



2025 Recycling Initiatives Competitive Funding Project

Email applications to:

apetrella@jbgreenteam.org

& nlysle@jbgreenteam.org

Or mail to:

JB Green Team/JBRSWA

Anita Petrella, Executive Director

228 Technology Way

Steubenville, Ohio 43952

(740) 266-6899

Before the

April 1, 2025 @12 Noon - DEADLINE

For More information:

www.jbgreenteam.org/grants

Entities Eligible to Apply

The following entities may apply for a Recycling Initiatives – Competitive Funding Grant:

1. Local Governmental Organizations: includes townships, villages, and cities.
2. Schools: Public, private, parochial
3. Non-profit Agencies: Agencies eligible cannot possess a liquor license and must demonstrate a benefit to the citizens of Belmont and Jefferson counties.

Two types of grants available: the “Community Award” or the “Comprehensive Grant.”

The Community Award requires no match. The maximum that can be applied for is \$1,000.

The Comprehensive Grant requires a 20% match which may include in-kind services such as non-volunteer labor, donated equipment, materials and activities directly related to the project. The maximum amount that can be applied for is \$5,000.

All materials must be purchased, and projects must be completed by **December 31, 2025**, implementation may occur AFTER approval of the Board of Trustees of the Jefferson-Belmont Regional Solid Waste Authority. Items purchased with Grant funds must contain 20% recycled content. No street/traffic signs/posts allowable for grant funds. Permanent JBGT logo signage is required to be visible on purchased items. This signage is the responsibility of the Grant recipient to arrange with a logo image provided by JBGT, costs may be included in grant application.

Timeline: Applicants may complete and submit their application through **April 1, 2025**. The Authority’s Grants Committee will review applications and make formal award recommendations to the Board of Trustees by the **April 14, 2025** Board meeting. Notification of awards and passage by the Board of Trustees should occur by **April 18, 2025** by email. Thus, when drafting an application, applicants should consider beginning their projects no sooner than when the participation contracts have been signed and returned or **April 15, 2025**.

Limited – **Only one (1) Grant Application per year per Organization/Entity will be accepted.**
All Applications are required to have a **secondary contact person**.

COMMUNITY AWARD Program Grants

- No match required. If the entity desires to supply funding or in-kind services toward the project that should be noted on the application form.
- Eligible applicants may apply for funding between \$100.00 to a maximum of \$1,000.00.
- Award Funds cannot be used for non-volunteer labor. Items purchased with Grant funds must contain 20% recycled content. No street/traffic signs/posts allowable for grant funds.
- Projects must contain a recycling component or theme. Schools, government offices and non-profits may seek funds to: Implement recycling at sporting events. They may use funds to purchase recycling bins and create awareness posters. Begin a re-use store or program so that unwanted items are not discarded. Buy supplies to perform/promote community litter clean-ups and recycling activities. With exception of bags, gloves, vests & grabbers which can be provided by JBGT office.

COMPREHENSIVE Recycling Initiative Competitive Funding (RICF) Grants

All projects must include a recycling or reuse initiative where the actual weights will be submitted to the Authority in the final report.

- Eligible applicants may apply for funding between \$1,001.00 and \$5,000.00 and must supply a 20% match which may include in-kind services such as: labor, donated equipment, materials, and activities directly related to the project.
- Applicants must provide justification of requested funding and relate the project directly to recycling. Simply doing a “paving project” is not acceptable. Procurement and application of recycled content items must have a significant recycling component as part of the project in order to qualify for funding. Items purchased with Grant funds must contain 20% recycled content. No street/traffic signs/posts allowable for grant funds.
- Applicants must commit to completing the final report and supplying recycling and or reuse data.
- Grant Funds cannot be used for non-volunteer labor. Match requirements only.
- Utilizing Ohio Companies first for purchases whenever possible is strongly suggested.

