



**and**

**The Highland County  
Board of Commissioners**



**2017 Recycling Grant Program  
(part of the revolving fund program)**



**Application Handbook**

(This publication includes application forms.)

To obtain an electronic version of this publication including application forms please visit the Highland County Commissioners website at [www.co.highland.oh.us](http://www.co.highland.oh.us) or send an Email to [recycle@co.highland.oh.us](mailto:recycle@co.highland.oh.us) .

## **RPHF Revolving Fund Grant Program Summary:**

The Ross Pickaway Highland Fayette Joint Solid Waste District annually allocates monies to each county within the solid waste district to implement recycling and solid waste related programs and projects. In 2017, the Highland County Commissioners were allotted \$20,000 for their Recycling Outreach program and \$10,000 for their Solid Waste & Recycling Revolving Fund. Highland County Commissioners have chosen to dedicate a portion of their Revolving Fund allotment to a solid waste and recycling grant program for Highland County. This grant program addresses the specifics and use of the Solid Waste & Recycling Revolving Fund.

For additional information on the above mentioned programs or for application materials for this grant visit the Highland County Commissioners website at [www.co.highland.oh.us](http://www.co.highland.oh.us) , or contact the Highland County Recycling Outreach Specialist at 937-509-2899 or at [recycle@co.highland.oh.us](mailto:recycle@co.highland.oh.us).

**Who is Eligible to apply:** Municipal corporations, villages, townships, state colleges, park districts, health districts and not for profit corporations within Highland County. The applicant is referred to as “agency” in the attached application.

**What are the Eligible uses of grant monies:** Costs associated with conducting solid waste and recycling activities that are consistent with the approved RPHF Solid Waste Management Plan.

*Potential projects might include:* clean-up of private or public properties declared as a nuisance by the local health district and/or government entity, establishing local office or institutional or event recycling programs, or starting residential curbside recycling programs.

**How much are we allowed to request:** Maximum grant awards will be **\$5,000**. However, the Highland County Commissioners reserves the right to make grant awards in excess of this amount should circumstances merit.

**Do we have to provide a cash match in order to apply/receive a Grant:** Yes. This program will provide only 50% of the total project costs, up to the \$5,000 maximum. Applicants will be required to pay the remainder of project costs. Costs for supplementing existing employee’s salaries are ineligible.

**How do you make application for the 2017 Revolving Fund grant:** To make application for a 2017 Revolving Fund Grant, complete Forms 1 thru 4 on the following pages and mail them to the Highland County Commissioners office, **119 Governor Foraker Place, Hillsboro, Ohio, 45133**. Or simply drop your completed application off at the Highland County Commissioners office at the above address. **Application Deadline is May 1, 2017.**

**Program timeline/process:** **Grant funding will be determined by the Highland County Commissioners by June 1, 2017.** A grant agreement will be mailed to the grantee shortly thereafter detailing the grant award and the process for receiving payment. The Grant Applicant is expected to pay all expenses necessary to complete the grant prior to submitting bills to the Highland County Commissioners for the agreed upon amount of reimbursement. Reimbursement will not exceed 50% of actual expenditures. **Deadline for the completion of work and the submission of a Project Completion Report with attached copies of paid bills to the Highland County Commissioners is November 15, 2017.**

**DEADLINE for application: May 1, 2017**

Submit to Highland County Commissioners

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**Form # 1 – General Project Information**

Applicant Agency:	Applicant Phone:
Applicant Address:	Applicant Project Coordinator:
Email Address of Project Coordinator:	Phone # of Project Coordinator:
Project Title:	Brief Description of Project and Its Location:
Total Project Costs:	Amount Requested from the Highland County Commissioners: (maximum 50% of project costs)
Source(s) of additional funds to be utilized on the project:	Projected Project Completion date: (No later than November 15, 2017)

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**Form # 2** – Detailed Project Description

Project Title:

Location(s) of proposed project:

Describe in detail the proposed project, including the reason said project is needed, those responsible for completing the project, the local support for the project (attach any letters of support to end of the application), and the proposed timeline for completing the project. (Activities should be completed between June 1, 2017 and November 15, 2017.)

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**Form # 3 – Detailed Project Budget**

Eligible Costs		Total Cost	Applicant Share	Grant Amount (Not to exceed 50% of project costs)
Design & Engineering *				
Labor *				
Service Contracts				
Purchase of Materials				
Other: (explain)				
<b>TOTAL PROJECT COSTS</b>				

\*Costs for supplementing existing employee's salaries are ineligible.

Additional Comments:
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**Form # 4 – Authorizing Resolution**

Below is an example of a form that is required to be submitted with each application. This form, or one similar to it, identifies that the officials responsible for the actions of the applicant agency are aware and supportive of the proposed project.

RESOLUTION OF AUTHORIZATION

WHEREAS, the Highland County Commissioners administer a financial assistance program for solid waste and recycling purposes, through the 2017 Revolving Fund Grant Program, and

WHEREAS, the \_\_\_\_\_ desires financial assistance under  
(Name of applicant)

the Revolving Fund Grant Program.

NOW, THEREFORE, be it resolved by the \_\_\_\_\_  
(Name of applicant)

1) That the \_\_\_\_\_ approves filing an application  
(Name of applicant)  
for financial assistance.

2) That \_\_\_\_\_ is hereby authorized and directed  
(Name of local coordinator)

to execute and file an application with the Highland County Commissioners to provide all information and documentation required to become eligible for possible funding assistance.

3) That the \_\_\_\_\_ agrees to complete  
(Name of applicant)

the project as outlined in the grant proposal should the grant request be awarded.

Signed: \_\_\_\_\_  
(Authorized Agency Official)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**Form # 5** – Project Completion Report (Due November 15, 2017 with copies of paid bills)

Actual Cost		Total Cost	Applicant Share	Grant Amount (Not to exceed 50% of project costs or amount approved)
Design & Engineering				
Labor				
Service Contracts				
Purchase of Materials				
Other: (explain)				
<b>TOTAL PROJECT COSTS</b>				

Materials Collected (approximate amounts)				
Number of Tires		Passenger	Tractor	Other
Pound of ...		Trash	Recyclables	Other
Electronics		Computers	TV's	Cell Phones
Other (explain)		Amount (# or lbs)		

Additional Comments: