



School Grant Application

Due: November 29, 2017 5:00pm

Expected Notification: January 2018

Amount: \$500 - \$1500

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 goal of the School Grant program is to fund efforts in Connecticut K-12 schools that foster greater understanding of and promote action and engagement in:

- waste reduction
- reuse
- recycling
- composting and/or anaerobic digestion

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. The Application deadline is November 20, 2017 at 5:00pm. Applications will be reviewed at the December RecycleCT Council meeting and decisions should be made by January 2018.

All applications must have:

1. **Completed and signed application**; signature should be an official authorized to sign, such as a business manager, principal or vice principal.
2. **Description of the project**, including how the educational or promotional component will lead to increase waste reduction, reuse, recycling or composting activities.
3. **Project budget**, that includes the amount requested and what the funds will be used for, that links with the description of the project.
4. **Plan for how to evaluate success**, collect metrics etc. **for final report** due within 1 year of receiving grant funds.

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?**



Leading, Educating, Achieving and Fostering healthy, green schools for all.

- 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." This is a collaborative effort of the CT Departments of Education, Energy and Environmental Protection, Public Health, and Administrative Services, as well as many environmental and educational organizations, to promote green and healthy schools for all. For questions about the CT Green LEAF program contact ctgreenleaf@ctgreenschools.org.



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Frequently Asked Questions

How can I submit my application?	RecycleCT Foundation will only accept proposals by email at RecycleCT1@gmail.com SUBJECT LINE: School 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 week or two after the January 2018 Council Board meeting.
If my organization's grant proposal was <i>not</i> selected for funding, how long do I need to wait before submitting the application?	If your organization's grant proposal was <i>not</i> 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, but request must be for a new project and not the project that was previously funded.
Do you have examples of projects you're willing to fund?	<ul style="list-style-type: none"> • Professional development, tied to the topic/project • Pay contractor or stipend to provide technical assistance, education, public speaker/performer etc. for the success of the project (but not part of a regular salary at your organization). • Admission fees to a museum, or other institution for the success of the project. • Buy equipment for an on-site composting program; project must have an educational component. • For a "recycling" themed assembly program to help kick off or celebrate success of recycling/composting programs at your school or district. • Fund staff person(s) to attend a workshop to be 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; project 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.



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	<ul style="list-style-type: none"> Start a food recovery program; purchase a refrigerator; project must have an educational component.
Are there projects RecycleCT will not fund?	<p>RecycleCT Foundation funds MAY NOT be used for:</p> <ul style="list-style-type: none"> General operating expenses (hauling or recyclables or trash expenses or tip fees) or staffing salaries (teachers or janitors). 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?	<p>Past funded projects will be posted soon on our website at www.recyclect.com/grants</p>
When is the final report due?	<p>The final report is due within 1 year of receiving grant funds from RecycleCT. Final reports should be submitted to RecycleCT1@gmail.com.</p>
What types of information should be in the final report?	<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. Final reports should be submitted to: RecycleCT1@gmail.com.</p>



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APPLICATION FORM

School Information

Name of School [Click here to enter text.](#)

FEIN or EIN:

School 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 School: [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: [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 \$500 - \$1500): [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.](#)

Are you a Green LEAF School? [Choose an item.](#) (5 points)

When did you register? [Click here to enter text.](#)



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Narrative (25 points): Tell us how your waste reduction, reuse, recycling and/or composting project supports education. Make sure to include who will be involved, including students, teachers, staff, parents, community members.

[Click here to enter text.](#)

How will your project increase sustainable materials management? (20 point) Such as waste reduction, reuse, recycling and/or composting? Limited to 500 or 1000 words?

[Click here to enter text.](#)

How will you measure success? (15 points)

[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? (20 points)

[Click here to enter text.](#)

Budget. (15 points) 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.



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BUDGET TEMPLATE

Name of Funding Source	Amount of Funds Received to date for this program	Amount of Funds Seeking for this program	Total Projected Cost for this Program
Example: PTO	\$250		\$500
Example: BigFunder		\$500	\$500
Example: Car Wash Fundraiser	\$125		\$125
TOTAL FUNDS			