



## GLASS RECYCLING FOUNDATION GRANT APPLICATION GUIDE

The Glass Recycling Foundation (GRF) is a 501(c)(3) non-profit organization. The GRF's mission is to promote the preservation of the environment through supporting and promoting effective glass recycling efforts. The GRF is dedicated to increasing material recovery and connecting glass generators with end markets. Go [here](#) for more information about the GRF.

### **GRF's Grant Program Goal**

The GRF's grant program is intended to increase glass recovery and diversion from landfills, and to connect glass generators with end-markets.

## *ELIGIBILITY REQUIREMENTS*

### *Eligible Grantees*

- Nonprofit entities
- Municipal, county, city, and state governments
- Glass Collectors, Material Recovery Facilities, Beneficiators, and Manufacturers

### *Eligible Projects*

The two categories of projects allowed under the grant program are demonstration/pilot projects and education.

- 1. Demonstration/Pilot Projects** – Should address specific gaps in the glass recycling supply chain and provide alternative strategies for strengthening glass end markets.

#### **Examples of potential projects:**

- Equipment for Cleaning Recycled Glass
- Collection Containers for Glass Drop-offs
- Setting up Regional Strategies for Building Collection & Storage Infrastructure for Recycled Glass

- 2. Education Projects** – The projects need to present a clear message and strategy for educating the public about the environmental and community benefits of recycling glass and improving the quality of diverted materials from residents.

#### **Examples of potential projects:**

- Developing and presenting trainings about more effective glass collection and recycling practices.



- Writing and disseminating case studies and guidance documents about the best management practices for effective glass collection and recycling practices.
- Developing signage for residential glass recycling drop offs.
- Developing and disseminating ads and announcements about glass recycling.

## *Application Timeline*

1. Request for proposals- Biannual
  - Grant Award Announcement -Biannual Grant Distribution (Timeline TBD)
2. Evaluation of grantee requirements-Biannual
3. Grant term – One Year

## *Application Requirements*

- 1) To be considered for support, you must be an eligible entity and must submit a complete application by the deadline date. It should include a complete project budget, a proposal, a workplan and other specified information.
  - a) **Project Proposal:** The project proposal should outline the project in sufficient detail to provide the reader with a complete understanding of how the proposed project will work, and how it meets the GRF's grant program goal. Explain what your project will accomplish by utilizing the grant funds. Demonstrate the feasibility of the proposed project in meeting the objectives of this grant program. Proposals should not exceed 10 pages.

### **The proposal should cover the following elements:**

- b) **Needs Assessment:** Describe why the project/service is necessary, and the need for grant funds.
- c) **Project Goals and Objectives:** Clearly state your project goals. Your objectives should clearly describe the goals and be concrete and specific enough to be quantitative or observable. They should also be feasible and relate to the purpose of the project.
- d) **Project Narrative:** The narrative should detail key project components, describe your expertise for implementing the proposed project, a description of intended project outcomes, and the total grant funds being requested. Describe how your project will include collaboration to attain a consistent supply of glass.
- e) **Work Plan:** The work plan must describe the tasks and activities that will be accomplished with available resources during the grant period. It must show the work you plan to do to achieve the anticipated outcomes, goals, and objectives set out for the project, including: The benefits of the project. A brief description of how the project will be implemented.



- f) **Budget and Budget Justification:** The written justification for projected costs should explain how budget figures were determined for each category. It should indicate which costs are to be covered by grant funds and which costs will be met by your organization or other organizations. Strong preference is given to projects with third-party matching funding of 25% or more. Total GRF grant award not to exceed 50% of project or \$10,000 whichever is less.
- g) **Evaluation Method(s):** Describe the evaluation method(s) to determine if objective(s) or the proposed activity is being accomplished. Performance benchmarks such as amount of recovered glass, distance to secondary processor (if necessary), timeline, jobs created, impact per total project spend, etc.
- h) **Duration of Project:** - Briefly describe the duration of the project, and the estimated time from grant approval to beginning of project or service, not to exceed 12 months.
- i) **Sustainability:** Briefly describe the plans for increased self-sustainability for the project in future years, including how the project will be sustained in the future without grant funds.



## Grant Application

<b>DATE SUBMITTED</b>	<b>GRANT NAME</b>
<b>SUBMITTED TO</b>	<b>ADDRESS OF RECEIVING PARTY</b>
<b>SUBMITTED BY</b>	<b>ADDRESS OF SUBMITTING PARTY</b>

### PROJECT ABSTRACT

Please include a brief description of the project for which you seek grant funding (less than 150 words).

### PROJECT PROPOSAL

The project proposal should outline the project in sufficient detail to provide the reader with a complete understanding of how the proposed project will work, and how it meets the GRF's grant program goal. Explain what your project will accomplish by utilizing the grant funds. Demonstrate the feasibility of the proposed project in meeting the objectives of this grant program. Proposals should not exceed 10 pages.

### NEEDS ASSESSMENT

Describe why the project/service is necessary, and the need for grant funds.



**PROJECT/PROGRAM PROPOSAL NARRATIVE**

The narrative should detail key project components, describe your expertise for implementing the proposed project, a description of intended project outcomes, and the total grant funds being requested.

**GOALS & OBJECTIVES:**

Clearly state your project goals. Your objectives should clearly describe the goals and be concrete and specific enough to be quantitative or observable. They should also be feasible and relate to the purpose of the project.




### DURATION OF THE PROJECT

Briefly describe the duration of the project, and the estimated time from grant approval to beginning of project or service, not to exceed 12 months.

ACTIVITY	PROJECTED DATE



## BUDGET & BUDGET JUSTIFICATION

The written justification for projected costs should explain how budget figures were determined for each category. It should indicate which costs are to be covered by grant funds and which costs will be met by your organization or other organizations. Strong preference is given to projects with third-party matching funding of 25% or more. Total GRF grant award not to exceed 50% of project or \$10,000 whichever is less.

### BUDGET OVERVIEW

ITEM DESCRIPTION	PRICE	QUANTITY	TOTAL
<b>TOTAL</b>			



## EVALUATION METHODOLOGY

Describe the evaluation method(s) to determine if objective(s) or the proposed activity is being accomplished. Performance benchmarks such as amount of recovered glass, distance to secondary processor (if necessary), timeline, jobs created, impact per total project spend, etc.

## SUSTAINABILITY

Briefly describe the plans for increased self-sustainability for the project in future years, including how the project will be sustained in the future without grant funds.





**CONTACTS:**

**PROJECT LEAD, STAFF & ORGANIZATIONAL INFORMATION**

NAME & TITLE	QUALIFICATIONS	CERTIFICATIONS	SKILLS



## APPENDIX

Use this section to attach pertinent documents such as letters of support, photos, project diagrams, or other such supporting materials.

FILE NAME	DESCRIPTION	LOCATION attachment / link

**Thank you for your interest in enhancing glass recycling in your community!**