Eligible Applicants may seek Comprehensive RICE funds for:

- Community clean-up projects that include a recycling component. ****NOTE**** This does not include the Community Clean-ups that are scheduled by the Jefferson-Belmont Regional Solid Waste Authority (JB Green Team). **If a hauler is hired to dispose of trash from a clean-up event, the trash hauler must use the Apex Landfill or Transfer Station and must provide the weight slips to prove the material was disposed of properly. Any hazardous material must be disposed of properly at an EPA licensed facility.**
- Implement or expand recycling programs. This includes office paper and publication recovery; can/bottle collection events; temporary special collection events that include appliances, tires, and others.
- Implement or expand reuse initiatives. This includes performing a reuse project within a school or community; purchase of recycled material items; opening a “reuse” facility or “school reuse store”; having a large book exchange event; holding a reusable paint or electronics exchange event, creating a Reuse Exchange website.
- Implement or expand composting initiatives. This includes “Don’t Bag It” promotional campaigns; community assistance with leaf collection; conducting a composting workshop or seminar; assisting the elderly or physically challenged with composting their leaves; Christmas Tree recycling; or starting a community composting facility or program.
- Implement a recycling and waste reduction awareness campaign. This activity could focus on residential curbside or drop-off recycling, commercial and/or industrial waste reduction initiatives. Examples include a school, university/college or non-profit group conducting surveys or visiting companies to promote recycling or perform solid waste assessments with businesses. A large recycling fair or festival” conducted by a community, non-profit group, or school – would also qualify.

Reporting Requirements

Entities receiving grant funds must fully complete a mandatory Progress Report Form by **August 29, 2025** (no need to include documents at that time), then the Final Completion Report with ALL required documentation is due within 120 days after project completion or no later than **February 1, 2026**, whichever comes first. Failure to do so will require return of all Grant funds and make the entity and persons listed on grant application ineligible for future grants. Entities must retain all pertinent records, invoices, and other items. Entities must retain an audit trail and equipment inventory, if applicable, that must include name, Model number, serial number, and other pertinent information. Contact person(s) listed on this Application are required to inform the JBGT of any changes with their involvement in the grant project immediately. The Community Awards report is very brief and simple to complete whereas the Comprehensive Grant Report will be more detailed and will require specific recycling data. **Copies of all receipts, before & after project photographs with photo of permanent adhered JBGT Logos are required with the Completion Report. Please review and keep the Completion Form provided here separately for when the project is complete.** NOTE: Grant funds will not be dispersed until after the Agreements are emailed to applicants and an original signed Agreement is returned to the JBGT office.

Decision on Funding

The Authority's Grants Committee will review the Comprehensive Grants applications and make a recommendation regarding which applications will be forwarded to the Board of Trustees for final approval. The Grants Committee will use the following criterion. Each application will be judged as to whether the project:

- * develops and implements waste reduction, reuse and recovery systems as alternatives to landfill disposal, reuse of recycled material.
- * develops an integrated approach to solid waste management, meeting the needs of municipalities and townships in the District.
- * projects that are innovative, cost-effective, will reach a large audience, and will produce actual recycling and solid waste diversion will be given top priority.
- * all grant funds must be applicable to recycling (not for concession stands or foods, water, etc.)
- * all Grant recipients shall "Buy Ohio" for grant projects whenever possible.

The Executive Director, under the authority of the Board of Trustees, has the ability to closely review and question any grant recipient's project if the timeline or progress is not satisfactory, or if any part of the Agreement is being violated. The Authority will cancel a grant project if any violation of the Agreement occurs. Any grant recipient Organization and individual signing the Grant Agreement that does not submit a Completion Form Report with required information may be required to return all grant funds awarded and forfeits their right to apply the following grant awarding year.

Please complete one of the application forms. Detailed explanations will assist the Grants Committee and the Board of Trustees in making a decision.

All Community Awards and Comprehensive Grant Applicants are encouraged to submit a scanned copy by email, hard copies can be mailed or hand delivered and shall be on recycled-content paper when applicable utilizing both sides. Do NOT use special binders or covers. Application deadline is **April 1, 2025 before Noon**. Please Do NOT fax the application.

NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE.

