

Scott County Recycling-Organic Collection Grant

Instructions and Requirements

Scott County is committed to increasing recycling rates and organic recovery by the year 2030. The purpose of this grant program is to reach out to businesses and help them increase recycling-organic efforts and achieve compliance with State requirements.

A MN Waste Wise Foundation Specialist will start by conducting a free 30-minute waste assessment at your business. The specialist will then review options for you to reduce what goes in the trash dumpster at your business. These options may include starting a food waste recycling program or putting more paper, plastic, metal and glass materials in the recycling bin. Ultimately, these changes could save your business money by reducing the size of your trash dumpster or the frequency of pickup.

Grant Funding

Businesses and institutions can apply for grants to reimburse their new recycling and organic program costs. Grants are available for up to \$25,000. Scott County may reimburse approved grant requests up to \$10,000 with no match required; and may reimburse 50% of the grant request over \$10,000. Grant requests for over \$10,000 will require a 50% cash match from the applicant for the amounts above \$10,000.

Example:

	\$0-\$10,000
Grant Request Total	\$9,500
Business Match required	\$0
County Reimbursement	\$9,500

Example:

	\$10,001-\$25,000
Grant Request Total	\$12,000
Subtract County \$10,000 grant, no match required	(-) \$10,000
Remaining Balance requiring match	\$2000
Business 50% Cash Match	\$1000
County 50% Reimbursement	\$1000

Scott County will order and pay for containers and labels requested by applicants within the Container Catalog. The containers and labels will be shipped to the applicant. Scott County will reimburse other expenses after MN Waste Wise or County staff has confirmed that allowable purchases have been made and programs implemented as proposed in the application.

Applications will be accepted and evaluated throughout the year on a “first come-first serve basis.” Applications will be considered year round until funds have been fully disbursed. Businesses can apply one time per calendar year. The grant applications take approximately 4 weeks to process depending upon the date received and the quality of the application. Applications that meet the program objectives and requirements approved by the Scott County Board of Commissioners will be evaluated by staff. Scott County Applications that do not meet program objectives and requirements but have merit to increase recycling or organic collection will be reviewed by the Scott County Board of Commissioners. During the review process, staff may contact the applicant for additional information and/or to clarify the proposal content. A site visit from MN Waste Wise is required prior to awarding grant funds. All decisions by Scott County will be final and are not subject to review.

How to Submit a Grant Application

Prospective candidates must submit an application form, which can be accessed at www.scottcountymn.gov. Completed applications can be submitted by mail or by email (County is not responsible for lost or misdirected submissions):

- **Submit by mail:** Scott County Environmental Services | Attn: Recycling-Organic Collection Application | 200 Fourth Ave W | Shakopee, MN 55379
- **Submit by email:** ssteuber@co.scott.mn.us | Subject: Business Recycling Reward Application
- **Submit by fax:** 952-496-8496 | Attn: Recycling-Organic Collection Application
- Steve Steuber, Scott County Solid Waste Management, can provide feedback, evaluation guidance, and information on resources. 952-496-8473

Eligibility and Guidelines

Eligibility:

- **Geographical Service Area:** Businesses must be physically located in Scott County. If your business has multiple locations in Scott County, each location is eligible for a grant.
- **Eligible Businesses:** Grants are available to any for-profit or non-profit non-residential waste generator in Scott County excluding:
 - The federal government;
 - The State of Minnesota;
 - Regional Agencies;
- Business must be responsible for managing the recycling and trash hauling contract for the properties you own, lease, rent, manage or maintain.

Guidelines – Applicant Businesses must:

- Complete a grant application.
- Agree to host a site visit with a specialist from Minnesota Waste Wise or County staff to review current on-site solid waste operations and equipment, discuss the application's objectives and approach, and determine project reporting parameters.
- Upon acceptance of grant application, enter into a grant agreement with Scott County. The application, once completed, will serve as an attachment to the agreement.
- Submit a description of the proposed recycling or organic collection activity (-ies) and how the business will implement.
- Agree to carry out recycling activities for no less than an 18-month term.
- Agree to report both baseline pre-grant and post-grant quantities of a) materials recycled, b) food recovered, and c) trash. A MN Waste Wise specialist can provide this information for the applicant following the site visit.
- Provide a 3 sentence testimonial with a picture or video at the end of the 18-month grant period and agree to serve as a "Success Story," if asked.
- Agree that grant funds are to be used for new or expanded efforts. Funding is not to be used for maintaining existing efforts.

