



# Municipal Grant Policy

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From time to time, and when finances allow, the Board of Commissioners of the Rhode Island Resource Recovery Corporation (Resource Recovery) may make available funding for municipal grant requests which conform to the following guidelines. The municipal grant requests shall be restricted to a fiscal year basis (July 1-June 30) according to the schedule outlined below. The total amount available for grants will vary from year to year, but shall be a minimum of \$50,000.00.

The grants shall be competitively sought. Project-based grants shall be matched by the municipality on a **dollar-for-dollar** basis, and training-based grants will fund the cost of the training program only. The following procedure and submission guidelines constitute the grant program.

## MISSION STATEMENT

The mission of the Rhode Island Resource Recovery Corporation is to provide safe, environmentally compliant, clean and affordable solid waste and recycling services for the Rhode Island community.

## OBJECTIVES

Resource Recovery, when budget allows, is committed to supporting programs that:

- Dramatically improve recycling participation and education in the state of Rhode Island;
- Conserve space in the Rhode Island Central Landfill for non-organic, non-recyclable waste;
- Teach Rhode Islanders to prevent waste; and
- Help all Rhode Islanders to dispose of waste appropriately.

## SCOPE

Resource Recovery gives priority consideration for its grants to programs and services that:

- Promote our mission;
- Promote source reduction, recycling, waste prevention, and reuse of materials;
- Educate Rhode Islanders to understand recycling and solid waste management principles;
- Encourage Rhode Islanders to participate in such programs.

## FUNDING

Funding priority is given to projects that:

- Support municipally based programs for recycling and waste diversion;
- Initiate recycling programs for public-private partnerships;
- Divert significant amounts of solid waste materials from land filling to reuse, recycling or composting programs;
- Directly affect the people they serve or employ;
- Show a high likelihood of success and potential to be replicated;
- Are focused on long-range solutions to solid waste diversion challenges;
- Provide investment in employees to attend professional trainings, conferences, seminars or workshops such as those offered by the Solid Waste Association of North America (SWANA), Maine Compost School, Northeast Waste Management Officials' Association (NEWMOA), Northeast Recycling Council (NERC), Product Stewardship Institute (PSI) or other trainings that promote waste reduction, diversion and recycling, as approved by Resource Recovery. These can be in person or online, such as a webinar.

## FUNDING RESTRICTIONS

Resource Recovery does not fund organizations that discriminate based on age, race, color, gender, sexual orientation, gender identity or expression, religion, national origin, disability, family status, or ancestry.

Project-based grants may be for a one-time expenditure, such as for recycling carts for athletic fields, or for ongoing educational support materials, such as residential direct mailings about municipal recycling and diversion programs. All requests will be evaluated against the guidelines above.

Grant funding can also provide ongoing partial support for municipal recycling coordinators.

**Each request must include a dollar-for-dollar matching financial investment** in the project by the applicant to ensure commitment, shared responsibility, and sustainability.

## Maximum Grant Awards, Per Municipality, Per Fiscal Year, and Matching Requirements:

- For project-based grants: Requests may not exceed the total amount made available in any grant round. **Each request must include a dollar-for-dollar matching financial investment** in the project by the applicant to ensure commitment, shared responsibility, and sustainability.
- For training-based grants: \$2,000.00, for the cost of the training class or program only. This does NOT need to demonstrate a dollar-for-dollar match, but rather, the municipality must be aware of other costs associated with the training.

Grant applications are considered on a competitive basis. Resource Recovery reserves the right to fully fund, partially fund, or deny funding requests. No applicant is guaranteed funding at any level, even if all basic criteria have been met. Prior funding does not guarantee support in current or future years. **Applicants may submit multiple applications, per fiscal year.** Training grants may list multiple training opportunities which the municipality is interested in pursuing. However, the total training budget may not exceed \$2,000.00.

In addition, Resource Recovery does not fund the following:

- Individuals;
- Fairs, festivals, tournaments, or other non-program based events;
- Religious organizations;
- Labor, fraternal, and veterans organizations;
- Political or legislative organizations, campaigns, or projects;
- Underwriting or sponsorship of conferences;
- Trips and tours;
- Historic preservation;
- Memorial campaigns or Endowments;
- Meals, incidentals, lodging, travel expenses (including but not limited to mileage reimbursements, airfare, etc.), and test fees, related to approved trainings;
- Trainings, conferences, and seminars that do not align with Resource Recovery's mission.