Recycling Initiative/Competitive Funding (Grant Type 1)
Community Awards Grant Application Form

Due No Later than noon **April 1, 2025**

ALL fields are required to be completed: (Please print)

Name of Non-Profit Organization, Government Entity or School applying for Grant:

Federal ID Number: _____

Type of Organization: _____ (government, school, nonprofit, youth group)

Authorized Person #1: _____ Title: _____

Address: _____

Email: _____ Day Time Phone Number: _____

Authorized Person #2: _____ Phone : _____

Address: _____ Email: _____

(cannot be same as 1st contact)

(cannot be same as 1st contact)

Reporting: Please indicate who will be responsible for signing the grant agreement, overseeing grant funds, and providing the reports: _____.

1. **Project Narrative:** Provide a summary of the proposed project, the need for project, promote recycling efforts and/or waste reduction, or utilize recycled content materials, with grant fund spending details. (Use additional paper if needed)
2. **Address/description of physical location** where will the project take place?
3. **Public Participation/Outreach:** Describe what audience will be directly influenced by this project as well as how it might affect other audiences within Jefferson & Belmont Counties. Include any public outreach that the applicant will provide during the course of the project (including newspaper articles, educational material, presentations, dedications, etc.)
4. **Recognition:** As a condition of the Grant, all grantees will be required to show acknowledgement of the JBGT Grant funding for their project which includes purchasing permanent JBGT Logo signage for placement at/on all project items. The form of signage is dependent of project type. What signage and recognition do you plan to purchase/provide?

Please acknowledge this signage requirement by initialing here: _____

5. Will your organization name appear on the project ? Yes No
 If so, please explain and include size compared to planned JBGT logo signage

*Financial Information: Please complete a detailed summary of project costs that will equal the grant request. If project costs exceed the grant amount requested, please state how the overage will be funded. *If there is no remaining cost please mark N/A in this section*

Maximum amount requested: \$1,000.00

Product/Service	Unit Cost \$	Quantity	Total Cost \$	Grant Funds Requested \$	Grantee Remaining cost * \$
TOTALS:					

6. Will your organization accept partial funding? Yes No
 7. Attach “before” project site location photos to this application.
 8. Attach documentation of materials to be ordered, quotes with price, company name, product information, any additional background information.
 9. Project timeline: From _____ to _____ 2025
Note: projects may not start prior to April 15, 2025 and be complete by December 31, 2025.

10. Signature

 Signature of Authorizing Official

 Date

By signing the above, I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

If there are any questions regarding this application, please feel free to contact the JB Green Team for assistance. Applications can be emailed or mailed to:
 JB Green Team
 228 Technology Way
 Steubenville, OH 43952
 Phone (740) 266-6899

Recycling Initiative/Competitive Funding (Grant Type 2)

Comprehensive Grant Application Form

Due No Later than noon **April 1, 2025**

All fields MUST be completed: Please print

Name of Non-profit organization, government entity or school applying for Grant: _____

Federal ID Number: _____ (organization must have own ID#)

1st Authorized Person/Title: _____

Address: _____

Email: _____

(Day time) Phone: _____

2nd Authorized Person/Title: _____

Address #2: _____

Phone #2: _____ email #2: _____
(cannot be same as 1st) (cannot be same as 1st)

Type of organization: _____
(government, school, nonprofit, youth group)

1. Grant proposal is an: *(Circle One or More)*

- A. Recycling Initiative
- B. Reuse Initiative
- C. Composting Initiative
- D. Education and Awareness Initiative
- E. Promotion of Recycled Content Materials Initiative with a Recycling or Reuse Component

2. Project Timeline: FROM: _____ TO: _____ 2025

Note: projects may not start prior to April 12, 2025 and must be complete by December 31, 2025. Regarding the expenditure of Authority grant funds, must commence after Board of Trustee's approval.

3. Grant Project Coordinator: _____

4. Daytime Phone Number: _____

5. Specify/describe location the project take place: (Include before/location photos with application)

6. Complete project description: Please be as detailed as possible and include the recycling, composting or reuse components of the project with a list of potential materials that will be recovered. (Use additional paper if needed).

