



Since 1993, SWANCC has supported regional schools' waste prevention projects. To qualify to receive a SWANCC *Waste Reduction Grant*, schools must be in an agency-member community; or 50% of the student population must live in one or a combination of the following communities. Funds are limited and offered on a first-come, first-served basis. Priority will be given to schools that have not received a SWANCC grant in the past two years.

SWANCC Communities

- | | | | |
|-------------------|-----------------|------------------|------------------|
| Arlington Heights | Glenview | Mount Prospect | Skokie |
| Barrington | Hoffman Estates | Niles | South Barrington |
| Buffalo Grove | Inverness | Palatine | Wheeling |
| Elk Grove Village | Kenilworth | Park Ridge | Wilmette |
| Evanston | Lincolnwood | Prospect Heights | Winnetka |
| Glencoe | Morton Grove | Rolling Meadows | |

Goals:

To provide funds to assist schools with instituting reduce, reuse, recycle & compost initiatives.

To educate administrators, teachers, staff and students about the many benefits of implementing waste prevention measures.

Overview:

Grant coordinators may request up to \$500 and must outline the waste reduction project goals, desired materials/equipment to purchase with associated costs, and agree to SWANCC's *Terms and Timeline*.

Schools must initially purchase the approved item(s) and SWANCC will provide reimbursement within 30-60 days of receiving the receipts – all must be submitted together.

Reimbursement checks can only be made to the school or the PTO/PTA organization – not to individuals.

SWANCC can assist schools that wish to conduct a lunchroom waste audit.

Eligible Expenditures:

SWANCC's school *Waste Reduction Grant* funds are to be used to start or expand programs and projects focused on preventing waste – reusing items, recycling materials, or composting food waste on-site or through a commercial service provider.

Grant funds can be used to purchase, but are not limited to reusable food trays, plates, cups, cutlery, or bulk condiment dispensers; reusable mugs, bottles, or pitchers; waste-free lunch items such as reusable bags, napkins, food containers, etc.; indoor/outdoor recycling containers or composting bins; dry-erase boards, etc.

Non-Eligible Expenditures:

Grant funds CANNOT be used for maintenance or recycling/composting service fees; items that have on-going costs, such as office supplies, liner bags for recycling or composting containers, light bulbs, etc.; give-a-ways such as pencils, temporary tattoos, and t-shirts.

Terms:

1. If a “green team” is non-existent, the grant coordinator will agree to establish one consisting of a school administrator, teacher, student(s), food service provider, and custodial personnel. The *Green Team* should meet in November to develop an *Action Plan* for implementing waste reduction measures and review the grant Timeline and throughout the school year.
2. Agree to have a SWANCC educator provide a 30-minute presentation to one elementary grade level, which can be combined classrooms for one presentation or split for two back-to-back presentations, pending teacher's preference. Or for middle/high school, a 30-minute presentation to an environmental club or science class.
3. Once items are purchased and implemented, agree for SWANCC staff to visit the school to have a conversation with the Grant Coordinator about challenges, successes, and potential growth of waste prevention measures - (per CDC COVID safety guidelines). Zoom will be used as an alternative. SWANCC will provide a form that needs to accompany receipts.
4. The Grant Coordinator agrees to submit a report to SWANCC in May that summarizes the accomplishments achieved during the school year to include wastes that were minimized; resources that were recovered through reuse, recycling and composting efforts; creative extension projects; and if there were any direct cost-savings as a result of the *Action Plan* initiatives. The Report Form will be provided by SWANCC.
5. Applications must be signed by the school's principal or administrator.

Timeline

January 31:	Extended deadline to submit Waste Reduction Grant application
February 24:	Presentations must be completed by February 24
March 10:	Deadline for all receipts to be submitted to SWANCC for reimbursement
March/April:	SWANCC staff to visit school
May 15:	Deadline for Report to be submitted to SWANCC

Grant Coordinator, please address the following questions and describe how SWANCC's Waste Reduction Grant funds will be used to prevent waste during the school year.

Incomplete applications may be omitted from consideration.

1. Diversion

- What areas at the school are you looking to reduce waste?
- List potential projects and activities to be implemented.
- What metrics will be used to calculate materials diverted from the garbage?

2. Process/Budget

- What equipment/resources will be purchased to collect materials or reduce waste?
- List each item and its cost
- Address the process of implementing the initiatives

3. Education/Training

- How will faculty, staff and students be made aware of waste reduction initiatives?
- Who will be directly involved with the day-to-day operations of the incentives?

4. Sustainability of initiatives

- What is the longevity potential of the initiatives – beyond receiving this grant?

5. Other related projects

- List any environmentally related projects that are linked to grant project initiatives, such as installing a rain or vegetable garden, rain barrels, native plants or switching to natural lawn care, etc.

Please fill out the form on page four and have the principal or administrator sign in designated area before submitting to SWANCC.



School: _____ District: _____

Grades Served: _____ Number of students: _____

Address: _____

City: _____ Zip: _____

Grant Coordinator: _____

Position: _____

Email: _____

Phone Number: _____ Extension: _____

School Website: _____

School Phone Number: _____

Applications must be signed by the school's principal or administrator

Principal: _____

Principal's Email: _____

I support the grant coordinator's efforts to reduce waste and agree to SWANCC's *Waste Reduction Grant Terms*.

Principal's Signature: _____

Date: _____

The grant application has been extended to January 31, 2023. If mailing, send to Mary Allen, SWANCC, 77 W. Hintz Road, Suite 200, Wheeling, IL 60090. If you have any questions or need information, please contact Mary Allen at mary@swancc.org or (847) 724-9205, extension 204.