



# Municipal Grant Policy

---

When finances allow, the Board of Commissioners of the Rhode Island Resource Recovery Corporation (Resource Recovery) may make funding available for municipal grant requests. In such instances, administration of funded grant rounds shall be in accordance with the following:

## FUNDING PRIORITIES

Funding priority is given to applications that:

- Reduce contamination of the mixed recycling stream;
- Educate Rhode Islanders on solid waste management principles, including recycling right;
- Implement municipal Solid Waste Diversion Plans;
- Provide opportunities for Rhode Islanders to recycle in public spaces and at athletic facilities;
- Provide safe, environmentally compliant, clean and affordable solid waste and recycling services;
- Promote source reduction, recycling, waste prevention, and reuse of materials;
- Conserve space in the Rhode Island Central Landfill for non-organic, non-recyclable waste;
- Are focused on long-range solutions to solid waste diversion challenges;
- Initiate recycling programs for public-private partnerships;
- Show a high likelihood of success and potential to be replicated; and
- Demonstrate the financial sustainability of the program without future grant funding;
- Provide educational opportunities to municipal waste management professionals and staff members.

## ELIGIBILITY AND FUNDING AVAILABILITY

Municipalities are eligible for award if they have a signed municipal agreement for the fiscal year in which they are applying for funding and whose accounts and open grants with Resource Recovery are current. Awards will not be made retroactively for expenses that have been incurred prior to approval.

Administration of the Municipal Grant Policy follows Resource Recovery's fiscal year (July 1-June 30). Funding to be made available in any given year will be determined through the annual budgeting process. Municipal representatives will be notified of these levels and associated application deadlines for the coming year via email within ten business days of the budget's adoption. This information will also be posted to Resource Recovery's [Grant Program webpage](#) within the same time frame.

## GRANT APPLICATIONS

### Required Forms & Documents

Applicants must submit grant requests using the appropriate application forms available on the [Grant Program webpage](#). Separate application forms must be submitted for each project, training request or municipal employee. Completed grant application forms shall be sent to the Municipal Program Coordinator by: email

(preferred) to [municipal@rirrc.org](mailto:municipal@rirrc.org), fax to (401) 946-5174, or mail: Municipal Program Coordinator, RI Resource Recovery, 34 Shun Pike, Johnston, RI 02919. If mailing, please prepare one double-sided copy to conserve paper.

In addition, applicants must also submit a letter of commitment from the chief municipal executive such as mayor, city/town manager or administrator (preferred) or immediate director such as a public works director. Letters of commitment must explain that the project or training request is supported in the municipal budget in the applicable year that the project or training will be conducted.

## **Project-based Grants**

Project-based grants may be for a one-time expenditure, such as for recycling bins for athletic facilities or public spaces, or for ongoing educational support materials, such as residential direct mailings about municipal recycling and diversion programs. Where applicable, Resource Recovery's standardized materials such as recycling labels and guidelines shall be used. Grant funding can also provide ongoing partial support for municipal recycling coordinators.

Project-based grant requests may not exceed the total amount made available in any grant round and each must include a 20% municipal match to ensure commitment. Project-based grant requests for recycling services and infrastructure such as recycling bins, carts, barrels for public spaces, events and athletic fields do not need to demonstrate a match.

## **Project-based grant applications**

Applicants must include the following information in their grant application, while considering Resource Recovery's mission and funding priorities:

- 1) Project need: a brief explanation of why the project is needed and the problem or issue the project is trying to address.
- 2) Project description: detailed description of the work to be performed including how the proposed project will meet the identified need.
- 3) Expected results: including who will benefit, how many people will participate, and the establishment of specific performance measures that will be used in gauging the success of the project in meeting the identified need (e.g. percent of population educated, pounds of waste diverted, changes to recycling and or load rejection rates).
- 4) Project Schedule: including the anticipated start and end dates, quarterly benchmarks and milestones.
- 5) 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 (if applicable).
- 6) Name and title of municipal project manager.
- 7) Additional pages or documents should be submitted to supplement the Grant Application Form, including quotes from vendors, product specifications and other relevant information.

## **Training-based Grants**

Training-based grants support educational opportunities for municipal waste management professionals and associated staff. These may be submitted at any time on a rolling basis and do not need to demonstrate a match. Funding is limited to registration costs only however. Travel, lodging, per diem, other incidentals, testing and certification expenses are not eligible for grant funding.

## EVALUATION & AWARD

In making awards, each request will first be evaluated by Resource Recovery staff to determine eligibility and alignment with the program's requirements. Grant applications may then be reviewed by the Board of Commissioners' Environmental-Recycling Subcommittee for recommendation to the full Board. All grant applications are then subject to review and approval by the Board of Commissioners.

The Board of Commissioners 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 will be notified of the outcome of the review process via email within ten business days of Board action. Awardees will receive an approval letter summarizing requirements listed below in Post-Grant Award as well as the approved items and amounts and any applicable reimbursement contingencies.

## POST-GRANT AWARD

### Reporting

Project-based grant recipients must provide quarterly reporting to Resource Recovery by no later than September 30, December 31, March 31 and June 30 of each year. Recipients of training-based grants must only provide one final report following completion of the training activity. All reports must utilize the forms made available on the [Grant Program webpage](#) and be submitted using the process outlined above. Failure to report and/or provide sufficient reporting information in a timely fashion may result in exclusion from future grant rounds.

### Disbursement of Funds

Payment of grant funds to recipients shall be as a reimbursement of approved expenditures only. Grant funds will not be made available in advance of associated expenditures having been made. Requests for payment are to be made through the reporting process described above and can occur as regularly as quarterly or at the time of project completion and final reporting. Final reports must include the results for the prior quarter and overall results for the entire project.

Reimbursement requests must be accompanied by an itemized invoice to Resource Recovery from the grantee on city/town letterhead as well as supporting invoices documenting the eligible expenses that the municipality has incurred on behalf of the project. Continued funding will depend upon demonstrated outcomes and adherence to reimbursement guidelines. Resource Recovery staff may ask for additional reports if project results have not been realized at the time of final reimbursement.

### Expiration and Extension

Projects must be completed no later than the grant expiration date provided in the award notice. Extensions may be requested of and decided upon by the Municipal Program Coordinator for just cause. If a municipality does not request an extension before the grant expiration date, the grant will expire.