



Transportation Grant Policy for Full Facility Tours Rhode Island K-12 Schools

The Rhode Island Resource Recovery Corporation is a quasi-public entity committed to providing safe, environmentally compliant, clean and affordable solid waste and recycling services to the Rhode Island community. As part of its educational mission, Resource Recovery offers free, guided facility tours to schools, community groups, businesses, and other organizations to promote environmental responsibility and proper waste management.

For K–12 schools, these tours provide students with a firsthand look at the state’s central waste management operations. Students observe how recyclable materials are sorted and processed at the Materials Recycling Facility, how waste is managed at the Central Landfill, and how these efforts contribute to long-term environmental stewardship. The experience enhances students’ understanding of their role in managing waste responsibly while supporting classroom learning in areas such as science, sustainability, civics, and career exploration.

Purpose of the Grant

To eliminate transportation as a barrier and increase access to this valuable learning opportunity, the Board of Commissioners of the Rhode Island Resource Recovery Corporation (“Resource Recovery”) may provide funding—when available—to cover round-trip transportation costs for Rhode Island K–12 schools visiting the facility for a full-length educational tour.

Funding Availability and Eligibility

Administration of the Transportation Grant Policy follows Resource Recovery’s fiscal year (July 1-June 30). Funding available in any given year will be determined through the annual budgeting process. Information regarding available funding and associated application deadlines for the upcoming fiscal year will be posted on the Transportation Grant Program webpage.

Funding awards may vary and are not guaranteed. Resource Recovery will cover 100% of documented bus transportation costs. Funds may not be used for driver tips/gratuities, meals or snacks, stops at additional destinations, or any other unrelated expenses.

To be eligible for funding, the following criteria must be met:

- Be an elementary, middle or high school located in Rhode Island
- Attend a full facility tour led by Resource Recovery education staff. This tour is 90 minutes and includes a 45-minute tour of our operations (students travel around our facility on the bus they arrived in) and a 45-minute indoor tour in the Education Center of our Materials Recycling Facility.
 - In certain cases (e.g., mobility accommodations), only the tour in the Education Center of our Materials Recycling Facility may qualify
- Use an eligible vehicle type for transportation (school bus or 10+ passenger van, per facility access guidelines)
- Request funding for only round-trip transportation (e.g., bus rental to and from Resource Recovery). If using a district-operated vehicle, eligible costs may include gas, driver fees, or other related expenses

Bus and tour application limitations:

- Each application is limited to one tour which can accommodate a maximum of two buses. If a school is planning multiple tours, a separate application must be submitted for each tour. Exceptions may be made for additional buses only in special cases (e.g., accessibility needs requiring a separate vehicle). This policy ensures efficient tour scheduling.

Grant Applications

Applicants must submit grant requests using the appropriate application form available on Resource Recovery's Transportation Grant Program webpage. Completed grant application forms shall be sent to the Education and Outreach Manager by email at programs@rirrc.org.

Evaluation and Award

Each grant application will be reviewed by Resource Recovery staff to confirm eligibility and alignment with program criteria. Eligible applications may then be evaluated by the Board of Commissioners' Environmental-Recycling Subcommittee and recommendations forwarded to the full Board for final approval. All awards must be approved by the Board.

The Board reserves the right to fully fund, partially fund, or deny any request. No applicant is guaranteed funding, regardless of prior awards or eligibility. Applicants will be notified of the Board's decision via email within ten business days of action. Awardees will receive an approval letter summarizing the following: approved items and funding amount, post-award requirements, and applicable reimbursement contingencies (if any).

Priority will be given to schools that:

- Are in municipalities with high contamination rates in their mixed recycling, as identified in Resource Recovery's annual metrics which can be found on our website: <https://rirrc.org/municipal-officials-haulers/municipal-officials/annual-metrics>;
- Are in municipalities with low recycling rates, per the same annual metrics
- Have not visited the facility in the last 3 years

Last updated: 8/22/2025; visit www.rirrc.org for most up-to-date version.

Reimbursement Process

This is a reimbursement-based grant. Funds will not be distributed in advance of expenditures.

To receive reimbursement, schools must:

1. Receive prior written approval via email through a submitted and accepted grant application.
2. Complete the full facility tour on the scheduled date.
 - Please note that tour dates are limited and available on a first-come, first-served basis. To schedule a tour, please visit: <https://rirrc.org/education-program-support/tours-field-trips>
3. Submit the following materials within 90 days of the tour:
 - A paid, itemized invoice or documentation from the transportation provider, showing total cost and proof of payment
 - A completed W-9 form (if not already on file)
4. Email all documents to: programs@rirrc.org (Mail-in submission may be accepted upon request.)

Reimbursements:

- Will be processed through Resource Recovery's Finance Department
- Will be issued as a check made payable to the school or school district
- Will typically be disbursed within 30–45 days of receiving complete documentation
- Will not be issued to individuals (e.g., teachers or parents)

In special cases, direct invoicing from the transportation provider may be arranged with prior written approval and is subject to RIRRC's internal purchasing policies.

Contact Us

For questions about the grant or application process please contact programs@rirrc.org or our education line at (401) 942-1430 ext. 3256.