



Since 1993, SWANCC has supported regional schools' waste prevention projects. To qualify to receive a SWANCC *Waste Reduction Grant*, the PreK–12th grade public or private school must be in an agency-member community; or 50% of the student population must live in one or a combination of the following communities.

SWANCC Communities

Arlington Heights	Glenview	Mount Prospect	Skokie
Barrington	Hoffman Estates	Niles	S. Barrington
Buffalo Grove	Inverness	Palatine	Wheeling
Elk Grove Village	Kenilworth	Park Ridge	Wilmette
Evanston	Lincolnwood	Prospect Heights	Winnetka
Glencoe	Morton Grove	Rolling Meadows	

Goals of Grant: To provide funds to assist regional schools with implementing reduce, reuse, recycle & compost initiatives and educate administrators, teachers, staff and students about the many benefits of enacting waste prevention measures.

Overview: Grant coordinators may request up to \$500 from SWANCC and outline the waste reduction project goals, desired materials/equipment to purchase with associated costs, and agree to SWANCC's *Waste Reduction Grant Program Terms and Timeline*. Schools need to initially purchase the approved items and SWANCC will reimburse schools within 30-60 days of receiving all related grant receipts. Reimbursement checks can only be made to the school or the PTO/PTA organization – not to individuals. Funds are limited and offered on a first-come, first-served basis and priority will be given to schools that have not received a SWANCC grant in the past three years.

Eligible Expenditures: SWANCC's *Waste Reduction Grant* funds are to be used to start or expand programs and projects focused on preventing waste – reusing items and recycling materials or composting food waste on-site or through a commercial service provider.

Grant funds can be used to purchase, but are not limited to reusable food trays, plates, cups, cutlery or bulk condiment dispensers; reusable mugs, bottles or pitchers; waste-free lunch items such as reusable bags, napkins, food containers, etc.; indoor/outdoor recycling containers or composting bins; dry-erase boards, etc.

Non-Eligible Expenditures: Grant funds cannot be used for maintenance or recycling/composting service fees; items that have on-going costs, such as office supplies, liner

bags for recycling or composting containers, light bulbs, etc.; give-a-ways such as pencils, temporary tattoos and t-shirts; or fieldtrips.

Terms:

1. If a “green team” is non-existent, the grant coordinator will agree to establish one consisting of a school administrator, teacher, student(s), food service provider, and custodial personnel. The *Green Team* should meet in November to develop an *Action Plan* for implementing waste reduction measures and review the grant Timeline.
2. Once items are purchased and implemented, agree for SWANCC staff to visit the school to have a conversation with the Grant Coordinator about challenges, successes, and potential growth of waste prevention measures - (per CDC COVID safety guidelines). Zoom will be used as an alternative.
3. The Grant Coordinator agrees to submit a report to SWANCC in May that summarizes the accomplishments achieved during the school year to include wastes that were minimized; resources that were recovered through reuse, recycling and composting efforts; creative extension projects; and if there were any direct cost-savings as a result of the *Action Plan* initiatives.
4. This project must be supported by the school's principal or administrator.

Timeline
October 22: Deadline to submit a <i>Waste Reduction Grant</i> application
Nov./Dec.: Conduct waste audit by Holiday break
March 11: Deadline of receipts for reimbursement (form provided by SWANCC)
March/April: SWANCC staff to visit school
May 16: Deadline for Report to SWANCC (form provided by SWANCC)

Grant Coordinator, please address the following questions and describe how SWANCC’s *Waste Reduction Grant* funds will be used to prevent waste during the school year.

Incomplete applications may be omitted from consideration.

1. Diversion

- What areas at the school are you looking to reduce waste?

- List potential projects and activities to be implemented.

- What metrics will be used to calculate materials diverted from the garbage?

2. Process/Budget

- What equipment/resources will be purchased to collect materials or reduce waste?

- List each item and its cost

- Address the process of implementing the initiatives

3. Education/Training

- How will faculty, staff and students be made aware of waste reduction initiatives?
-

- Who will be directly involved with the day-to-day operations of the incentives?
-

4. Sustainability of initiatives

- What is the longevity potential of the initiatives – beyond 2021/2022 grant?
-

5. Other related projects

- List any environmentally related projects that are linked to grant project initiatives, such as installing a rain or vegetable garden, rain barrels, native plants or switching to natural lawn care, etc
-

School: _____ District: _____

Grades Served: _____ Number of students: _____

Address: _____

City: _____ Zip: _____

Grant Coordinator: _____

Position: _____

Email: _____

Phone Number: _____ Extension: _____

School Website: _____

School Phone Number: _____

This project and requested funding are supported by the school's principal or administrator.**YES****Principal:** _____

Principal's Email: _____

The grant application is due to SWANCC by Friday, October 22, 2021. Please save this form and email it to Mary Allen at mary@swancc.org . If mailing, send to Mary Allen, SWANCC, 77 W. Hintz Road, Suite 200, Wheeling, IL 60090.If you have any questions or need information, please contact Mary Allen at mary@swancc.org or (847) 243-4711.