



To qualify to receive a SWANCC *Waste Reduction Grant*, the public or private school must be located in an agency-member community; or 50% of the student population must live in one or a combination of the following communities.

SWANCC Communities

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

Goals of Grant: To provide funds to assist schools with implementing reduce, reuse, recycle & compost initiatives and educate administrators, teachers, staff and students about the many benefits of enacting waste prevention measures.

Overview: The grant coordinator must outline the waste reduction project goals in this application, desired materials/equipment and associated costs, and agree to SWANCC's *Waste Reduction Grant Program Terms and Deadlines*. Grant coordinators may request funding from \$200 up to \$2,500, with the understanding that requested funds must be matched dollar-for-dollar. Applications will be vetted by SWANCC staff and the number of grants awarded is dependent upon the total number of applications received and their projected costs, as funds are limited.

Eligible Expenditures: SWANCC's *Waste Reduction Grant* funds are to be used to start or expand programs and projects focused on preventing waste – reusing items and recycling materials or composting food waste. Grant funds can be used to purchase, but are not limited to: reusable food trays, plates, cutlery or bulk condiment dispensers; reusable beverage cups, 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; or fieldtrips.

Terms:

1. The school, parent-teacher organization or other groups must match SWANCC’s funding dollar-for-dollar for approved/qualifying items and submit receipts for verification. If a school seeks a grant for \$400, expectations are that another \$400 will be used to purchase like items or items associated with waste reduction initiatives.

2. The grant coordinator will establish a “Green Team” consisting of, at minimum, a school administrator (principal or assistant principal) teacher, student, food service provider, and custodial personnel. The *Green Team* should meet in November to develop an Action Plan for implementing waste reduction measures and meeting grant deadlines. The *Green Team* agrees to meet regularly during the school year to monitor and evaluate the progress of the waste reduction measures and activities outlined in the plan, tweaking where necessary.

3. The Grant Coordinator agrees to conduct or coordinate **two waste audits in the lunchroom** (office, faculty lounge and classrooms optional) to determine what materials can be reduced, reused, recycled or composted. The first audit is to be conducted prior to the school’s December Holiday break. This way, there will be data to compare and contrast the waste diverted after implementing the Action Plan by the grant report deadline. If available, SWANCC staff can provide assistance for the first waste audit.

4. The Grant Coordinator agrees to submit a report to SWANCC in May that summarizes the accomplishments achieved during the grant cycle 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. SWANCC will provide a form for the report. Photos need to accompany the report.

5. Agree for SWANCC staff to visit the school the following September to evaluate the long-term viability of the items purchased with grant funds and have a conversation with the Grant Coordinator about the challenges and successes.

Timeline
October 25: <i>Waste Reduction Grant</i> applications due to SWANCC
November 15: SWANCC notifies recipients of grant award
December: Green Team conducts first Waste Audit
March 27: All receipts must be submitted to SWANCC for reimbursement along with proof of matching funds
April: Green Team conducts second Waste Audit
May 16: Grant Coordinator submits Report to SWANCC
September: SWANCC conducts a follow-up visit with grant coordinator

Grant Coordinator, please address questions #1-5 and describe in detail how SWANCC's Waste Reduction Grant funds will be used to prevent waste during the school year.

Applications that are not complete 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 2019/20 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.



School: _____ District: _____

Grades Served: _____ Number of students: _____

Address: _____

City: _____ Zip: _____

Grant Coordinator: _____

Position: _____

Email: _____

Phone Number: _____ Extension: _____

School Website: _____

School Phone Number: _____

Principal: _____

Principal's Email: _____

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

Principal's Signature: _____

Date: _____

The grant application is due to SWANCC by Friday, October 25, 2019. 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.