**Recycling and Waste Diversion Grant**

**Application Instructions**

**Please review the RWD Grant Program Guidance and these instructions carefully before applying.**

The application consists of the following components, which must be fully completed to be considered for review:

1. Cover Sheet
2. Project Narrative
3. Project Timeline
4. Budget Form
5. Supporting Materials

Please attach all supporting material documentation to the application. If a single email, including all supporting material(s), exceeds the email size limit, supporting material(s) may be sent separately. Applications may be submitted electronically through email or mailed. Applications may also be hand delivered. Applications through fax will not be accepted.

Mailing and Street Address: Georgia Environmental Protection Division

Recovered Materials Unit

4244 International Parkway, Suite 104

Atlanta, GA 30354

Email Address: [SWTF.Grant@dnr.ga.gov](mailto:SWTF.Grant@dnr.ga.gov)

Applicants must designate one individual who will be the primary contact for all grant project administration, including application submittal, award procedures, and future reports and reimbursement requests. This individual will be the main point of contact for all grant-related communication and questions. Include this information on the application form.

Please also include the contact information for the official responsible for approvals for your organization. If selected for an award, this will be the individual who will sign the agreement. Examples include but are not limited to the chief executive officer, commissioner, mayor, or solid waste director.

Applicants must also download and submit a W9 and Contractor Affidavit. These forms can be accessed on EPD’s website (see link below).

**The application period will open November 1, 2023. The deadline for submitting applications is 4:30 PM on December 31, 2023.**

Additional information about the RWD Grant and supporting documents can be found at the following website address:

<https://epd.georgia.gov/recycling-waste-reduction-and-diversion-grant>

**DO NOT SUBMIT THIS INSTRUCTION PAGE ALONG WITH YOUR APPLICATION.**

**RWD Grant Application – FY24**

**SECTION ONE: Cover Sheet**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Title** |  | | | | | | | | | |
| **Local Government/Entity** |  | | | | | | | | | |
| **Federal Tax ID** |  | | | | | | | | | |
| **Mailing Address** |  | | | | | | | | | |
| **City** |  | | | | | | | | | |
| **ZIP** |  | | | | | | | | | |
| **County** |  | | | | | | | | | |
|  | | | | | | | | | | |
| **Primary Grant Administrator Contact Name (this should be the main point of contact for the project)** |  | | **Responsible Official for Approvals (if grant is awarded) Contact Name** | | | |  | | | |
| **Title** |  | | **Title** | | | |  | | | |
| **Organization** |  | | **Organization** | | | |  | | | |
| **Phone** |  | | **Phone** | | | |  | | | |
| **E-Mail** |  | | **Email** | | | |  | | | |
|  | | | | | | | | | | |
| **Project Start Date** |  | | | | | | | | | |
| **Project End Date** |  | | | | | | | | | |
|  | | | | | | | | | | |
| **Grant Amount Requested for Reimbursement** (not including match) | $ | | | | | | | | | |
| **Match** (dollar amount or percentage) |  | | | | | | | | | |
| **Total Project Amount** | $ | | | | | | | | | |
|  | | | | | | | | | | |
| Is your entity listed on the DCA noncompliance list? | | | |  | | YES | |  | | NO |
| Is your entity involved in any open consent orders or enforcement actions with EPD? If yes, provide a copy of the order or notice with your application. | | | |  | | YES | |  | | NO |
| Has your entity received any grant funding from EPD in the past? | | | |  | | YES | |  | | NO |
| If yes, indicate the grant program and date awarded: | | | | | | |
|  | | | | | | | | | | |
| The RWD Grant is a reimbursement grant. However, up to 90% of funds may be provided in advance if requested. | Does your entity require funds in advance? | | | | | | | | | |
|  | YES | | |  | | | | NO | |
| If YES is selected, provide justification as to why funds in advance are required: | | | | | | | | | |
| I, the undersigned authorized representative of the applicant, certify that to that to the best of my knowledge, the information contained herein is true and correct, the document and project has been duly authorized by the governing body of the applicant, and, if funded, the applicant will carry out the implementation steps in the manner described in this application. I also certify that the applicant shall maintain accounting records in accordance with generally accepted government accounting principles and that the funds awarded will be included in those audits or financial statements that cover all or part of the project duration period noted above. | | | | | | | | | | |
| **Official Signature** *(Responsible Official only)* |  | | | | | | | | | |
| **Name** (print) |  | | | | | | | | | |
| **Title** |  | | | | | | | | | |
| **Date of Signature** |  | | | | | | | | | |

**SECTION TWO: Project Narrative**

|  |  |
| --- | --- |
| **Description** | **Briefly describe your overall project, including the need and purpose, in the proposed affected community.**  If your project involves at least two or more other eligible applicants, please describe. Five bonus points will be given to projects coordinated with other eligible applicants. |
| *Insert narrative here* |
| **Objectives** | **Identify objectives and the “Specific, Measurable, Attainable, Relevant, and time-bound (SMART)” goals for the project.** |
| *Insert narrative here* |
| **Metrics and Evaluation** | **Identify the quantifiable metrics that will be used to evaluate the project’s impact on recycling or diverting recoverable materials from the solid waste stream.** |
| *Insert narrative here* |
| **Describe how you identified these metrics and how they are applicable to your organization’s project.** |
| *Insert narrative here* |
| * 1. **Describe how these metrics will demonstrate that the project is likely to result in increased recycling or diversion of waste from landfills.** |
| *Insert narrative here* |
| **Budget and Cost Effectiveness** | **Describe the amount requested and how grant funds will be spent. Describe any match items, if applicable.** Describe if any Georgia based suppliers for products and/or services will be used. Five bonus points will be given to projects coordinated with other eligible applicants. |
| *Insert narrative here* |
| **Describe how the project and its benefits are likely to be perpetuated after grant funds have been expended without additional funding from the State.** |
| *Insert narrative here* |

**SECTION THREE: Project Timeline**

1. Review the RWD Program Guidance for additional details on how to complete this template.
2. Additional rows may be added as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Timeline** | | | |
| **Activity** | | **Start Date** | **Completion Date** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**SECTION FOUR: Budget**

1. Review the RWD Program Guidance for additional details on how to complete this template.
2. Additional rows may be added as necessary.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget** | | | | | | | | | | |
| **Description** | | **Grant Funds Requested** | **Match Contribution** | | **Total Project Cost** | **Anticipated Expenditure Date** | **Are the funds attributable to a GA business?** | | | |
| **In-Kind** | **Cash** |
| 1 |  | $ |  |  |  |  |  | Y |  | N |
| 2 |  | $ |  |  |  |  |  | Y |  | N |
| 3 |  | $ |  |  |  |  |  | Y |  | N |
| 4 |  | $ |  |  |  |  |  | Y |  | N |
| 5 |  | $ |  |  |  |  |  | Y |  | N |
| **Totals** | |  |  |  |  |  | | | | |
| **Percentage of Match** | |  |  | | | | | | | |

**SECTION FIVE: Supporting Materials**

1. Attach quotes and/or other cost estimate documentation to support each line-item expenditure in the budget.
2. If utilizing a Georgia business for any products of services, attach documentation that clearly indicates the business name and address.
3. Complete and submit a W9 form. A downloadable form is available on EPD’s website: <https://epd.georgia.gov/recycling-waste-reduction-and-diversion-grant>
4. Complete and submit a state contractor affidavit form. A downloadable form is available on EPD’s website: <https://epd.georgia.gov/recycling-waste-reduction-and-diversion-grant>