



Community Recycling Grant Guidelines

Community Recycling Grant
Program IDEM Office of
Program Support



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Overview

The Community Recycling Grant Program (CRGP) is authorized to provide grants by [IC 13-20-22](#). The program is funded through the State Solid Waste Management Fund, which generates revenue through a 50 cent per ton surcharge fee at final disposal facilities within Indiana.

Projects that can be funded under this program include education and promotion of recycling, source reduction, organics management (including yard waste management and composting), and household hazardous waste (HHW) collection and disposal. Eligible candidates may seek a grant ranging from \$1,000 to \$100,000, with a 25 percent required cash match.

The Indiana Department of Environmental Management (IDEM) announced the availability of grant funds to assist communities with recycling and waste reduction efforts. The Community Recycling Grant Program is administered through the Office of Program Support (OPS) of IDEM. These guidelines are intended to aid grant applicants in submitting their application for the IDEM review process.

There is no implied guarantee of funding for a submitted grant proposal, even if the grant application meets all desired expectations.

Basic Definitions for Recycling Grants

- "Recycle" means to take action by which recyclable materials are recovered from the solid waste stream for purposes of use or reuse; conversion into raw materials; or use in the production of new products ([IC 13-20-25-6](#)).
 - "Recycling" means a process by which materials that would otherwise become solid waste are collected, separated or processed, and converted into materials or products for reuse or sale ([IC 13-11-2-180](#)).
 - "Source Reduction" means a reduction in the amount of solid waste generated that is achieved through actions affecting the source of the solid waste ([IC-13-11-2-214](#)).
 - "Composting" means an aerobic degradation process by which plant and other organic wastes decompose under controlled conditions to produce a usable product (IC 13-11-2-38)
 - "Organics management" includes composting and yard waste management activities.
 - "Final disposal facility" means any of the following: 1) a landfill; 2) an incinerator; or 3) a waste-to-energy facility. The term does not include a transfer station or an advance recycling facility (IC 13-11-2-82).
- "Household Hazardous Waste" means hazardous waste generated by households (IC 13-11-2-104)

Timeline

Information on application deadlines, and anticipated funding dates is provided below additional information can be found at www.recycle.IN.gov.

Dates	Activity and Details
Year-round	Question and Answer Period Questions regarding the application and its requirements must be submitted in writing via email: CRGP@idem.in.gov
May 18–June 26, 2026	Applications Accepted Applications and all corresponding paperwork must be submitted via the Grants Portal .
June 26, 2026	Application Due Date Applications must be submitted via Grants Portal by this date. Customer service will be available until 12:00 p.m. EST.
June 29 – July 24, 2026	Completeness Review Applications will be reviewed for completeness, and additional information may be requested during this time.
June 29 – July 24, 2026	Compliance History Check Applicants will be evaluated by the Office of Air, Land, and Water for compliance within their regulatory authority, with additional compliance verification conducted through the Department of Revenue and the Department of Workforce Development.
July 27- September 4, 2026	Review Committee Process Applications will be evaluated by the review committee using the rubric provided in the Application Review Information section, request additional information from the applicant if needed, and meet to determine award funding.
July 27 – September 4, 26	Compliance Site Visit A member of IDEM’s Compliance and Technical Assistance Program (CTAP) will contact applicants to schedule a potential site visit and confirm that all environmental requirements and regulations are being met.
December 4, 2026	Grant Awarded Notifications Sent All applicants will be notified regarding the status of funding.
December 2026 - Jan 2027	Grant Agreements Development Grant agreements are prepared for selected grantees by IDEM Program Manager and reviewed by Grantee for approval.
February-April 2027	Signature Process The grant agreement signature process must be completed before any project expenses can be incurred. No approved project costs may be purchased or spent until all parties have signed the grant agreement.
April 2027	Expenditure and Incurred Costs. Awarded funds cannot be spent until the grant is fully executed. Please

	plan to delay the start of your project until that time. The Program Manager will provide guidance once you are authorized to begin. Any costs incurred prior to the execution of the grant agreement are at the grantee's own risk.
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Eligible and Ineligible Applicants

Eligible Applicants

- Solid waste management districts (SWMDs)
- Counties
- Municipalities
- Schools
- Higher Education Institutions
- Nonprofit Organizations located in Indiana

Noneligible Applicants

- Businesses
- Commercial operations
- For-profit organizations
- State agencies are not directly eligible for grants from IDEM. State agencies may be partners in projects with a solid waste management district or a local unit of government.

Eligibility Guidelines for Repeat Applicants

Applicants who have previously received funding under the Community Recycling Grant Program must not have:

- Any unresolved compliance issues identified by IDEM, such as any overdue grant reports, close-out documents, or refunds or reversions owed to the state, at the time of application submission.
- An open Community Recycling Grant.

