



Lee Sawyer Community Waste Reduction and Recycling Grant RFP

Due: June 30, 2021 5:00pm
Expected Notification: September 2021

Lee Sawyer Community Waste Reduction and Recycling Grant

Request for Proposals



Lee Sawyer (1981 -2020) was vital in the vision and formation of the RecycleCT Foundation. He died unexpectedly on October 31, 2020. Lee was a bold force of intellect and kindness. He brought warmth, humor, integrity, dignity, strength, grace, and authenticity to all his work, including his work at CT DEEP and the support provided to the RecycleCT Board. To honor Lee's memory, RecycleCT names this new grant program that better supports efforts to increase waste reduction, reuse and recycling activities in Connecticut.

The purpose of this grant program is to assist local organizations and governments with the implementation, expansion, and improvement of waste reduction and recycling programs in Connecticut. The RecycleCT Foundation formed to target and promote the coordination and support of education, research and activities aimed at increasing waste reduction, reuse and recycling in Connecticut.

With the release of this Request for Proposals (RFP), the RecycleCT Foundation is seeking proposals that request grant funding to help initiate or expand public waste reduction or recycling/diversion programs within the state of Connecticut.

Applicants should carefully read this entire RFP prior to submitting an application ([Online Application Here](#)) and a Budget. **Please note you will need to email your project budget separately.**

Applications should be completed, and Budget must be received by RecycleCT by [email](#) by **5:00 p.m. on JUNE 30, 2021.**

Please address any questions about this grant program to recyclect1@gmail.com.

Late April/Early May, RecycleCT will schedule an Information Session for this grant program. The Information Session will include the goals and objectives for both grant categories, review definitions of waste reduction, reuse, recycling and composting and review what a strong proposal will include, and how to write up your budget.

To ensure you receive an invitation, please email Sherill.Baldwin@ct.gov.



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Lee Sawyer Community Waste Reduction and Recycling Grant parameters:

The Lee Sawyer Community Waste Reduction and Recycling Grant is intended to fund projects that reduce or eliminate solid waste at its source, promote sustainable reuse of existing materials, promote recycling of materials not currently being captured, or increase diversion of Connecticut's mandatory and non-mandatory recyclables and organics from incineration or landfill. Projects should help communities build lasting capacity to reduce waste, or reuse/divert materials from the waste stream and / or that increase public awareness of waste reduction and recycling.

This Grant RFP has two categories – pick one:

1. Waste Reduction and Reuse Project or,
2. Recycling and Diversion Project

Category 1: Waste Reduction and Reuse Projects

Grant will be considered from \$1000 to \$15,000.

Waste Reduction and Reuse Project Grant seeks to fund projects that reduce or eliminate solid waste at its source and create opportunities for sustainable reuse of existing materials.

Preventing the generation of waste is the highest priority in the EPA waste management hierarchy "reduce, reuse, recycle" and the Connecticut Comprehensive Materials Management Strategy (LINK?). Waste prevention or waste reduction is an upstream activity that involves reducing waste through changes in the design, purchase and use of materials. In simplest form, waste prevention means using less stuff.

Waste reduction has the potential for large environmental benefits because it typically reduces environmental impact over all stages of the life cycle of materials: resource extraction, manufacturing, transportation and end-of-life management (such as recycling or disposal). For households and businesses alike, waste prevention can also typically save much more money than recycling or composting.

Waste reduction is often associated with reuse because they both reduce waste generation. Waste prevention is very different from recycling. Recycling is a process for redirecting discards away from disposal and back into the flow of commerce, where they are transformed and used as feedstocks to make new products. In contrast, waste



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prevention is about not making waste in the first place – through changing what we use and how we use it.

