



Dear Applicant,

Enclosed is the OSS Solid Waste District's application guideline packet for the Competitive Funding Grant program.

There are typically two funding rounds per year, application funding notifications generally go out 30 to 60 days after application deadline.

Grant Deadlines:

1. January 31st
2. June 30th

If you have additional questions please feel free to contact me.

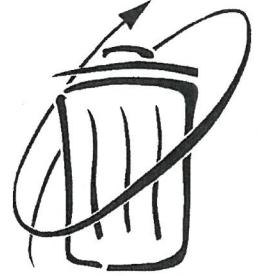
Sincerely,

A handwritten signature in blue ink, appearing to read "Gary Baty", is written over a faint, larger version of the same signature.

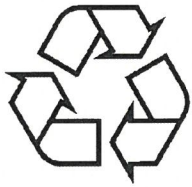
Gary Baty
Executive Director, OSS SWD
gbaty@recycleoss.org

Competitive Funding Program

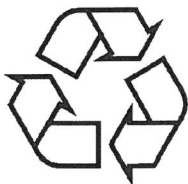
Ottawa · Sandusky
Seneca County



JOINT
SOLID WASTE
MANAGEMENT
DISTRICT



Application Guideline Packet



District Background Information

The Ottawa-Sandusky-Seneca Joint Solid Waste District was created by HB 592 - solid waste legislation passed in June of 1988. The Ottawa-Sandusky-Seneca Joint Solid Waste District was created by a joint resolution of the board of county commissioners of Ottawa, Sandusky and Seneca Counties in March of 1989.

Districts were required to develop a solid waste management plan that outlined disposal capacity for the District, public education and programs for special wastes. The District is funded through fees charged on each ton of waste dumped at local landfills as well as funding through contracts with surrounding landfills accepting District waste.

Competitive Funding Program

The Competitive Funding Program was created to provide funding to local governments, educational institutions and non-profit organizations for solid waste programs. The District cannot, by law, fund any privately owned business.

The District provides a specified amount of money in the budget each year for the Competitive Funding Program. (For yearly funding amounts - contact the District office) Funding applications are awarded in two equal rounds in January and June. The District has a committee who reviews the grants and makes recommendation to the Board of Directors. **The application is due on January 31st and June 30th.**

District Contact Information

OSS Joint Solid Waste District
1875 East State Street
Fremont, OH 43420
Phone: 419.334.7222
Fax: 419.334.8626

Website – www.recycleoss.org

Who is eligible to apply? (Must be in OSS District coverage)

- **Educational Institutions**
- **Local Governments (Township, City or Village)**
- **Non-profit Organizations – with proof of non-profit status provided.**

Certification & proof of tax exempt status documentation

Applicants must certify that all grant funds awarded will be expended only for programs, products or projects having a non-sectarian purpose. All grant funds shall be expended in strict compliance with the Applicant's Competitive Funding Application Form, as approved by the District, and the provisions of the District's Competitive Funding Program Application Packet. Any grant funds expended in violation of these requirements shall be refunded to the District.

Applicants other than local governments must provide the District proof of current exempt status issued by the Internal Revenue Service, or a domestic not-for-profit corporation certificate of good standing from the Ohio Secretary of State.

What type of projects can be funded?

All projects are limited to a \$10,000 grant. This does not include match funds. The District does not provide retroactive funding for any project that is in progress or already completed. All products must contain a minimum of 25% recycled content.

- **Education Programs** - Funding is available for programs that increase participation in recycling programs by District residents. This includes education programs in schools and educational information targeted to the general public.
- **Composting - Yard Waste Management** - The District will consider funding that encourages back yard composting or the proper management of different types of yard waste. If the organization is applying for funds to improve, expand or set up yard waste services, the applicant should make every attempt to purchase products made from recycled content, but this is not a requirement.
- **Recycling - Waste Reduction** - Funding is available for the establishment or expansion of waste reduction or recycling programs. This could include the establishment of office paper programs and business or government recycling programs.
- **Buy Recycled** - Funding is available for the purchase of products made from recycled materials. This could include recycled plastic furniture for parks, playground equipment, and playground surface made from tires or any other products made with recycled content.
- **Other Projects** - The District realizes there are other projects that may not fall under the categories listed above. If there is a project you feel would result in a significant waste reduction or utilize hard to recycle materials please submit it under the "Other Projects" category.

Timeline, record keeping & funding options for projects

If your organization is awarded funding, the project must be completed within 12 months of receiving the award letter. Any grants that go beyond these completion dates may be revoked. Upon award notification, the entity administering the grant must contact the District office to make arrangements for ordering and billing of the project.

Your organization will be required to keep records to document all of the project's expenses. There must be an audit trail consisting of receipts that account for all used funds.

There are two billing options for grant awards: (1) Your organization pays everything for your project, and when it is complete you will submit a letter requesting reimbursement. Copies of all invoices, receipts, and proof of payment is required. (2) You may have your vendor invoice the District directly, up to the amount of your grant award. Either option requires notification to the District so that proper paperwork is in place for all vendors.

ALLOWABLE EXPENDITURES

Labor - This line item is not allowable under District funding, however match funds can be used in this line item. This could include employee hours used for site preparation or assembly of recycled products. Labor cannot be time spent administering the grant activities. The District will only allow salary contributions up to a maximum of \$10.00 per hour.

Brochures/flyers - The cost of producing a brochure or flyer to publicize and educate residents about a recycling program.

Recycled signs, benches, picnic tables, playground equipment, cribbing, trash containers, playground surfacing and recycled lumber. - The cost of the purchase of any of the above materials for your group or organization. Materials must be at least 25 percent recycled material.

Recycling containers - The purchase of recycling containers to implement or expand a recycling program in your organization. This could include desk side containers, collection containers, etc.

Transportation/Shipping - Limited to costs associated with transportation and shipping recycling materials to your organization. Please make sure that this is included in your quote from the manufacturer.

Other Equipment - Includes any other materials that may be needed for the completion of your project or program.

How much do we commit in matching funds?

Applicants are required to include a minimum of 25 percent match. This means that 25 percent of the total cost for the project will be provided by the entity applying for the grant. For example, if the total cost for the project or activity is \$10,000 you would be required to provide \$2,500 in match monies and the District's grant portion would be \$7,500. The match can be financial or in the form of in-kind services. Examples of in-kind services include labor, donated materials or services. The labor can be matched up to \$10 per hour.

What are some of the criteria used to judge applications?

The applications are judged by a Financial Review Committee who reviews the applications and makes a recommendation to the District's Board of Directors. The following are some but not all of the criteria the committee uses to judge the applications:

- The project fits into the District goals as outlined in the solid waste management plan.
- The product contains a minimum 25% recycled content and is documented on the price quote.
- The application is typewritten, clear, concise and well written. Free of spelling or math errors.
- Accuracy and presentation of your application are considered in the review process.
- Working relationship and professional courtesy with District staff is taken into consideration.
- The application describes how the project will be publicized and if applicable will educate students and the general public about their efforts.
- Preference is given to applicants using local vendors – either in District, or in the State of Ohio.
- The project will be self-sufficient after the initial funding request.
- Organizations that have already received money or have an alternate funding source may take a lower priority.
- The project would be a viable demonstration project so information could be shared with other communities in the District.
- Equipment purchases of any kind are given very low priority, especially when services can be contracted.