7. Describe any local resources that you utilize for this project, including equipment, labor, materials, other grants. Be specific.

8. Explain the outcomes and/or benefits (minimum of three) of the project for the organization and the community.

9. Explain the promotional and/or educational campaign that will be associated with this project. Detail components of the campaign (i.e. will do newspaper articles and ads on TV and radio stations, presentations to school classes and adult groups). *NOTE: This is essential in determining which projects will receive funding.*

10. Recognition: As a condition of the Grant, all grantees will be required to show acknowledgement of the JBGT Grant funding for their project which includes purchasing permanent JBGT Logo signage for placement at/on all project items. The form of signage is dependent of project type. What signage and recognition do you plan to purchase/provide?

Please acknowledge this signage requirement by initialing here: _____

11. Anticipated volume or weight of materials that will be diverted from the solid waste stream through this project. *NOTE: This information is REQUIRED.*

MATERIAL	Specify TONS/POUNDS or Cubic Yards (Composting)
_____	_____
_____	_____
_____	_____
TOTAL:	_____

Budget Descriptions

Maximum amount requested: \$5,000.00

	<u>Authority Funds</u>	<u>Match Funds</u>	<u>Total</u>
Personnel	\$ <u> X </u>	\$ _____	\$ _____

Must be directly related to the project (excludes administrative costs).

Explain:

Explanation/Justification: (include hours per week, amount per hour, all relevant details and justifications)

	<u>Authority Funds</u>	<u>Match Funds</u>	<u>Total</u>
Supplies	\$ _____	\$ _____	\$ _____

List and explain each:

Must be directly related to the project.

	<u>Authority Funds</u>	<u>Match Funds</u>	<u>Total</u>
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Equipment:	\$ _____	\$ _____	\$ _____
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Includes recycling bins and other equipment directly related to the collection of recyclable materials or for reuse ventures.

List and Explain each:

	<u>Authority Funds</u>	<u>Match Funds</u>	<u>Total</u>
Promotions/Education	\$ _____	\$ _____	\$ _____

Ads, creating fliers, manuals, purchasing classroom recycling curriculum materials, making laminated signs, banners, etc.

Explain in detail:

Authority Funds Match Funds Total

Other \$ _____ \$ _____ \$ _____

Must be directly related to the projects mission

List and explain each item:

Total Authority Funds Total Match Funds Project Total

\$ _____ \$ _____ \$ _____

(MUST be totaled from above Budget amounts!!)

Match must equal at least 20% of Authority requested amount.

Further budgetary explanation:

Please describe why this project is important to the organization and community and the anticipated short-term and long-term outcomes. Why is this project so crucial and deserving of funding?

Will your organization accept partial funding? Yes No

Will your organization provide recycling data (if applicable) in the Final Report? _____

Signature of Authorizing Official #1

Date

By signing the above, I hereby certify that the information provided in this application is true and accurate. I further certify that I possess the authority to apply for this grant on behalf of the applicant.

Submitting by email encouraged, regular mail acceptable ~ Do NOT fax.

All applications must be received prior to noon, April 1, 2025 by email, mail or hand delivered. Please only complete one (1) of the two Applications (Community Awards Grant or Comprehensive Grant) included in this document. One Application per entity is allowable. All approved applicants will be required to sign an Agreement to return to the JBGT office before grant funds will be dispersed.

Email scanned copy of Grant Application to BOTH: apetrella@jbgreenteam.org and nlyse@jbgreenteam.org with subject line “2025 Grant Application”

Or mail/hand deliver to:

JB Green Team/Jefferson Office
228 Technology Way
Steubenville, OH 43952

Call (740) 266-6899 or (740) 296-5376 for assistance, questions or a copy of our brochure of Grant Project Ideas.

On behalf of the Board of Trustees and staff of the JB Green Team:

GOOD LUCK & THANK YOU FOR YOUR SUBMISSION!