Examples of projects that would be eligible for Category 1: Waste Reduction and Reuse Project funds include, but are not limited to:

- Development of an innovative new program to promote and enable efforts to reduce waste at its source and/or provide reuse options.
- Food waste reduction promotion, projects that support and promote residents, businesses or others to reduce the amount of food they waste.
- Public awareness campaign that encourages residents to think differently before buying clothes, make smarter choices at the register and extend the life of their clothing.
- Project that helps restaurants only provide single-use napkins, utensils, condiments etc. when customer requests it as opposed to automatically providing it for food take-out orders.
- The creation of a municipal deconstruction project – which might include creating administrative program once an ordinance has been passed, or deconstruction training program, development of best-management-practices for municipal deconstruction program, etc.
- Reuse. This grant will support existing or new reuse centers especially regional approaches that link reuse, repurposing, and/or repair with community and economic development efforts.
- New programs or approaches for food recovery and utilizing recovered food, creating best-management practices to replicate in other Connecticut communities or to scale up existing operations.
- Development of swap shops or reuse shacks at municipal/regional transfer stations or community centers.
- Promotion and/or support of zero waste activities and initiatives.
- Reuse includes sharing; sharing projects could include libraries expanding their 'borrowing' options to include other materials such as tools, art, puzzles, cookware, toys, etc. Or documenting/developing best-management-practices for how libraries can expand their borrowing options.



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Category 2: Recycling and Diversion Projects

Grant will be considered from \$1000 to \$15,000.

Recycling and Diversion Project Grant seeks to fund projects that promote and/or provide opportunity for recycling of materials not currently being captured including mandatory recyclables and non-traditional materials as well as food scraps and other organics for composting or anaerobic digestion. This grant will support projects that create better efficiencies to collect materials for recycling (which includes organics) or create opportunities to reduce contamination/create better quality materials for end-markets.

Examples of projects that would be eligible for Category 2: Recycling and Diversion Project funds include, but are not limited to:

- The construction or purchase and set up of on-site systems for collection of food scraps and garden debris at municipal transfer station or other DEEP approved collection site for composting or processing off-site.
- Establishing an on-site compost system for a community, school, institutional facility or business.
- Separate glass collection program.
- Community or regional approach to increasing plastic film collection programs in partnership with local retailers, processors or end-markets.
- Establishing a pilot program to collect and recycle boat wrap covers in partnership with local marinas, recycling processors or end-markets.
- Establish or expand a community composting project at community center, garden, farm or other appropriate location.
- Establish or pilot education-enforcement initiative to reduce contamination of the residential recycling stream – specifically the mixed recycling (single stream) program.
- Municipal pilot or project that links construction & demolition recycling with building permits, demonstrating best management practices for collecting materials for reuse or recycling at the construction site.
- Creation of partnerships, coops or other partnership in downtown or congested area, districts or zones to share collection receptacles, education/promotion and costs for recycling (including food scraps). For-profit businesses must work in partnership with municipality or nonprofit organization to apply.



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Important definitions:

For purposes of the Lee Sawyer Community Waste Reduction and Recycling Grant, RecycleCT seeks to reduce, reuse and recycle more solid waste, which includes:

- municipal solid waste (e.g. residential, commercial, institutional)
- organics (wasted food, food scraps, composting, anaerobic digestion)
- construction & demolition debris
- other wastes typically managed by the solid waste industry or generated by the public not included in the above items (e.g. electronic waste, disaster debris, bulky waste, oversized municipal solid waste, litter etc).

Hazardous waste, toxic waste, nuclear waste, and wastewater treatment sludge or biosolids are not included in this definition of solid waste.

Recycling, for the purposes of this grant is the process of redirecting discards away from disposal and back into the flow of commerce, where they are transformed and used as feedstocks to make new products.

Recycling does not include combustion, including incineration, waste-to-energy or pyrolysis.

Food Scraps - Uneaten food and food preparation wastes from residences and commercial establishments such as grocery stores, restaurants, and produce stands, institutional cafeterias and kitchens, and industrial sources like employee lunchrooms. (EPA Glossary)

Recycling – The processing of solid waste to reclaim material there from (CGS Section 22a-207 (7))

Recycled-content - Products are made from materials that would otherwise have been discarded. That means these products are made totally or partially from material contained in the products you recycle, like aluminum soda cans or newspaper. Recycled-content products also can be items that are rebuilt or re-manufactured from used products such as toner cartridges or computers. (Earth 911)

Reuse - Using a product or component of municipal solid waste in its original form more than once; e.g., refilling a glass bottle that has been returned or using a coffee can to hold nuts and bolts. (EPA Glossary) Is linked with repairing, sharing, creative reuse/upcycling and building deconstruction.

