



## Horry County Solid Waste Authority, Inc. FY19 Solid Waste Reduction/Recycling Grant Request for Grant Proposals

The Horry County Solid Waste Authority (SWA) is accepting proposals from Horry County local governments, k-12 and higher learning institutions, private industries, home owner associations, private business and non-profits for the implementation and/or expansion of waste reduction and/or recycling projects.

### Submittal Instructions

Requests should be submitted in writing. Requests can be mailed to the Horry County Solid Waste Authority at P.O. Box 1664, Conway, SC 26828 or hand-delivered to 1886 Highway 90, Conway, SC 29528.

Requests can be submitted to the SWA from **July 1, 2018 through January 2, 2019**. Early application submittals may receive more favorable consideration.

Requests received after January 2, 2019 will not be considered.

**All components of the grant project must be completed (to include all equipment purchases, public education, reimbursement requests, etc.) no later than May 15, 2019.**

Incomplete submissions will not be considered. All questions must be thoroughly answered.

Faxed copies will not be considered.

Please refer to Grant Guidelines for eligibility requirements.

**For additional information, please contact Esther Murphy at 843-347-1651.**

**NOTE:** This offering does not commit the SWA to award a grant, to pay any cost incurred in the preparation of the application, or to procure or contract for articles of goods or services. The SWA reserves the right to accept or reject any or all proposals received as a result of this offering, or to cancel in part or in its entirety this offering if it is in the best interest of the SWA to do so.

## Solid Waste Reduction and Recycling Grant Program

**Grant Goal:** The purpose of the SWA's Solid Waste Reduction and Recycling Grant program is to assist Horry County in their efforts to achieve the recommended state municipal solid waste (MSW) recycling goal of 40 percent, achieve the recommended MSW disposal goal of 3.25 lbs. or less per person per day and to save landfill space.

### General Solid Waste Reduction and/or Recycling Grants

General Recycling Grants will be considered for projects designed to assist local organizations in their efforts to achieve the recommended state recycling and/or disposal goals. Funding will be considered for residential or commercial recycling activities. Recurring expenses and indirect costs will not be considered.

**Maximum Award: Up to \$10,000 per local organization**

**Review and Award Process:** A panel made up of staff and solid waste professionals will review grant requests. The panel will assign points to each grant request based on responses to the questions. Grant requests will then be ranked and funding recommendations made according to ranking.

Funding recommendations will be made to the Horry County Solid Waste Authority's Board of Directors for final approval. Grant offers will be made in writing to the applicants.

The SWA anticipates awarding up to \$150,000 in grant funding during FY2019.

**Grant Reporting and Reimbursement:** Grantees will be required to complete and submit bi-monthly reports detailing the progress being made on the project.

All components of the grant project must be completed (to include all equipment purchases, public education, reimbursement requests, etc.) no later than May 15, 2019, with the final grant report being submitted at that time.

All grants awards will be reimbursable. Grant funds will be reimbursed once receipts and documentation are received to verify actual project costs. Only approved, allowable project expenses will be reimbursed. Any equipment purchased through the grant becomes the property of the organization.

Consideration may be given to special requests to receive grant funding at time of grant award. These requests must be made in writing, included as a part of the initial grant application and will be considered on a case by case basis.

