

Community Recycling Grant FAQ

Who is eligible?

Solid waste management districts, schools, non-profits, and municipalities.

How large of a grant can I receive?

Grants are eligible for a minimum of \$500 and a maximum of \$50,000. A 50 percent match is required, of which **at least** 25 percent must be a cash match.

What does a 50 percent match mean?

A 50-50 match or 50 percent match means that applicants must demonstrate they have available funds to pay for the entirety the project, and then the state will reimburse 50 percent of the eligible costs up to \$50,000. For example, if an applicant were starting a school recycling program for \$1,000, the applicant may apply for \$500 of grant funding. In-kind matching can be used for up to one-half of the match. The other half of the match must be provided with a cash match.

Example grant:

\$1000 total project costs = \$500 grant + \$500 match (up to \$250 can be used as an in-kind match)

What is in-kind matching?

In-kind match is a commitment to the project in the form of non-cash expenditures that are directly related to or dedicated to the proposed project and must be made during the term of the grant agreement. Whereas a cash match is direct cash expenditures for the project. Please view the table “Eligible Grant Expenses – Match Guide” in the Community Recycling Grant Guidelines for examples of cash and in-kind matches.

What types of projects are eligible?

Community Recycling Grants help to start or expand source reduction, education, and recycling programs. Examples include curbside recycling, drop-off recycling, school recycling programs, and organic material collection.

What types of projects are ineligible?

Grants are not available for projects that stray from the mission of waste reduction or diversion from final disposal. Ineligible projects include illegal dumping cleanups, litter and tire cleanups, and open burning projects.

Project **expenses** that will not be funded include permanent structures or site improvements, leasing of equipment or property, ongoing program costs, and cash payments, such as gift cards.

Please see the Community Recycling Grant Program Guidelines document for further detail on ineligible program and expenses.

How do I submit my grant application?

IDEM requests electronic copies of grant proposals. Please email the following as a PDF or Microsoft Word document (PDF preferred) to recycle@idem.IN.gov:

- a) A completed application form (available from IDEM's website) including:
 - i) A cover sheet, with applicant signature
 - ii) Proposed budget sheet
- b) Proof of available funding for total project cost
- c) Quotes for service and/or equipment
- d) Any supporting documentation (letters of support, partnership agreements, location maps, etc.)

Please note the email inbox limit is 25 megabytes (MB) of information per submission. Please contact the Grant Manager if you need assistance with submission.

Can I submit more than one application?

Each year, only one application per grant round per applicant is allowed under the Community Recycling Grant Program. Applicants may apply for another project in the next grant round so long as they do not have more than one open Community Recycling Grant or any unresolved compliance issues identified by IDEM.

What are the deadlines?

Grant applications are open from Tuesday October 1 through 5:00 pm on Friday, December 20, 2019. Late applications may not be considered. Grant application rounds are non-competitive, however there is no implied guarantee of funding for a submitted grant proposal, even if the grant application meets all desired expectations.

How will I know if my application has been received?

Once the proposal has been submitted via email, you will receive direct confirmation of receipt within three business days. If receipt of submission is not received by email within this timeframe, applicants must contact the Grant Manager in order to confirm receipt. If you are unable to submit the proposal electronically, please contact the Grant Manager for submittal assistance.

Applicants will receive a second email as notification that their application has been marked as complete.

When will grants be awarded?

Grants will be awarded in February 2020.

How are the grants awarded?

IDEM will review and score grant applications. All final funding decisions are made by the commissioner of the Indiana Department of Environmental Management. During the review of grant applications, the following elements are considered in making a final determination of grant awards:

- Potential for increased waste diversion as a result of the project
- Submission of required forms and comprehensive responses to all applicable application questions
- Assurances that the project will accomplish stated goals and the established methods can be used as a model for similar projects

- Demonstration of positive economic and environmental impact within the project service area, within the region, or statewide
- Sustainability of the program without future grant funding
- Applicant's past performance in grant administration and project management, if applicable
- Financial need of the applicant
- Availability of funding for the Indiana Recycling and HHW Grant

According to [IC 13-20-22](#), solid waste management district projects must not displace private sector services if purchasing equipment. In addition, the economic need of the district will be considered.

What happens if my project is funded?

Upon award, Office of Program Support (OPS) staff will develop a contractual Grant Agreement (the "Agreement") between the state and the applicant (the "Grantee"). After this paperwork is properly completed and approved by all parties, OPS will route the Agreement through the state signature process. The Agreement must then be approved and signed by the Grantee, IDEM, the Indiana Department of Administration, the Indiana State Budget Agency, and the Indiana Attorney General's Office. The effective date of the grant will be the date on which the Agreement is signed by the Attorney General's Office (also referred to as the contract execution date).

Applicants must receive notice that the Agreement has been signed by all state signatories **before** any purchases are eligible for reimbursement of funds. Any purchases made outside the term of the Agreement will not be reimbursed. Execution of the Agreement may take up to three months to be completed. To avoid delay in an organization's process or plans, please keep in mind the application deadlines when applying for the grant and allow adequate time for execution of the contractual Agreement before expenditures are made.

How is this grant different from Recycling Market Development Program (RMDP) grants?

The Recycling Market Development Program offers financing for businesses preparing recyclables for use as a feedstock or in the manufacturing of recycled content products. Information about grants available from the Indiana Recycling Market Development Program is available from the Recycle Indiana website, www.recycle.in.gov/5745.htm, or by calling the Recycling Market Development Program Manager at (800)988-7901.

Can I apply for this grant if I have a grant under RDMP?

Yes, recipients of closed or open RMDP grants are eligible for Community Recycling Grants so long as they are in good standing with IDEM as grantees, and meet all eligibility requirements listed in the Community Recycling Grant Program Guidelines.

How will IDEM determine if any private sector service providers will be displaced?

[IC 13-20-22](#) requires that no private sector services will be displaced if an equipment grant is awarded. While the current nonrule policy document outlining the determination process is being updated, IDEM will evaluate each request for equipment on a case-by-case basis and follow a simplified process to determine that no private sector service providers will be displaced.

Who can I contact for more information?

Please contact the Community Recycling Grant Manager at recycle@idem.IN.gov or (800)988-7901 with further questions.