Waste Generation - The weight or volume of materials and products that enter the waste stream before recycling, composting, landfilling, or combustion takes place. Also can represent the amount of waste generated by a given source or category of sources. (EPA Glossary)



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Waste Reduction - Reducing the amount of materials entering the waste stream from a specific source by redesigning products or patterns of production or consumption (e.g., using returnable beverage containers). Synonymous with Source Reduction. (EPA Glossary)

Zero Waste - Zero Waste is a goal that is both pragmatic and visionary, to guide people to emulate sustainable natural cycles, where all discarded materials are resources for others to use. Zero Waste means designing and managing products and processes to reduce the volume and toxicity of waste and materials generated, conserve and recover all resources, and not burn or bury them. Implementing Zero Waste will eliminate all discharges to land, water or air that may be a threat to planetary, human, animal or plant health. (Zero Waste International Alliance)

All proposed projects should protect human and environmental health and comply with all Connecticut and Federal laws.

Selection Criteria

Applicants may submit more than one proposal, but only one project per applicant will be funded per year.

Selection criteria of your project/proposal include:

- Amount of waste to be reduced, reused or diverted through recycling or composting.
- Likelihood of success and long-term sustainability of project/effectiveness.
- Transferability of project to other communities/institutions/businesses.
- Project has potential to create new best management practices, applicable locally or statewide.
- Creativity and innovation in addressing an identified but unmet need.
- Proposals for pilot projects will be considered under the terms of the project grant requirements.
- Evidence of partnerships, created or leveraged within neighborhoods, communities or regions in Connecticut.
- Evidence applicant can deliver on its promise of completing tasks for project proposed within application.
- Leveraging additional funds will make your proposal stronger. RecycleCT is also open to providing grant fund awards, if awarded, to existing SustainableCT Match Fund efforts (need better wording here)... (LINK to SustainableCT match funds program).
- Availability of funds.



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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:

Applicants should carefully read this entire RFP prior to submitting their APPLICATION.

- Applications must be received by RecycleCT by **5:00 p.m. on JUNE 30, 2021**.
- Please address any questions about this grant program to recyclect1@gmail.com.

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, municipal CEO or appropriate personnel.
2. **Organization Information**, including qualifications of project staff or partners
3. **Completed Narrative/description of the project**, including how this initiative will lead to increase waste reduction, reuse, or recycling activities.
4. **Project budget**, that includes the amount requested, how funds will be used, any matching funds already raised or being sought for this 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.



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Frequently Asked Questions

Lee Sawyer Community Waste Reduction and Recycling Grant

Question	Waste Reduction and Reuse Application	Recycling and Diversion Application
<p>How do I submit my application?</p>	<p>Online: https://forms.office.com/Pages/ResponsePage.aspx?id=-nyLEd2juUiwJjH_abtziYrx8YVrPIHoUMbvxlga95UNEhMMk4xNkExTzNIWFVEV1VYRjFJVE42SS4u</p>	<p>Online: https://forms.office.com/Pages/ResponsePage.aspx?id=-nyLEd2juUiwJjH_abtziYrx8YVrPIHoUMbvxlga95UNEhMMk4xNkExTzNIWFVEV1VYRjFJVE42SS4u</p>
<p>How do I submit the budget for my project?</p>	<p>Email to RecycleCT1@gmail.com</p> <p>Make sure the budget includes the name of your organization, contact information and name of project.</p>	<p>Email to RecycleCT1@gmail.com</p> <p>Make sure the budget includes the name of your organization, contact information and name of project.</p>
<p>How will I know if my grant has been awarded?</p>	<p>RecycleCT will notify the contact person(s) listed in the application by email, if email provided, with a decision.</p> <p>Applicants will be notified about the grant awards in September 2021</p>	<p>RecycleCT will notify the contact person(s) listed in the application by email, if email provided, with a decision.</p> <p>Applicants will be notified about the grant awards in September 2021</p>
<p>If my organization's grant proposal was <i>not</i> selected for funding, how long do I need to wait before submitting the application?</p>	<p>This is a new grant program, so receiving past grants from RecycleCT will not have any bearing on your application.</p>	<p>This is a new grant program, so receiving past grants from RecycleCT will not have any bearing on your application.</p>
<p>Do you have examples of projects that would be funded?</p>	<p>Review the Lee Sawyer Community Waste Reduction and Recycling Grant RFP, specifically the examples of types of programs funded under the Waste Reduction and Reuse Project category.</p>	<p>Review the Lee Sawyer Community Waste Reduction and Recycling Grant RFP, specifically the examples of types of programs funded under the Recycling and Diversion Project category.</p>



