

School Waste Reduction and Recycling Grant
Program Application
2024 - 2027

A. Applicant Information

SCHOOL or DISTRICT:
CONTACT NAME and TITLE:
ADDRESS:
PHONE:
EMAIL:

CURRENT STUDENT ENROLLMENT:
MAXIMUM STUDENT ENROLLMENT:
GRADES:
SCHOOL TYPE (District or Charter):

PROJECT TITLE:
ELIGIBLE GRANT AMOUNT (per funding guidelines):
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: _____

B. Project information

1. 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](#) (“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.

2. 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.

Goals	Tasks/activities to support goal	Estimated start date	Expected completion date	Responsible person

3. 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.

4. 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?

Name	Title	Email	Phone	Role in grant project	Responsibilities

5. 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.

C. 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.