Eligible Projects

All projects should accomplish one of the following:

- Start or expand a recycling, source reduction, reuse, or composting program.
- Offer a new service, collect a new material, and/or serve a new area through the establishment of a new permanent service.
- Improve efficiency and sustainability over current program practices through increased volumes of materials collected, and better processing of materials, cost savings, and resource conservation.

Eligible and Ineligible Funding Cost

Eligible Funding Cost

Funding is available for expenses related to the startup or expansion of recycling, reuse, composting, Household Hazardous Waste (HHW) collection or disposal, and source reduction

programs. Eligible expenses include:

- Purchase of recycling equipment such as balers and compactors.
- Organics management equipment including chippers and leaf collectors/vacuums.
- Recycling collection vehicles, such as a curbside recycling truck.
- Educational materials to inform new and existing participants.
- Funding for HHW projects will be used toward proper collection and disposal methods of HHW, establishment of reuse and product exchanges to reduce the quantity of HHW being disposed, and education programs to reduce the quantity of HHW generated by informing the public of less hazardous and/or nontoxic substitutes for typical household hazardous products.

Ineligible Costs

- Funding is not available for projects that involve municipal solid waste disposal or stray from the original mission of waste reduction or diversion from final disposal.
- These expenses will not be funded through the Community Recycling Grant Program:
 - Permanent structures or site improvements, may be approved for use as cash match on a case- by-case basis.
 - Vehicles that can be used for more than a specific recycling use, such as a box truck, passenger truck, etc.
 - Leasing of equipment or property.
 - Ongoing program costs such as salaries, recycling contracts, and vehicle maintenance.
 - Personnel expenses, except where contracted as professional fees. Professional fees will be reviewed on a case-by-case basis. An example of an approved professional fee is HHW disposal.
 - Computer hardware and software with the exception of software that is specifically 100 percent source reduction and recycling focused.
 - Administrative expenses, including accounting and grant administration.
 - Contractor labor, set-up, and preparation charges.
 - Food, beverages, and party supplies.
 - Cash payments such as gift cards.
 - Grant application preparation and submittal expenses.
- These expense will not be funding through the Community Recycling Grant Program, with the exception of public education and promotion activities that include information on source reduction and recycling:
 - Illegal dumping cleanups.
 - Litter and tire cleanup projects.
 - Open burning projects, including air curtain destructors.

Matching Requirements

- All grant applications must document a 25 percent cash match per project item, see budget sheet from application. Enter the dollar amounts in the budget sheet.
- Matching contributions must be cash expenditures and must be made during the term of the grant agreement.

- A cash match may be supplied from other entities except for state resources, see next bullet point. If awarded, the grant agreement will specifically note any additional cash match requirements.
- **No state funding can be used towards the match of projects funded through the Community Recycling Grant Program.** This restriction has been the practice of IDEM's grant programs. Grant funding is intended to create strong local commitment to recycling and HHW projects. Match supplied through federal funding will be reviewed on a case-by-case basis.
 - Examples of ineligible state match include grant funding from:
 - i) The Recycling Market Development Program.
 - ii) In-kind contributions from state agencies.
 - iii) Salaries funds through any state appropriations.

Technical Assistance

Informal eligibility checks are available anytime by phone at [\(800\) 451-6027](tel:8004516027) or email at CRGP@idem.IN.gov. These are nonbinding and based solely on the applicant's project description.

Application Components

A complete **Community Recycling Grant Program (CRGP) Application Package** includes two main components: **(a) Narrative Information and (b) Required Documentation**. Completed applications must be submitted through the Online Portal and received by IDEM no later than Friday, June 26, 2026. Late or incomplete submissions may not be considered.

The Narrative Information must include:

- **Organization Information:** Accurate contact information including information about active registration with the state as a bidder and supplier. If not registered as a bidder with the State of Indiana, Applicants need to register to receive funds. If needed, please go to the Bidder Registration website and follow the detailed instructions to create a new Bidder Profile.
- **Narrative Questions:** A complete application must provide full responses to all narrative application questions. These narrative questions address the project's purpose, environmental and economic impacts, education components, personnel qualifications, methods for evaluation, and long term sustainability. Certain questions apply only to specific applicant categories, including Solid Waste Districts, equipment focused projects, or organics projects.
- **Budget Sheet:** Applicants must also complete the Budget Sheet, listing each project item, quantity, grant request, cash match amount, and total cost. Each line item must include at least a 25 percent cash match, and additional lines may be added as needed.
- **Project Task Sheet:** Applicants must prepare a Project Task Sheet outlining each major task, the estimated completion timeframe, and the associated budget line items. All awarded projects will be given an 18-month grant term.

