



ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT Municipal Diversion Grant Application

- A. PURPOSE:** In order to promote an increase in the amount of recyclable, compostable or reusable materials diverted from disposal, the Addison County Solid Waste Management District (“District”) has established a Grant Fund (“GF”) to provide funds to current District member municipalities for municipal projects that are consistent with the mission of the District.
- B. FINANCIAL INFORMATION:** Funds will be awarded to member municipalities whose applications best meet the selection criteria established by the District Board of Supervisors (“Board”). Awards are expected to be in the range of \$1,000 - \$5,000, with higher amounts awarded at the discretion of the Board. Each grant will match the member municipality’s investment dollar for dollar (in a 1:1 ratio).
- C. ELIGIBILITY:** The governing bodies of member municipalities of the District are eligible to apply for a grant through the GF. These grants are to finance: (a) the start-up of new municipal recycling/composting/reuse projects; (b) capital improvements to or expansion of existing municipal recycling/composting/reuse facilities; (c) feasibility studies on how to comply with the diversion mandates of VT Act 148; or (d) purchase of equipment, bins or containers needed to comply with the diversion mandates of VT Act 148. Joint applications by member municipalities are eligible and encouraged. Items purchased prior to award are not eligible for an award.
- D. TERMS:**
- (1) Each member municipality is allowed to receive only one grant award each calendar year. Grant awards will be valid for one year from the date the award letter was issued to the member municipality. The member municipality is eligible to apply for another grant in the year following the issuance of the letter.
 - (2) The maximum amount that will be granted to any municipality or group of municipalities will be \$15,000.
 - (3) Grant funds will be committed upon execution of a Grant Agreement and released after appropriate documentation of all expenses (invoices or receipts) is provided.
 - (4) If the actual expense varies from the amount applied for, the grant will be for the lesser of either the maximum amount stated in the award letter or 50% of the actual cost.
 - (5) Any equipment purchased under this grant program shall:
 1. Have a useful life of at least three (3) years and may be either new or used;
 2. Have a purchase price of at least \$200; and
 3. If applicable, be registered for highway use with the VT Department of Motor Vehicles.
 - (6) The amount granted shall be no more than 50% of the cost of the capital improvements, equipment or study. If a purchase made using these grant funds is sold, traded, or no longer

being used in the original capacity as represented by the grant documents prior to the end of its useful (depreciated) life, a prorated amount shall be reimbursed to the District.

E. RESTRICTED OR INELIGIBLE ACTIVITIES: Grants may not be used for capital improvements, equipment or containers, or studies that will be used for waste disposal (as defined in the District Waste Management Ordinance). Grants may not be used to pay for routine operational and maintenance expenses for the conduct of business (e.g., licensing, labor, utilities, cleaning or repairs), nor for consumable equipment (e.g., bags or liners). Projects that compost manure without the incorporation of significant amounts of source-separated food waste will be ineligible.

F. APPLICATIONS/AWARDS

- (1) All applications will be considered, and will be held on file for a period of one (1) calendar year. At the end of such period, an application which has not resulted in a grant being made will be deemed to have been denied.
- (2) Grants will be awarded or declined at the sole discretion of the District Executive Board (“E.Board”).
- (3) Application forms will be furnished by the Grant Administrator upon request.
- (4) The criteria for making grants shall be on a first-come, first-served basis subject to review by the E.Board and its determination that the project meets the District’s mission to promote waste reduction and pollution prevention and to maximize diversion of wastes through reuse, recycling and composting.
- (5) The E.Board will issue as many grants as possible without exceeding the annual budget. Winners will be notified in writing.
- (6) When a municipality suffers the destruction of more than one piece of equipment at or near the same time, or suffers some unanticipated hardship relating to the equipment, and the E. Board finds that replacement of such equipment would place an undue financial hardship on the municipality, the E.Board may waive any or all of the following:
 1. The \$15,000 limitation on each municipality or group of municipalities established in Section D(2) above; or
 2. The 50% of the purchase price established in Section D(6) above.

G. GRANT ADMINISTRATOR/CONTACT:

Grant Administrator: Teresa A. Kuczynski, District Manager/Treasurer

Contact: Patricia Johnson, Business Manager

ACSWMD
1223 Route 7 South
Middlebury, VT 05753
phone: (802) 388-2333
fax: (802) 388-0271
E-mails: teri@acswmd.org
businessmgr@acswmd.org

H. APPLICATION FORM: COMPONENTS OF THE GRANT PROPOSAL

- All grant proposals must be submitted on the Municipal Diversion Grant Application (Attachment A).
- The application must be signed by a senior official of the municipality.
- Completed grant application and all appropriate supporting documentation must be sent to the Grant Administrator.
- Only complete applications with all supporting documentation will be considered.
- The E.Board will make award decisions. All grant award decisions are final.

ATTACHMENT A

ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT

1223 Route 7 South
Middlebury, VT 05753
(802) 388-2333
Fax: (802) 388-0271
teri@acswwmd.org

Municipal Diversion Grant Application

PLEASE TYPE OR PRINT

1. Municipality(ies): _____
2. Type of Equipment: _____ Purchase Price: \$_____ New or Used: _____
Address of Seller: _____ Purchase Date: _____
Type of Construction or Retrofit: _____ Cost: \$_____
- Type of Study: _____ Consultant Name: _____ Cost: \$_____
3. Amount of Grant Requested: _____ (Max. Amount Available is the lesser of \$15,000, or 50% of Purchase Price)
4. _____
Print Name of Applicant Authorized Signature Position Date
5. _____
Town Clerk/Treasurer Phone Number E-mail Address Hours

Please Attach:

Cover Letter containing:

1. The names, titles, addresses, phone numbers, fax numbers, and e-mail addresses of the applicant(s) and contact person, including the name of the lead applicant in the case of a joint application;
2. A concise description of the proposed project, including:
 - (a) The amount of funding requested and source of matching funds;
 - (b) The proposed location of the project;
 - (c) Estimate of how the funds will contribute toward recycling/ composting/ reuse of waste; and
 - (d) Timeline.

3. Copy of selectboard or city council minutes evidencing action taken to authorize the grant application.

Grant Award Approved By: _____

Amount of Grant Approved: _____

Amount of Matching Funds: _____

Date of Grant Award: _____