



August 9, 2011

### **Community Waste Reduction Mini-Grants**

Dear Town/City/Village Clerk, Planning Commission, Conservation Commission, School, Community Energy/Sustainability/Garden Groups, and other recognized Community Groups:

Chittenden Solid Waste District (CSWD) has developed a simplified process for requesting small Community Waste Reduction Grants available for community projects that reduce trash headed to the landfill. CSWD will accept proposals for up to \$250.00 in funds from member communities through June 1, 2012 as long as funds are available.

Examples of projects that would be eligible for funds include, but are not limited to:

- Purchase and set up community compost bins and/or solar cone digesters, available for use by community members.
- Promote backyard composting.
- Promote environmentally-preferable purchasing.
- Promote reduce-reuse-recycle all you can at home, work, school, in your community.

Grant funds may only be used towards items such as equipment, supplies, fabrication, printing and materials.

Each proposal should include:

1. Project coordinator name and address, title, phone number, and email address (please use attached Form A).
2. Letter of support from municipality (please use attached Form B).
3. Project description and requested funds (please use attached Form C).

Please note that grant funds, if awarded, will be distributed as a reimbursement to the supporting municipality when receipts for expenditures are received, as described in the grant agreement. Grant funds must be expended by June 15, 2012. A project update (use Form D) is required by June 25, 2012.

Award criteria include:

- Amount of waste to be diverted.
- Likelihood of success and long term sustainability of project.
- Transferability of project to other communities.
- Creativity of project.
- Availability of funds.

Review of proposals will be based upon how well the applicants meet the requirements and intent of the grant program. CSWD is the sole authority responsible for the selection of proposals and reserves the right to reject any or all proposals.

Please feel free to contact me with questions. I am available to assist with the development of projects. Also, please pass along this letter to community groups in your town that may have an interest in submitting a proposal.

Sincerely,

Marge Keough  
802-872-8100 x234 or [mkeough@cswd.net](mailto:mkeough@cswd.net)

**FORM A**

**CSWD COMMUNITY WASTE REDUCTION GRANT**

Name of group proposing project: \_\_\_\_\_

Project name: \_\_\_\_\_

Project Coordinator name/title: \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Please attach:

- ✓ Letter of support from municipality (use Form B)
- ✓ Project description and funds requested (use Form C)

**FORM B**

**CSWD COMMUNITY WASTE REDUCTION GRANT**

Agreement to Administer Grant Funds

Name of group proposing project: \_\_\_\_\_

Project name: \_\_\_\_\_

Municipality: \_\_\_\_\_

Municipal contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

This is to verify that the municipality of \_\_\_\_\_ supports the project named above and agrees to administer grant funds, if awarded, on behalf of the project.

By: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Date

**FORM C**

**CSWD COMMUNITY WASTE REDUCTION GRANT**

Project Description and Requested Funds

Project description including an estimate of how much waste will be diverted:

Description of grant funds requested:  
*(Attach price quote and/or invoice as appropriate)*

**FORM D**

**CSWD COMMUNITY WASTE REDUCTION GRANT**

Project Update due June 25, 2012

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

Date Project implemented: \_\_\_\_\_

Describe educational components of project:

Describe project successes:

Describe project failures:

Describe plans/efforts to improve project:

Estimated materials diverted from landfill (*see attached conversion factors*):