Evaluation Criteria

All submitted applications will be evaluated according to the following criteria:

- **Outcomes** – Business' objectives are clearly stated, specific, realistic, and measurable.
- **Impact** – The estimated level of achieving diversion of recyclables and organics from the trash.
- **Alignment with the Scott County program objectives to:**
 - Support business working to be in compliance with Minnesota Statute
 - Support business working to reduce or reuse solid waste
 - Support business starting or improving recycling to at least 3 types (paper, plastic, metal, glass) and organic collection
 - Support businesses encouragement and outreach to employees and public to participate in the recycling program

Reporting Requirements

All businesses awarded a grant through this program will be required to complete a pre-grant and post grant report. The report must include documentation on a form provided by Scott County. The reports will provide Scott County with information about quantities of recyclables, food waste/organics, and trash produced before and after the grant term. The pre-grant report is due within 45 days of signature of grant agreement and the post-grant report is due 20-months from the start date of the grant term.

Appropriate Use of Funds and Restrictions

Examples of eligible expenses include, but are not limited to:

- Container/Bins for recycling, organics, and trash.
- Sorting stations.
- Totes, carts, cart tippers, and other waste containers for transportation to containers serviced by hauler.
- Compactors, balers, and organics management systems for storage, managing odor and space concerns for businesses generating large quantities of recyclables or organics.
- Up to 6-months' supply of compostable plastic bags for lining organics collection containers and compostable food service ware.
- Signage, labels and other recycling, food waste, or organic recovery program educational materials.

Fund Dispersal

Container/Bins: No funds are transferred to the business for containers/bins. Upon approval of the grant application and site visit from the MN Waste Wise Specialist, Scott County will order and pay for the containers identified in the business' grant application. If the application is revised due to input from the specialist, the revised container needs will be considered. The containers will be delivered directly to the business.

Other Items: The business must purchase other items as proposed in the application. After the purchase and implementation of other items, the business must contact MN Waste Wise or Scott County to confirm purchase (for example, a site visit at business, or receipts provided). Scott County will process approved reimbursement within 10 working days of confirmation.

Cash Match: Businesses that request over \$10,000 are required to provide a 50% cash match. The 50% cash match payment must be either spent on the "other items" proposed in the application or submitted to Scott County. Receipts must be provided for all cash expenses.

Scott County Rights

Scott County may require confirmation of information furnished by applicants. Scott County reserves the right to:

- Reject any or all applications if such action is in the public interest;
- Cancel the entire grant program;
- Appoint evaluation committees to review grant applications;
- Negotiate with any, all, or none of the grant respondents.

The Grant does not commit Scott County to enter into a contract with any applicant, nor does it obligate the Scott County to pay for any costs incurred in preparation and submission of applications or in anticipation of a grant.

Recycling containers purchased through this grant should:

- Be paired with a trash container, or be part of a unified “waste station” that includes both trash and recycling disposal components that cannot be separated.
- If part of a unified station, the recycling component should be well labeled and, ideally, color-coded to match other recycling bins.
- Be clearly labeled with a decal that lists all acceptable materials. The County will supply labels at no charge or make art work available to a business to create their own customizable labels at the business’ expense.

Food scrap/organics collection containers purchased through this grant should:

- Be placed as close to a trash and recycling containers as possible in order to provide equally convenient access to users.
- If part of a unified station, the food scrap/organic component should be well labeled and, ideally, color-coded to match other food scrap/organic bins.
- Be clearly labeled with a decal that lists all acceptable materials. The County will supply labels at no charge or make art work available to a business to create their own labels.

Definitions

Recycling - Using waste as material to manufacture a new product. Recycling involves altering the physical form of an object or material and making a new object from the altered material. With recycling, you generally need to collect a material, transport it, clean and sort it, transform it (for example, melt it down, see secondary material, below), market that transformed material, make the transformed material into a new product, package the product, and market the product.

Organics- Organic waste is anything that comes from plants or animals that is biodegradable and could include the following materials:

- Fruits and vegetables scraps
- Meat, poultry, and seafood scraps
- Bones (yes, bones)
- Waxed cardboard products (ex. Chinese take-out boxes)
- Frozen/refrigerated food boxes (ex. frozen pizza, frozen dinners)
- Used napkins, paper towels, paper plates
- Milk cartons, tea bags, coffee grounds and filters
- Parchment and waxed papers
- Plants and flowers
- All yard waste