



APPLYING FOR A SCHOOL GRANT

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 the state. The School Grant program is part of this initiative. The goal of the School Grant is to fund efforts that foster greater understanding of and promote action and engagement in waste reduction, reuse, recycling and composting in Connecticut K-12 schools. Recycling, and more broadly sustainable materials management preserves and conserves natural resources in Connecticut and beyond.

The RecycleCT School Grant Program has one grant cycle per year. Grants range from \$500 to \$1,500. **The 2016 application deadline is November 15, 2016** (CT Recycles Day); awards decided at the December 2016 RecycleCT Council meeting. Applicants will be notified in of funding decisions by January 16, 2017.

Eligibility: All CT- based K-12 schools, including public, charter and magnet schools that are exempt from federal taxation under the Internal Revenue Code Section 501. Preference will be given to registered [CT Green LEAF Schools](#). All projects and programs must take place in CT and benefit a Connecticut school community.



What is CT Green LEAF?

Connecticut Green LEAF Schools:

- *Provide effective environmental and sustainability education*
- *Improve the health and wellness of students and staff*
- *Reduce environmental impact and cost of the resources used in the school*

Connecticut Green LEAF Schools is a free statewide initiative to help K-12 schools grow "greener." Any public or private school in Connecticut is welcome [to join](#).

Deadline: November 15, 2016 (CT Recycles Day). Award decisions announced in January 2017.

EMAIL applications to: RecycleCT1@gmail.com; **SUBJECT LINE:** School Grant Application

The RecycleCT Foundation will consider proposals that:

- Have an educational and/or technical assistance component
- Increase activities in CT related to waste reduction, reuse, recycling and/or composting.
- Demonstrate the capability to implement the proposal based on experience, committed resources, and management expertise.
- Plan to measure the impact of the work and ability to report results.
- Present a budget that is clear and appropriate for project.



Preferential consideration is given to requests who have secured some matching financial and/or in-kind support for their projects. 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.

(Note: Please do not contact RecycleCT for information about the status of your application.)

Restrictions on Use of RecycleCT School Grant Funds

RecycleCT Foundation funds MAY NOT be used for:

- Capital or building campaigns, purchase of real estate, or endowments
- General operating expenses or staffing salaries
- Scholarships
- Religious purposes (note, parochial schools may apply)
- For individual person
- Fundraisers

Examples of possible projects:

- Buy equipment for an on-site composting program; project **must** have an educational component.
- For a “recycling” assembly program to help kick off or celebrate success of recycling/composting programs at your school or district.
- Fund staff person to attend a workshop to be better trained on waste reduction, reuse or recycling to start, enhance or expand recycling efforts at your school.
- Buy equipment to start a worm composting bin in school classrooms; **must** have an educational component.
- Partner with community organizations to host a ‘repair clinic’ at the school for parents, neighbors and community members.
- Transition to a new cafeteria system; purchase reusable dishes or flatware as alternative to single-use items; **must** have an educational component.
- Fund a “recycling” field trip, such as a composting farm, a materials recovery facility, etc. as part of classroom learning and/or part of greening the school.
- Start a food recovery program; purchase a refrigerator; **must** have an educational component.

See more at: <http://recyclelect.org/Grants>



FREQUENTLY ASKED QUESTIONS

Q. How can I submit my application?

A: RecycleCT Foundation will only accept proposals by email.

EMAIL: Please save proposal and all attachments as a pdf before attaching to an email. Please email to: RecycleCT1@gmail.com

SUBJECT LINE: School Grant Application

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

A: RecycleCT will notify your organization via email with a decision (either way) within a week or two after the Council Board meeting.

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

A: If your organization's grant proposal *was not* selected for funding, your organization may apply again the following year.

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 may apply again the following year, but request must be for a new project and not the project that was previously funded.

See more at: <http://recyclect.org/Grants>