The RecycleCT Foundation was created to target and promote the coordination and support of research and education activities and public information programs aimed at increasing the rate of recycling and reuse in Connecticut.

The Innovation Grant program seeks to fund efforts that target sustainable materials management initiatives that advance local, regional or statewide knowledge and participating in building sustainable alternatives otherwise destined for disposal.

The Innovation Grant’s goal is to fund new and innovative programs, processes or demonstration projects in the areas of Sustainable Materials Management.

**“Sustainable Materials Management** (SMM) is a systemic approach to using and reusing materials more productively over their entire life cycles. It represents a change in how our society thinks about the use of natural resources and environmental protection. By examining how materials are used throughout their life cycle, an SMM approach seeks to:

* Use materials in the most productive way with an emphasis on using less.
* Reduce toxic chemicals and environmental impacts throughout the material life cycle.
* Assure we have sufficient resources to meet today’s needs and those of the future.” [[1]](#footnote-1)

**RecycleCT Priority Areas:**

* zero waste
* waste reduction
* reuse
* recycling
* composting and/or anaerobic digestion

**Funding Criteria:**

RecycleCT Foundation will apply the following criteria in reviewing proposals for funding:

* Consistency with RecycleCT’s mission and priority areas.
* Evidence of partnerships, created or leveraged within neighborhoods, communities or regions in Connecticut.
* Efforts have potential to become new best practices, applicable locally or statewide.
* Demonstrate the greatest reach or impact in sustainable materials management.
* Evidence applicant can deliver on its promise of completing tasks for project proposed within application.

**Review Criteria:**

* Proposals should demonstration applications, technologies, processes or programs that are new, innovative or experimental. Such as development and/or implementation of best management practices, community or sector-specific initiatives, scalable pilot projects or demonstrations, SMM training and technical assistance or public education and outreach campaigns.
* Projects with some matching financial and/or in-kind support will be preferred.
* Proposals that use funding primarily to purchase recycling equipment (e.g. trucks, crushers) and/or recycling supplies (e.g. recycling bins) will not be considered.

**Eligibility:**

* Project must take place in and/or be for the benefit of Connecticut residents, businesses or statewide community.
* All applicants must hold a 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 non-profit organizations (including institutes, alliances, or trusts).

**Application Submission:**

The RecycleCT Innovation Grant program has one grant cycle per year.

* The Application deadline is Wednesday, **March 28, 2018 at 5:00pm**.
* RecycleCT Foundation accepts proposals by email only to [RecycleCT1@gmail.com](mailto:RecycleCT1@gmail.com) with the subject line: “Innovation Grant”
* Applications will be reviewed at the April 2018 RecycleCT Board meeting and decisions should be made by May 2018.

**Application Process:**

All applications must have:

1. **Completed and signed application**; signature should be an official authorized to sign, such as an executive director, board chair or other development personnel.
2. **Organization Information**, including qualifications of project staff
3. **Completed Narrative/description of the project,** including how this initiative will lead to increase waste reduction, reuse, recycling or composting activities.
4. **Project budget**, that includes the amount requested and what the funds will be used for, that links with the description of the project.
5. **Copy of 501c3 determination letter** (Note, if working with fiscal sponsor, check will be made out to fiscal sponsor).
6. **Plan for how to evaluate success**, collect metrics etc. **for final report** due within 1 year of receiving grant funds**.**

Frequently Asked Questions

|  |  |
| --- | --- |
| **How can I submit my application?** | RecycleCT Foundation will only accept proposals by email at [RecycleCT1@gmail.com](mailto:RecycleCT1@gmail.com)  **SUBJECT LINE:** Innovation Grant Application |
| **How will I know if my grant has been awarded?** | RecycleCT will notify your organization via email with a decision (either way) within a two-three weeks after the April 2018 Council Board meeting. |
| **If my organization’s grant proposal *was not* selected for funding, how long do I need to wait before submitting the application?** | If your organization’s grant proposal *was not* selected for funding, your organization may apply again the following year. |
| **If my organization’s grant proposal *was* selected for funding, how long do I need to wait to submit another grant proposal?** | If your organization’s grant proposal *was* selected for funding, your organization may apply again the following year. However,your proposal must be for a new project and not the project that was previously funded.  If your organization has received funding and RecycleCT receives many requests, organizations that have not applied before will be given preference. |
| **Do you have examples of projects you’re willing to fund?**  **RecycleCT Foundation will consider proposals that increase activities and understanding of waste reduction, reuse, recycling and/or composting in Connecticut.**  **Partnerships and Collaborations are strongly encouraged.** | * Develop or strengthen recycling program in public housing; engaging residents and staff in the development and maintenance of the program. * Professional development program tied to the topic/project, must show how this leads to increase action of waste reduction, reuse, recycling and/or composting * Collaborate with other organizations/community to host repair clinic(s) in your community. * Demonstration project: Ex. test new idea or project such as curbside textile recycling, develop and implement zero waste event providing templates and lessons learned for other CT communities, creation of a waste-based business and/or social enterprise. * Funding can include purchase of equipment, but project **must** have an educational component and show how the effort will increase waste reduction, reuse, recycling and/or composting. * Promotional and/or outreach campaigns tied to initiative within your community; can be to revitalize existing program and/or for new effort. |
| **Are there projects RecycleCT will not fund?** | RecycleCT Foundation funds MAY NOT be used for:   * General operating expenses. * Scholarships * Religious purposes (note, parochial schools may apply, funds cannot be used for religious activities) * Fundraisers * Capital Campaigns |
| **What projects have been funded in the past?** | Past funded projects will be posted soon on our website at [www.recyclect.com/grants](http://www.recyclect.com/grants) |
| **When is the final report due?** | The final report is due within 1 year of receiving grant funds from RecycleCT. Final reports should be submitted to [RecycleCT1@gmail.com](mailto:RecycleCT1@gmail.com) |
| **What types of information should be in the final report?** | **The Final Report should include**:  **Program:** Provide a short description of the original project, including goals and objectives.  **Evaluation:** The Report should include:   * If and how your project/program goals were met, or if they were not, why they were not met. * Answer questions, “did the project have success? How so?” If not, what were the challenges faced and/or how would you do it differently? * Please share any data or metrics, photographs, video clips etc. that shares the success of the project. Depending on your project, metrics would be number of participants involved in learning and/or action, amount of materials/waste prevented, reduced, recovered for reuse and/or recycled, composted, etc. * Include any partners/partnerships that helped make this a success. * Was this a one-time project or will it continue? How will it continue?   **Budget:** how grant funds were spent on meeting the project goals.  **Final reports should be submitted to:** [RecycleCT1@gmail.com](mailto:RecycleCT1@gmail.com) |