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<p>Are there projects RecycleCT will not fund?</p>	<p>RecycleCT Foundation funds MAY NOT be used for:</p> <ul style="list-style-type: none"> • Fundraisers • Capital Campaigns • Religious purposes (note, parochial schools may apply, funds cannot be used for religious activities) • Projects outside the eligible criteria 	<p>RecycleCT Foundation funds MAY NOT be used for:</p> <ul style="list-style-type: none"> • Fundraisers • Capital Campaigns • Religious purposes (note, parochial schools may apply, funds cannot be used for religious activities) • Projects outside the eligible criteria
<p>What projects have been funded in the past?</p>	<p>This is a new grant program, you can learn about past School Grant and Innovation Grant recipients in RecycleCT's Annual Reports and Case Studies. http://www.recyclect.com/about-us.html</p>	<p>This is a new grant program, you can learn about past School Grant and Innovation Grant recipients in RecycleCT's Annual Reports and Case Studies. http://www.recyclect.com/about-us.html</p>
<p>When should project be complete?</p>	<p>This is a one-year grant program. Projects should be completed before or by October 31, 2022.</p>	<p>This is a one-year grant program. Projects should be completed before or by October 31, 2022.</p>
<p>When do I receive the grant award?</p>	<p>Grant recipients will receive half their award upon notification of winning an award. The remaining balance of your grant award will be given after your final report has been received and reviewed.</p>	<p>Grant recipients will receive half their award upon notification of winning an award. The remaining balance of your grant award will be given after your final report has been received and reviewed.</p>
<p>Is there a final report due?</p>	<p>Yes. Grant recipients will receive half their award upon notification of winning an award. The remaining balance of your grant award will be given after your final report has been received and reviewed.</p>	<p>Yes. Grant recipients will receive half their award upon notification of winning an award. The remaining balance of your grant award will be given after your final report has been received and reviewed.</p>
<p>When is the final report due?</p>	<p>The final report is due within 1 year of receiving grant funds from RecycleCT. Final reports should be submitted to RecycleCT1@gmail.com no later than November 30, 2022.</p>	<p>The final report is due within 1 year of receiving grant funds from RecycleCT. Final reports should be submitted to RecycleCT1@gmail.com no later than November 30, 2022.</p>



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<p>If my project is completed earlier than one year, can I submit the final project earlier? Will I also get the second half of the award earlier?</p>	<p>Yes. If you have a shorter project than a one-year timeline and you receive an award, you can submit your final report once your project is complete. The remaining balance of your grant award will be given after the final report has been received and reviewed.</p>	<p>Yes. If you have a shorter project than a one-year timeline and you receive an award, you can submit your final report once your project is complete. The remaining balance of your grant award will be given after the final report has been received and reviewed.</p>
<p>What types of information should be in the final report?</p>	<p>The Final Report should include: Program: Provide a short description of the original project, including goals and objectives. Evaluation: The Report should include:</p> <ul style="list-style-type: none"> • 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? <p>Budget: how grant funds were spent on meeting the project goals.</p>	<p>The Final Report should include: Program: Provide a short description of the original project, including goals and objectives. Evaluation: The Report should include:</p> <ul style="list-style-type: none"> • 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? <p>Budget: how grant funds were spent on meeting the project goals.</p> <p>Final reports should be submitted to: RecycleCT1@gmail.com No later than November 30, 2022.</p>



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	<p>Final reports should be submitted to: RecycleCT1@gmail.com No later than November 30, 2022.</p>	
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