



EVENT WASTE REDUCTION GRANT

APPLICATION INFORMATION

INTRODUCTION

The Solid Waste Authority of Central Ohio (SWACO) was established in 1989 and is one of fifty-two (52) solid waste management districts established under Ohio's solid waste management program. SWACO's mission is to champion transformational diversion programs and safe disposal of the waste stream. Each year, Franklin County is home to hundreds of events that draw thousands of visitors to our communities and neighborhoods, supporting our local businesses and economy.

By offering the Event Waste Reduction Grant (EWRG), SWACO hopes to support central Ohio event organizers in implementing sustainable, environmentally conscious waste reduction and diversion activities by reducing the amount of material sent to the Franklin County Sanitary Landfill. This grant program provides **reimbursement** funding for approved grant activities in SWACO's jurisdiction. The grant application process allows for a flexible submission timeline and evaluation process.

Projects must be specific to establishing, expanding, and promoting waste reduction, reuse, recycling, and composting programs and diversion-related outreach and education activities to increase public awareness and participation in these activities at events. Consideration will also be given to the significant expansion and/or improvement of existing diversion and outreach activities.

Applications will be accepted and evaluated on a rolling, case-by-case basis, year-round. Applications must be submitted at least 8 weeks before the date of the event to allow for sufficient time for SWACO's evaluation committee to review and allow for the execution of a grant agreement, should funding be awarded.

Interested applicants, planning events, are **STRONGLY ENCOURAGED** to contact Kristi Higginbotham, SWACO Programs Administrator at: grants@swaco.org before drafting an application to discuss the timeline and proposed activities.

APPLICANT ELIGIBILITY

- The event must occur in [SWACO's jurisdiction](#), comprised of Franklin County, and includes the cities of Dublin, Westerville, New Albany, Reynoldsburg, and Canal Winchester.
- The event **must** be in person.
- The event **must** be open to the public.
- The event may charge admission, but funding will not be considered for invitation-only events.

GRANT FUNDING CONDITIONS

- Applications **must** be received by SWACO at least 8 weeks prior to the event.
- Funding offered as **reimbursement only**.
- Upfront funding will not be provided.
- Award recipients must provide a twenty percent (20%) cash contribution.
- The minimum amount that can be requested is \$500.

- The maximum amount that can be requested is \$6,000.
- SWACO is tax-exempt and cannot reimburse taxes.
- If approved, SWACO will reimburse award recipients for grant-approved expenditures provided the recipient has submitted the required final report with the required documentation as described in the grant agreement.

APPLICATION REQUIREMENTS

Funding will be awarded at SWACO's discretion to event organizers who have met the requirements described in this section.

- The EWRG Application must be submitted at least 8 weeks prior to the event without missing information.
- The EWRG proposed project must align with SWACO's Applicant Eligibility and Grant Funding Conditions outlined above.
- Proposed projects must comply with all federal, state, and local statutes, rules, and regulations, including but not limited to zoning, labor, transportation laws, and all environmental regulations relating to solid waste handling and disposal.
- Applicants must have no outstanding financial or compliance issues.
- Funding may be requested for activities specific to establishing or promoting new waste reduction, reuse, recycling, and/or composting programs. Consideration will also be given to the expansion or improvement of existing waste diversion or outreach activities.
- Any diversion equipment (e.g., reusable bins, carts, durable signage) purchased through the grant must be maintained and utilized by the Applicant for at least three (3) years following an award.
- The Application **must** be submitted by the entity responsible for implementing the event. Consultants, contractors, vendors, or unaffiliated individuals may not submit on behalf of the entity responsible for implementing the event.
- An itemized breakdown of requested expenditures **must** be provided using the Budget Form in this Application.
- Detailed quotes, accurate and descriptive pictures, drawings, and/or sample photographs **must** be included if requesting funds for **equipment or supplies**.
- **A scope of service including rates on company letterhead, and/or contract must** be included if requesting funds for Professional Services for a consultant, contractor, or vendor.