## AWARD PROCESS

### Eligibility/Award Process

1. Each request will be carefully evaluated by the Resource Recovery Grant Committee to determine alignment with our focus and to be certain Resource Recovery is investing in solutions that raise awareness of its core mission and values. Because our resources are limited, Resource Recovery cannot help fund every worthy endeavor.
2. Grant applications may be reviewed by the Recycling and Environmental Subcommittee who will recommend approval/denial to the Board of Commissioners. Grant awards will be approved by the Board at the business meeting following review by the subcommittee.
3. Training-based grant requests may be submitted on a rolling basis, will be reviewed by Resource Recovery staff, and will be awarded on an as-needed basis, dependent upon meeting and approval by the Board of Commissioners.
4. All grant awards are subject to approval by the Board of Commissioners.
5. Grant funds may be disbursed in installments.
6. Grant funds will be disbursed upon receipt of an invoice from the municipality.
7. Grants will only be awarded to municipalities with a signed municipal contract for the fiscal year in which they are applying for funding and whose accounts with Resource Recovery are current.

### Application Requirements

For project-based grants, applicants must submit the Project Grant Application form, [available on our website](#), which includes the following (keeping in mind the Resource Recovery's mission and goals):

- 1) Summary: a brief description of why the project need exists.
- 2) Purpose: the purpose of the project.
- 3) Expected results: including who will benefit, how many people will participate, estimated waste diverted, and other additional measurements where applicable (see below).
- 4) Duration of the project.
- 5) Project description: detailed description of the work to be performed.
- 6) Project budget: including a chart or spreadsheet containing the description of the item, vendor, quantity, unit and total costs, amount requested for reimbursement and the municipal matching component.
- 7) Name and title of municipal project manager.

- 8) Additional pages or information may be submitted to supplement the Grant Application Form.

For training-based grants, applicants should submit the following:

- 1) Cover letter: brief description of the training, conference, workshop or seminar and why the need exists.
- 2) Resource Recovery Training Grant Application form, available through the Municipal Program Coordinator.

Applications may be mailed or emailed. If mailing, please prepare only one double-sided copy to conserve paper.

- Email to: [municipal@rirrc.org](mailto:municipal@rirrc.org)
- Mail to: Municipal Program Coordinator, RI Resource Recovery, 65 Shun Pike, Johnston, RI 02919

## Measurement

Projects must contain quantifiable improvement targets, should describe the measurement to be used, the timeframe for measurement, and the name and title of the person accountable for the project.

Projects will be reviewed quarterly and continued funding will depend upon demonstrated outcomes and adherence to reimbursement guidelines.

Projects must be completed no later than twelve months after receiving notice of grant award. If projects are not completed, the municipality must request an extension on the project timeline. Extensions may or may not be granted.

## Disbursement of Funds

All grant funding is determined by a vote of approval by the Board of Commissioners. Funds will be disbursed after:

- Resource Recovery receives and approves an itemized invoice from the grantee on city/town letterhead. For example, if the grant was awarded for \$5,000.00, the city/town must invoice Resource Recovery for the actual amount spent on the project, as shown in the backup documents and budget, and not to exceed the award amount of \$5,000.00.
- The grantee submits copies of the invoices for the item(s) purchased in association with the grant. Only grant related approved expenses will be funded.
- The grantee submits a final report, using the format below in "Reporting."

## Reporting

Each grantee must account for fund expenditures in accordance with their projected based grant application. Failure to do so will result in exclusion from future grant requests. Project Grant Report Forms (available [on our website](#)) must be submitted on a quarterly basis (due March 31, June 30, September 30, and December 31), and be submitted to the Municipal Program Coordinator at [municipal@rirrc.org](mailto:municipal@rirrc.org) or faxed to 946-5174. The Project Grant Report Form should include the following:

- What has been completed, as outlined in grant application
- What funds have been spent thus far, including items procured.
- Pictures of the project, if possible.

- Final reports shall include complete details on the project, while keeping in mind the original grant application and its description.

Training grants will require only a final report after the training has taken place, using the above format.