



APPLICATION GUIDELINES FOR RECYCLECT INNOVATION GRANT

RecycleCT was established through legislation to target and promote the coordination and support of research, education activities, and public information programs aimed at increasing the rate of recycling and reuse in Connecticut.

The RecycleCT Innovation Grant program is part of this initiative. The goal of the Innovation Grant is to fund new and innovative processes, programs, or demonstration projects in the areas of waste reduction, reuse, recycling and composting in Connecticut. The Innovation Grant targets sustainable materials management initiatives that advance local, regional, or statewide knowledge and participation in building sustainable alternatives for materials otherwise destined for disposal.

Area Served: Connecticut

Award: Under this announcement, the maximum grant request is **\$10,000**; the minimum grant request is **\$2,500**. Proposals will be accepted at any time before the posted deadline.

Eligible Applicants: All applicants must hold 501(c)(3) or other tax-exempt status, or work with a fiscal sponsor. Eligible applicants may include higher education institutions, municipalities, municipal or regional planning organizations, special districts (e.g., school districts, public housing authorities), and nonprofit organizations (including institutes, alliances, or trusts).

Application Submission: RecycleCT Foundation accepts proposals by email only to RecycleCT1@gmail.com. Please include the subject line "Innovation"

Grant Deadline: The grant application deadline is **4:30 P.M., local time, on January 20, 2017**.

Funding Decisions: Applications will be reviewed by the RecycleCT Council in March 2017. The Council will recommend grant awards to its donor advised fund, which makes a final decision on awards. Applicants will be notified by April 2017.

Minimum Required Information*

A complete Innovation Grant Proposal should include:

1. A completed application (including the Grant Application Cover Sheet and Proposal Narrative)
2. A budget for the amount requested in the grant application
3. Qualifications of professional program staff (if applicable)
4. If project for which funding is sought is in collaboration with other agencies, include letters of agreement from the collaborating agencies.



***Note:** Additional information may be requested from all applicants by RecycleCT at any time during or after the grant submission period.

Review Criteria

RecycleCT Innovation Grant proposals should demonstrate applications, technologies, processes or programs that are new, innovative, or experimental in the areas of waste reduction, reuse, recycling, and/or composting. New, innovative, or experimental proposals may include the development of strategic implementation or best management practices, community or sector-specific initiatives, scalable pilot projects or demonstrations, sustainable materials management training and technical assistance, or public education and outreach campaigns.

A demonstration project that aims to fund and/or carry out a routine or established practice is not considered new or innovative for the purposes of the grant. In addition, proposals that use funding primarily to purchase recycling equipment (e.g. trucks, crushers) and/or recycling supplies (e.g., recycling bins) are not eligible for funding.

The RecycleCT Foundation will consider proposals that:

- Increase activities in Connecticut related to waste reduction, reuse, recycling and/or composting.
- Create and leverage partnerships within neighborhoods, communities, or regions in Connecticut.
- Provide evidence that the applicant will deliver on its promise in the specific proposal under consideration based on capacity (experience, committed resources, and management expertise), track record, and evidence of support.
- Plan to measure the impact of the work and the ability to report results.
- Develop a budget that is clear and aligns with the project goals.
- Demonstrate the potential for scalability or sustainability after the end of the grant funding period.

Preferences

Preferential consideration is given to proposals that:

- Have the potential to become new best practices, applicable locally or statewide.
- Demonstrate the greatest reach or impact in sustainable materials management.
- Secure some matching financial and/or in-kind support for their projects. The RecycleCT Foundation may choose to fund a portion of the project budget that best fits within the foundation guidelines or contact an applicant for further discussion.



Restrictions on Use of RecycleCT Innovation Grant Funds

RecycleCT Foundation funds **MAY NOT** be used for:

- Capital campaigns, purchase of real estate, or endowments
- More than 15% of general operating expenses associated with proposed project
- Scholarships
- Fundraisers

Grant Reporting

The RecycleCT Foundation would like to learn about the activities supported by the Innovation Grant in order to inform future grant-making. Pursuant to the Innovation Grant being awarded, The RecycleCT Foundation requires that all grant recipients thoughtfully measure and report the successes and challenges encountered in executing the program or project. Therefore, the RecycleCT Foundation requires that each grant recipient submit a Project Implementation Report (PIR) within one year of the grant reward date. The PIR must be received before becoming eligible for new requests. The PIR includes:

- A description of the how the grant funds were expended in order to achieve the project or program objectives, and, if all Innovation Grant funds have not been expended, when and how remaining funds are expected to be spent;
- A description of the project or programmatic **activities** supported by the Innovation Grant and how the funding advanced your organization's mission and goals;*
- An evaluation of the direct project or programmatic **outputs** as they relate to efforts to promote source reduction, recycling, reuse, and/or composting initiatives in Connecticut;*
- An evaluation that considers the project or programmatic **outcomes** as they relate to individual, community, economic, environmental, fiscal, and social impacts in Connecticut;*
- A discussion of challenges and achievements your organization experienced during implementation of the program or project, offering candid feedback and lessons learned from the opportunity;
- A discussion of next steps for how the program or project may be expanded or sustained in the future;
- **Optional:** Wherever possible, RecycleCT encourages Innovation Grant recipients to share news stories, photographs, publications, or other materials in the PIR.

* For a description of activities, outputs, and outcomes, please review the section, "Definitions" (**below**).



Please keep responses clear and concise. In addition to the written portion of the Project Implementation Report, a summary flow chart, table or other visual diagram may be included to communicate a clear and understandable presentation to the RecycleCT Council of what was accomplished by the grant recipient.

At the council's discretion, RecycleCT, Inc. may waive certain reporting requirements of Project Implementation Report.

Definitions

Activities – description of the action(s) and process(es) involved, including the goals or purpose of the activity, participants or stakeholder groups engaged, locations where (and when) activities took place, and materials and resources needed to develop the project or programmatic activities.

Outputs – direct, measureable results of project activities, work products, or program participation generated. In other words, what goods, partnerships, services, or tools were delivered and who was reached?

Outcomes – results or changes from the project, products, or programs, either intended or unintended, positive or negative. Outcomes can include individual/community-level impacts such as changes in knowledge or awareness, skills, motivations and behavior, decision-making, policies, social action, or other conditions. Furthermore, outcomes can be public/societal-level impacts on community, economic, environmental, fiscal (e.g., cost savings), programmatic, and social programs. Outcomes may also be measured along a timeline, such as short-term (less than 1 year), mid-term (1 to 2 years), or long-term (2 or more years) for achievement.



INNOVATION GRANT FREQUENTLY ASKED QUESTIONS

Q. My organization does not have an office in CT, but we are working in CT. Can we still apply?

A: Your organization may apply for a RecycleCT Innovation Grant even if you are not based in CT. However, programs and projects need to be conducted in and for the benefit of CT residents, businesses, or schools.

Q. How will I know if my grant has been awarded?

A: RecycleCT will notify your organization via email with a decision soon after the RecycleCT Council and donor-advised fund makes its final decision in the spring of 2017.

Q. If my organization's grant proposal *was not* selected for funding, how long do I need to wait before submitting a future application?

A: If your organization's grant proposal *was not* selected for funding, your organization may apply again the following year (if the grant program is offered again).

Q. If my organization's grant proposal *was* selected for funding, how long do I need to wait to submit another grant proposal?

A: If your organization's grant proposal *was* selected for funding, your organization must skip a grant cycle before submitting another grant proposal.

Q. Since this is a new program, what types of projects are you looking for?

A. While the name is RecycleCT, we view the 'world of recycling' broadly to include waste reduction, reuse, recycling and composting. The RecycleCT Innovation Grant seeks innovative proposals that can have reach and impact on sustainable materials management and have the potential to be replicated at the local or state level.

Within these areas, projects may include, **but are not limited to** the following: programs and/or projects to reduce food waste, redesign an operation to maximize reuse, designing curriculum or workshops, expansion of recycling efforts beyond mandated recyclables, and development of education and training programs on materials management topics. Projects should inform and actively engage community members in acts of waste reduction, reuse, recycling and/or composting.



Q. Can schools apply for this grant program?

A: The Innovation Grant is open to schools, but smaller projects should consider applying for the School Grant program.

Q. Can CT municipalities apply for this grant program?

A: The Innovation Grant is open to municipalities, but consideration may also be given to non-profit organizations (including institutes, alliances, or trusts), higher education institutions, regional planning organizations, special districts, and schools. All applicants must hold tax exempt status.