ELIGIBLE USE OF FUNDS

Programs must be sustainable and work toward increased and measurable waste reduction and diversion. Locally sourced and/or produced goods are preferred. Funding for expanding and/or improving existing waste diversion or outreach activities will only be considered if the applicant provides a detailed explanation of current activities and how the expansion or improvement will result in a more robust initiative.

Equipment, Supplies, and Professional Services qualifying as an allowable use of funds will be at the sole and complete discretion of SWACO; a partial award may be approved if not all requested activities, as stated by the applicant, are eligible for funding.

- **Equipment:** Durable, reusable equipment specific to waste reduction, reuse, recycling, and composting, such as reusable containers, signage, and processing equipment. SWACO will provide technical assistance associated with container selection types and signage for containers that have been proven to be effective. This includes "disposal stations" where a recycling container is paired with landfill and/or composting container. Equipment must be maintained for a minimum of three (3) years. Equipment information including pictures, pricing, and descriptions must be provided with the Application. **If the applicant requests a piece of equipment costing**
- **\$300 or more, signage recognizing SWACO's contribution must be included, and the cost identified in the grant application.**

- **Supplies:** Materials for education, outreach, and awareness activities, including informational booths, banners, or other promotional items specific to reuse, recycling, diversion, or composting activities. When possible, please provide proposed text for items and pictures of proposed supplies.
- **Professional Services:** Eligible services include contractual expenses relating to the provision of waste reduction/diversion consulting or planning services, transport/hauling of recyclable or compostable (not trash) materials, or fees related to the acceptance of recyclable or compostable materials at a licensed facility. Professional Services that support existing diversion programs are NOT eligible.

Looking for recycling containers for your upcoming event?

Borrow SWACO's FREE containers through the [Event Container Loan Program](#)



INELIGIBLE USE OF FUNDS

The following items will NOT be considered for funding:

- Any grant-related expenditure or purchase made before the grant recipient receives a copy of the executed grant agreement.
- Funding for the same activities as previously awarded under a SWACO grant.
- Funding for existing program costs and professional services (e.g., existing diversion activities such as hauling and processing).
- Sales or other taxes.
- In-house personnel costs, including, but not limited to, wages, salaries, and/or benefits of employees, staff, or volunteers.
- Virtual events.
- Professional services for hosting virtual events.
- General office supplies and equipment.
- Overhead costs or indirect costs.
- Membership fees, dues, entertainment, alcohol, and travel costs.
- Food and/or catering costs.
- Single trash collection containers, and equipment.
- Trash hauling or disposal fees.
- General office supplies and equipment, including computers, tablets, cell phones, video equipment, and other technology.
- Refrigerators, kilns, power jacks, and other types of equipment that can be used for other purposes not related to waste diversion.
- Contaminated recyclables stream to be disposed of at the landfill.
- Single-use or non-durable items, including single-use (paper) signage, disposable containers, compostable bags or service ware, collection container liners, etc.
- Other costs unrelated to waste reduction or diversion activities.
- Membership fees or dues.
- Entertainment or travel costs.
- Food, drink, and catering costs.
- Permanent water bottle filling stations.

- Solid waste (landfill) collection containers only (not incorporated into a sorting station with recycling and/or compost containers), equipment, or activities (e.g., hauling or disposal).
- Recycling or disposal of hazardous waste.
- General construction or installation costs, not directly related to the proposed project.
- Other costs, unrelated to waste reduction and material diversion activities.
- Any other costs or expenses excluded by SWACO.

EVALUATION PROCESS

Approval of an Application for an EWRG will be at the sole discretion of SWACO and will be evaluated based on the following criteria:

- **Eligibility:** The Application meets all criteria described above relating to Grant Funding, Applicant Eligibility, Application Requirements, and Eligible Use of Funds, and was submitted at least 8 weeks before the event.
- **Event Impact:**
 - The types of materials (bottles, cans, paper, cardboard, organics, etc.) to be reduced or diverted resulting from the proposed activities and/or the outreach/education efforts for event attendees are sufficiently described.
 - The ability to scale or transfer best practices and strategies is described.
 - A measurable outcome is demonstrated.
- **Completeness:** The Application contains all necessary documentation, including detailed quotes for equipment or supplies and/or description of services including rates for consultants, contractors, or vendors on company letterhead.
- **Implementation:** The Application describes a detailed, organized approach for implementing the proposed activities, which includes the qualified person responsible for managing said activities. **IMPORTANT:** This should include but is not limited to information relating to project communications, infrastructure, and logistics.
- **Sustainability:** The Application describes how activities at future events will be sustained without the assistance of continued grant funding.
- **Prior SWACO Grant Award Recipient Past Performance:** Previously awarded grant recipients and performance will be considered when evaluating new grant applications.