APPLICATION FORM

Organization Information

Name of Organization Click here to enter text.

FEIN or EIN:

Address: Click here to enter text.

City:Click here to enter text.

State: Click here to enter text.

Zip Code: Click here to enter text.

Phone Number: Click here to enter text.

If working with a fiscal sponsor,

Name of Fiscal Sponsor/Organization Click here to enter text.

FEIN or EIN of Fiscal Sponsor:

Address: Click here to enter text.

City:Click here to enter text.

State: Click here to enter text.

Zip Code: Click here to enter text.

Phone Number: Click here to enter text.

Contact person for Organization Applying for Grant: Click here to enter text.

Title: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Contact person for this Grant project: Click here to enter text.

Title: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Grant request (range $2500 - $10000): Click here to enter text.

When will project begin (month/year; ongoing): Click here to enter text.

When will project end (month/year; ongoing): Click here to enter text.

**1. Background**

**Mission**: Provide organization’s mission, history and overall goals and/or objectives.

Click here to enter text.

**Current Projects or Programs:** Describe current education, research or public information programs and activities you are currently providing. Please include successful efforts within the past two years as it relates to advancing sustainable materials management.

Click here to enter text.

**Partnerships:** Describe formal or informal partnerships, collaborations with municipalities, civic groups, and/or other community groups or organizations.

Click here to enter text.

**2. Proposed Project**

**What do you plan to do? What is the project are you proposing.**

Click here to enter text.

**How will your project increase sustainable materials management?** Such as waste reduction, reuse, recycling and/or composting?

Click here to enter text.

**Explain how you/your organization has the capacity to complete this project. Who is doing the work? How are they qualified?**

Click here to enter text.

**Please list partners or collaborators and their role in this project.**

Click here to enter text.

**3. Evaluation**

**What or how will you measure to understand your effectiveness or impact? Please provide what metrics you will be collecting and how they link with your criteria for success.**

Click here to enter text.

**Describe the results you expect to have achieved by the end of the funding period.**

Click here to enter text.

**5. Budget**

Please include a budget that shows the overall expenses for the project and how RecycleCT Funds will support the project. If you have matching funds or additional funds, be sure to include those in your budget and indicate how much and from whom you will receive that funding.

BUDGET TEMPLATE

Sample Expense:

|  |  |  |  |
| --- | --- | --- | --- |
| Expense | RecycleCT Funds | Other Funds  (Matching) | Total Project Expense |
| Staff time to coordinate | $2500 | $15000 | $17500 |
| Cost to rent something |  | $250 | $250 |
| Printing expenses | $1500 | $500 | $2000 |
| Supplies | $250 |  | $250 |
| Compost bins | $500 | $1250 | $1750 |
| Fee for something related to this project | $250 |  | $250 |
| Other expense related to this project | $2500 | $1000 | $3500 |
| In-kind donations:  Volunteers |  |  |  |
| Total | $7500 | $18000 | $25500 |

Sample Income:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Funding Source | Amount of Funds Received to date for this program  (confirmed) | Amount of Funds Seeking for this program | Total Amount Income for this Program |
| RecycleCT Foundation |  | $7500 | $7500 |
| Barnstable County Community Foundation | $3500 |  | $3500 |
| St. Louis City Funds for the Environment | $5000 |  | $5000 |
| Joe’s Family Foundation | $2500 |  | $2500 |
| Old MacDonald’s Farm Enterprise Fund |  | $5000 | $5000 |
| Example: Local fundraiser |  | $2000 | $2000 |
| TOTAL FUNDS | $11000 | $14500 | $25500 |

**5. Grant Reporting**

**Final grant reports are required within one year of receiving your grant reward.**

Final report should include activities conducted, how RecycleCT funds were spent, and how you met (or didn’t meet) your goals and objectives. Include project’s overall impact, providing measurable and positive outcomes (if any) and any lessons learned.

**Effective Grant Reports include:**

* Subheadings and bullet points, for easier reading
* Charts and graphs to visualize findings and results
* Stories about people you’ve helped
* Brevity
* Meeting your deadline
* Pictures, images and/or samples of materials created

1. U.S. Environmental Protection Agency. Sustainable Materials Management Basics. <https://www.epa.gov/smm/sustainable-materials-management-basics#permit> Accessed January 24, 2018. [↑](#footnote-ref-1)