## **Guidelines**

### **FY19 Solid Waste Reduction and Recycling Grant Program**

1. Grant requests must be submitted to the SWA from **July 1, 2018 through January 2, 2019**. Early application submittals may receive more favorable consideration. Requests received after January 2, 2019 will not be considered.
2. Solid Waste Reduction and Recycling Grants are made available to any Horry County organization or local government that provides solid waste services.
3. Grants may be provided to any local organization that demonstrates a good faith effort to meet the requirements of the S.C. Solid Waste Policy and Management Act of 1991.
4. The local organizations must submit the appropriate reports as required by the S.C. Solid Waste Policy and Management Act of 1991.
5. Grants will not be provided for projects that are not consistent with the state or local county Solid Waste Management Plan.
6. Grant requests will be reviewed by SWA staff and solid waste professionals. Points will be assigned to each grant request based on responses to questions. Grant requests will be ranked and recommendations presented to the SWA Board of Directors for final approval.
7. All components of the grant project must be completed (to include all equipment purchases, public education, reimbursement requests, etc.) no later than May 15, 2019, with the final grant report being submitted at that time.
8. The applicant must be able to provide documentation of ownership or present a signed lease agreement for any land that may be used in conjunction with the project proposed.
9. Activities undertaken to fulfill the requirements of the grant must be performed in compliance with federal, state and local regulations.
10. The Grantee shall not provide any SWA grant funds to private sector recycling programs unless specifically contracting for goods or services.
11. All grants shall be construed and enforced in accordance with the laws of the State of South Carolina.
12. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to activities carried out under this grant program on the grounds of race, age, health status, handicap, color, sex, religion, or national origin.
13. SWA reserves the right to offer funding in the grant instrument for goods or services that differ from the description provided in the grant request.

## General Solid Waste Reduction and/or Recycling Grant Proposal Instructions

**Project Sub-Goal:** To reimburse local organizations for costs associated with the implementation and/or expansion of recycling programs in an effort to assist Horry County in their efforts to achieve the recommended state municipal solid waste (MSW) recycling goal of 40 percent, achieve the recommended MSW disposal goal of 3.25 lbs. or less per person per day and to save landfill space.

**Anticipated Budget:** Not to exceed \$10,000 per local organization.

**Expenses Considered:** The purchase of equipment, performance of site preparation and development and/or implementation of promotional/educational programs to support recycling, waste reduction and composting in schools, homes and businesses. May include residential or commercial recycling programs.

**Expenses Not Considered Include:** Recurring expenses, such as permanent personnel and indirect costs, will not be considered. Electronics recycling expenses will not be considered.

### Application Requirements

Grant requests must be submitted to the SWA from **July 1, 2018 through January 2, 2019.**

*Responses to the items below will be used to assign point values to all proposals. Grant recommendations will be made based on a ranking by point value. Responses must be numbered 1 through 15 and addressed in numerical order. Incomplete proposals will not be considered.*

### General Information:

1. Provide the Local Organization name.
2. Provide names, addresses, phone numbers, fax numbers and email addresses for the project manager, Finance Director, and authorized representative.

### Project Description: Point Value: (0 to 35)

3. Describe the overall project for which you are requesting funds.
4. Identify the targeted commodity/commodities, e.g., glass, cardboard, food waste, etc.
5. Describe the targeted source(s) of the materials: residences, schools, businesses, multi-family housing, commercial, institutions, government offices/agencies, etc.
6. Is this project in the planning, implementation or assessment stage?
7. Describe how the materials identified are currently being collected, transported, stored and marketed.
8. Describe how the materials identified will be collected, transported stored and marketed upon full implementation of the grant project.
9. Detail the potential vendors to whom recyclables will be marketed.

### Project Benefit: Point Value (0 to 40)

10. Describe the amount of targeted material currently being collected from the targeted source.
11. Describe the estimated increase or improvement expected as a result of the grant.
12. Explain how you arrived at this estimate.

### Education/Outreach Description: Point Value (0 to 10)

13. Describe the outreach and education efforts that will undertaken to promote the project.
  - a. Describe the activities and materials that will be used to promote recycling.
  - b. Specify amount requested for public education.

Reminder: All educational materials (e.g., advertisements, promotional items, brochures, etc.) must be pre-approved prior to purchase, development or broadcast.

### Budget/Cost Justification: Point Value (0 to 15)

14. Provide a detailed budget for the project including cost estimates for each item for which funding is being requested. Include photos or descriptive literature as available.
15. Describe any shortfalls for which grant funding will not be adequate and explain how you anticipate securing any additional funding needed. Include matching funds, in-kind contributions and sponsored contributions/grants from other sources.