1. **Applicant Information**

SCHOOL or DISTRICT:

CONTACT NAME and TITLE:

ADDRESS:

PHONE:

EMAIL:

STUDENT POPULATION SIZE:

GRADES:

SCHOOL TYPE: (District or Charter)

PROJECT TITLE:

TOTAL REQUESTED AMOUNT:

**Authorizing signature**

The signature must be provided by an individual who has the authority to enter a contract on behalf of your organization (e.g., School Board Chair, Superintendent, etc.).

Name (typed or printed): \_ Title: \_

Signature: Date: \_

1. **Project information**
2. **Background and Description**Describe your current waste reduction and recycling program and any prior grants or resources the school or district may have received from Ramsey County or BizRecycling for waste reduction, recycling or organics management. Use the [School Waste Reduction and Recycling Best Practices Continuum (https://www.ramseycounty.us/sites/default/files/Recycling%20and%20Waste/Business/School%20Recycling%20Best%20Practices%20Continuum.pdf)](https://www.ramseycounty.us/sites/default/files/Recycling%20and%20Waste/Business/School%20Recycling%20Best%20Practices%20Continuum.pdf) (“the continuum”) as a guideline to indicate which practices have already been established in your school or district.Describe what you intend to accomplish through the grant program.
3. **Work Scope**Describe the goal(s) and the work scope tasks you will carry out using the resources and technical assistance available through the county. Include an estimated timeline for each activity. Use the continuum descriptions as guidelines where applicable.

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| **Goals** | **Tasks/activities to support goal** | **Estimated start date** | **Expected completion date** | **Responsible person** |
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1. **Evaluation**Describe how you will evaluate the overall success of the project. Define what success will look like. Include details about what you will measure and what your benchmarks will be. Address how you will know if you have met the intended project goals described in the work scope. Include both qualitative and quantitative methods of measurement. Refer to the continuum for baseline and evaluation criteria.
2. **Project staff**Please list the staff involved in the project and their roles and responsibilities. Consider the following questions: Who will be the main contact person at the school for the project? Who will lead the project? Who will make sure the work is completed? Who will be responsible for ensuring timely reports are submitted to the county? Who will be responsible for project evaluation?

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| **Name** | **Title** | **Email** | **Phone** | **Role in grant project** | **Responsibilities** |
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1. **Sustainability**Consider how the project will continue or grow and how benefits will be maintained without additional resources from the county. Identify which project goals will directly influence sustainability of the grant project.
2. **Project budget**

Please attach a budget, including costs and items such as containers, educational materials, compostable bags, reusable foodservice ware, and other equipment needs. Provide justification for each item, outlining how it will be used to implement the project.