APPLICATION SUBMISSION

Applicants will receive notification via email when an application is submitted. Information pertaining to the evaluation review timeline will be provided to the applicant at that time.

AWARD NOTIFICATION

Applicants will be notified as to whether their request for funding has been approved, following the review and evaluation of each application.

GRANT RECIPIENT TIMELINE

- **If funding is awarded,** projects can begin once the grant agreement is signed by both the grant recipient and SWACO.
- **If funding is awarded,** grant recipients must complete all required EWRG agreement documentation. Funding Approval may be revoked, and funds not reimbursed, should the applicant fail to timely complete and return the following documentation:
 - Grant Agreement - Memorializing the requirements necessary to receive reimbursement funds.
 - W-9 – To be submitted with the grant agreement.

- Delinquent Tax Affidavit – To be submitted with the grant agreement. This document must be notarized. This document ensures that the applicant does not owe back taxes.
- Proof of Insurance.

GRANT RECIPIENT REQUIREMENTS

- Approved grant purchases CANNOT be made before executing the grant agreement. After the grant agreement is executed or signed by both the award recipient and SWACO purchases may occur.
- Award recipients must provide recognition of SWACO's support. Recipients agree to work with SWACO's Communications Manager to promote the partnership and grant-funded activities.
- Recipients will collaborate and partner with SWACO to ensure best practices for recycling, composting, outreach, and educational activities are implemented.
- All signage developed by the award recipient must be approved by SWACO before printing and the event.
- SWACO staff members will be granted access to the event to observe grant-funded activities.
- The EWRG period may be extended upon written approval by SWACO based on special circumstances. SWACO reserves the right to accept or deny any extension request.
- SWACO may request a project status update at any time during the term of the Grant Agreement.
- No later than four (4) weeks after the event has concluded, award recipients must submit a final report and an invoice on company/organization letterhead requesting reimbursement. The final report must include supporting documentation that lists approved activities and itemized approved costs.
- If the required documents are not included in the final report, the award recipient will not be eligible for reimbursement. Required documents include, but are not limited to, receipts for purchases, invoices for professional services including proof of payment, and pictures of funded activities. If applicable, disposal receipts shall be attached to the final report. Receipts may be provided by the hauler and should include the cost and amount of trash, recyclable, and compostable materials received at disposal, recycling, and/or composting facilities.
- Reimbursement dollars will be provided after the event has occurred and following SWACO's approval of the final report and supporting documentation.

OTHER CONDITIONS

- SWACO reserves the right, in its sole and complete discretion, to modify the Application Information and Evaluation Process at any time.
- Available funding is contingent upon Board approval of SWACO's annual budget.
- Future funding available for this program is subject to change.
- A partial award may be funded if not all requested items and activities are deemed allowable expenses under this grant program.
- Any application submitted to SWACO shall become the property of SWACO. Pursuant to the Ohio Revised Code, all information submitted to SWACO shall become a record open to the inspection of the public. However, if there is material in an application that an applicant deems to be confidential, such material must be clearly identified and marked as confidential and accompanied by a written explanation stating the basis of such claim. Any confidential material that is so designated shall be removed from the application before the release of the information to the public if permitted by the laws of the State of Ohio, including, without limitation, Ohio Revised Code §149.43. The determination as to the confidentiality of any material identified as such by the Applicant shall be made by SWACO in SWACO's sole and complete discretion. SWACO shall assume no risk, nor shall it be held liable by any Applicant, for the release of any material that the Applicant may claim to be confidential.