The Required Documents must include:

- Proof of funding for the entire project cost from the organization's financial officer

(e.g., Controller, Clerk-Treasurer, or Chief Financial Officer). Acceptable documentation must include a letter of funding allocation, an organizational budget sheet for the applicable fiscal year, or financial statements

- A PDF containing a quote for each project item listed in each corresponding line of the budget sheet below. All quotes must be recent, no older than three months as of the application deadline. If a quote is not available, provide an explanation of how the listed cost was determined.
- A copy of your organization's W9 and Direct Deposit (State Form #47551) forms. These documents are used to verify that the account information the State has on file is accurate. Forms can be found at: www.in.gov/comptroller/forms/
- Optional, letter of support from organizational leadership, governing board, stakeholders, partners, etc.
- A copy of the most recent financial report (*required for solid waste district applicants only*).

Applicants with questions about submission requirements, deadlines, or portal access may contact the Grant Manager at CRGP@idem.IN.gov or (800) 451-6027.

Application Considerations

IDEM will consider the following elements during application review and final determination of grant awards:

- Potential for increased waste diversion as a result of the project.
- Adherence to application guidelines, including deadlines and format instructions.
- 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.
- Applicant's past performance with environmental compliance, if applicable.
- Financial need of the applicant.
- Availability of funding for the Community Recycling Grant Program.

Application Review Information

The evaluation criteria and descriptions correspond to the Community Recycling Grant Program Application. The review committee will score applications based on the responses to each

Evaluation Criteria and Description	Maximum Points Per Criterion
<p>1. Project Summary Under this criterion, IDEM will evaluate:</p> <ul style="list-style-type: none"> a. Project Narrative includes a clearly written description of the overall project, be detailed (10 points). b. Project meets the requirements of type of applicant and type of project (5 points). c. Project Narrative clearly identifies the goals and objectives of the project and includes an effective, easily understood plan with well-reason steps and milestones to meet the stated objectives (10 points). d. Project Narrative sets forth reasonable time schedule for the execution of the task associated with the project and the results planned to achieve (5 points). 	30
<p>2. Organization Under this criterion, applicants will be evaluated based on the extent to which they demonstrate how the project will address their mission. Including:</p> <ul style="list-style-type: none"> a. How the organization’s mission fits into the role within the state and/or their local community, and how this relates to their recycling role (5 points). b. The applicant describes how the proposed project fits within their organization strategy and vision as it relates to recycling (5 points). 	10
<p>3. Motivation Under this criterion, the review committee will evaluate the application based on:</p> <ul style="list-style-type: none"> a. The application provides the motivation of their project (5 points). b. The application conveys how the project serves the community (5 points). 	10
<p>4. Outcomes The applicant describes how they will measure success in meeting the project’s objectives.</p> <ul style="list-style-type: none"> a. Describe your project outcomes and how you will measure the outcomes (5 points). b. How does the public benefit from your project (5 points). c. In what way(s) is the project a return on public investment (5 points). 	15

<p>5. Environmental Outcomes Anticipated outcomes and outputs must be quantitative or qualitative and must measure environmental improvement or should be directly linked to environmental improvement.</p> <p>a. The applicant provides a detailed description of the anticipated project outputs and outcomes, including qualitative and quantitative targets as appropriate (5 points).</p> <p>b. Estimate annual waste quantity generated before project, indicate pounds or tons. Applicant explains how was this number determined (5 points).</p> <p>c. Estimate annual waste quantity to be diverted from landfill, either by source reduction or recycling/composting. Applicant explains how was this number determined and includes percent reduction from landfill (5 points).</p>	15
<p>6. Economic Impacts</p> <p>a. How the project benefits communities including those that have experienced a lack of resources (5 points).</p> <p>b. The extent to which the project positively impacts the lives of local residents in these communities described in this project (5 points).</p>	10
<p>7. Education Component Under this criterion, applications will be evaluated based on the proposal’s inclusion and application of community informed messaging that reduces barriers to prevent or reduce waste, and/or improve recycling (10 points).</p>	10
<p>8. Lifespan of Project Under this criterion, the review committee will evaluate the application based on the extent and quality to which the application promotes efforts to support long-term outcomes and benefits associated with the project after IDEM funding has ended (5 points). Also, explain how results from the project can be transferred to other communities (5 points).</p>	10
<p>9. Key Personnel Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project considering their:</p> <p>a. Past performance in successful completing and managing previous projects (5 points).</p> <p>b. Organizational experience and plan for timely and successfully achieving the objectives of the proposed project (5 points).</p> <p>c. Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (5 points).</p> <p>d. History of meeting the reporting requirements if awarded a previous award from IDEM, additional grant received, or large project successfully completed (5 points).</p>	20

<p>10. Measure Impact The applicant describes how they will measure success in meeting the project’s objectives. The quality and extent to which the applicant articulates a clear plan for tracking and measuring progress toward achieving project outputs and outcomes (10 points).</p>	<p>10</p>
<p>11. Evaluations Under this criterion, applicants will be evaluated based on their ability to evaluate the outcome of their project.</p> <p>a. What evaluation method will the applicant be using for their project? Describe in detail how you will evaluate the project (5 points).</p> <p>b. What steps will be taken to modify the project during operation if it does not go as planned (5 points).</p>	<p>10</p>
<p>12. For Solid Waste District Applicants Only If the district maintains a cash balance greater than \$500,000, provide a statement of why grant funding is necessary.</p>	
<p>13. For Equipment Purchases Only There are requirements considered in order for equipment requests to be funded. Although it is not the sole evaluation criteria, grant applications requesting equipment must address waste diversion or the environmental impact of diversion.</p> <p>a. Under no circumstances may grant-funded equipment be utilized for municipal solid waste hauling or disposal. Equipment requests that can be used for dual-use or non- recycling operations must demonstrate that this type of equipment is necessary for the recycling or composting task required.</p> <p>b. In addition to the required private sector displacement determination (IC 13-20-22), applicants for organics management equipment (including but not limited to leaf collectors, composting equipment, and wood chippers) must identify on the application the registered compost facility where materials will be managed, if being managed in an area greater than 300 square feet. All regulations regarding land application must be followed. A copy of the agreement with the receiving facility or a letter stating the facility’s intentions to accept the collected materials must accompany the grant application.</p> <p>c. Applicants who propose the purchase of used equipment must submit a quote which provides detailed information as to the age, features and condition of the proposed equipment with their application.</p> <p>d. Requests for replacement of existing equipment will be evaluated on a case-by-case basis. If grant funds were used to purchase the original equipment, grant funding will not be available for the replacement unless the equipment is for a significant expansion of the original program.</p>	

<p>14. For Organics Projects Only</p> <p>a. Does your region have or plan to have an ordinance that prohibits the burning of leaves and yard waste? If you have one already, please attach a copy.</p> <p>b. Identify the registered compost facility where materials will be managed, if being managed in an area greater than 300 square feet. However, if collected organic materials are added to other materials requiring a permit for land application, provide details including the type of material, location, volume, etc. A copy of your agreement with the receiving facility or a letter stating the facility's intentions to accept the collected materials must accompany the final application.</p> <p>c. Owners or operators of facilities conducting compost operations must submit a registration application and receive approval from IDEM before beginning compost activities. They also must comply with requirements in IC 13-20-10, which include, but are not limited to, design, location, and operation of yard waste composting facilities; dust, odor, and noise control; vector, and pathogen control (if compost material contains food waste); and annual reporting.</p>	
<p>Total Points</p>	<p>150</p>

Grant Agreement

Grant agreements will be for an 18-month term, with specific start and end dates outlined in the agreement. Extension requests will be evaluated on a case-by-case basis.

Reimbursement Process

Grant recipients shall receive their final grant funds as reimbursement after the grantee submits an acceptable final report and documentation of expenditures to IDEM at the end of the project or the grant term and IDEM has completed a site visit. Partial reimbursements will be disbursed as grantees submit expenditure reports and required documentation.

Program Standards

All grant-funded programs must operate safely and in full compliance with applicable regulations. To remain eligible for funding, applicants must meet the following standards:

- **Worker Safety:** Programs must follow Occupational Safety and health Administration (OSHA) worker-safety requirements in 29 CRF 1910 and maintain health and safety plans and training records for staff.
- **Recycling and Organics Compliance:** All recycling, composting, and organics management activities must meet the requirements of 329 IAC.
- **HHW Requirements:** Projects involving household hazardous waste must follow DOT rules for packaging and transportation, 49 CFR 173, and all federal, state, and local laws for handling and disposing of materials.

These standards ensure that funded projects operate responsibly, protect workers, and comply with state and federal environmental requirements.

Reservation of Rights for Community Recycling Grants

IDEM approval or denial of a project application does not relieve the grantee of the responsibility to properly develop a reuse, recycling, or organics management project as required by federal or state statute or rule.

Other Considerations

[IC 13-20-22](#) requires that no private sector services will be displaced if an equipment grant is awarded. The law also requires IDEM to determine if solid waste management districts must be determined to be eligible for recycling grants by IDEM through an economics needs test.

[IC 13-21-3](#) requires that the reasonableness of cost for solid waste districts proposing to provide or contract a service will be evaluated.