

Non-Residential Recycling/Organics Grant Guidelines

Introduction

Anoka County is working to improve recycling and management of food waste and other organic waste. Under State law Minn. Stat. § 115A.552 counties shall encourage businesses and generators of institutional solid waste to recycle and abate waste. The State has established aggressive goals for recycling and organics management. By 2030, Anoka County is expected to divert 75% of its waste through recycling and organics management. In 2014, the county diverted 51% so the need to grow programs within the county is necessary to reach state goals.

Non-residential entities can include businesses, schools, churches or sports facilities and can be large generators of trash, recyclables and food/source separated organics (SSO). The county has designed a container grant and assistance program to make it easy for non-residential entities to improve their waste management programs. Through recycling and recovery of food/source separated organics (SSO), facilities can be more efficient, help their bottom line and help the county meet its 75% diversion goal. The Non-Residential Recycling Grant Program can assist non-residential entities located in Anoka County to remove a barrier, the cost of containers and supplies, that can prevent recycling and food/source separated organics (SSO) recovery programs from moving forward and improving.

Applications will be accepted and evaluated throughout the year on a “first come-first serve basis”. They will be reviewed and evaluated by staff from Anoka County. During the review process, staff may contact the applicant for additional information and/or to clarify the proposal content. A site visit will be required prior to awarding grant funds. The grant applications take approximately 4 weeks to process depending upon the date received and the quality of the application.

Staff are available to assist you with developing or reviewing grant applications. The county would like you take advantage of this great opportunity to support recycling and organics programs in your facility.

Available Funding

Non-residential entities, both public and private, located in Anoka County can apply for grants in an amount not to exceed \$10,000. Grants in any amount up to \$10,000 will be reviewed. The purpose of the grant program is to provide the containers and supplies needed so that the opportunity to recycle and/or divert source separated organics is available throughout your facility. Ideally anywhere you have provided trash containers. No matching funds are required for this grant. Applications will be accepted year round until funds have been fully disbursed.

Funding for this program is provided by state waste abatement funding and the Anoka County Solid Waste Management Charge that is assessed through the property tax system.

Grant Objectives and Eligible Expenses

Grants are available for containers, supplies or educational materials to help reduce waste or initiate, improve the collection of recyclables, food waste, or source separated organics. A list of typical containers for recycling and organics collection is located in Appendix A.

The following objectives have been established as funding priorities for use of Non-Residential Recycling Assistance Program Funds.

Objective 1: Recycling Source-Separated Organics

Project Examples include:

- Collecting source separated organics (SSO) for delivery to a composting facility.
- Diverting still-edible food from facilities and events for human consumption
- Capturing food waste to be processed into animal feed
- Establishing an on-site SSO composting program

All organics management options would require collection in a separate container and kept separate from trash and recyclables.

Objective 2: Reuse & Recycling Improvement & Innovation

Project Examples include:

- Improving availability, quality, consistency or placement of recycling containers
- Improving/expanding collection of paper from various parts of non-residential entities e.g., copy centers, production areas, art rooms, libraries, classrooms, conference/meeting rooms
- Collecting recyclables at special events, e.g., athletic events, open houses, employee appreciation events, school festivals
- Initiating carton recycling
- Adding recycling containers to outdoor areas/building grounds
- Comparing recovery rates and cost effectiveness of various collection and sorting methods
- Replacing worn out or makeshift bins and signs
- Replacing single-use and disposable items with bulk and reusable items

Eligible Expenses

- Sorting stations – a grouping of or one large container where recyclables, organics and trash are collected. (Trash containers can only be requested if they are part of a sorting station.)
- Bins, totes, carts, cart tippers, and other waste containers for transportation to containers serviced by hauler.
- Organics management containment systems for storage, managing odor and space concerns when generating large quantities of recyclables or organics.
- Up to 6-month supply of compostable bags for lining organics collection containers.
- Compostable food service ware.
- New reusable food service ware or lunch trays if converting from disposable food service ware or trays.
- Signage, labels and other recycling, food waste or source separated organics program educational materials.

Fund Dispersal

No funds are transferred to the non-residential entity directly. Upon approval of the grant application, a site visit will be scheduled. Through the site visit the grant application will be reviewed and revisions to container/supplies/equipment requests may occur due to input from the site visit. The containers or equipment will be ordered by the county and delivered directly to the facility.

Reporting

The county is responsible for reporting all recycling and organics diversion activities to the state. As part of receiving this grant, the county requires that volumes/weights of materials collected be reported semi-annually to staff on July 20th and January 20th of each year.

In addition, it is helpful to hear about any education or outreach activities that your facility has accomplished to engage employees, students or visitors in your waste management program.

Definitions

Recycling - Using waste as material to manufacture a new product. Recycling involves altering the physical form of an object or material and making a new object from the altered material. With recycling, you generally need to collect a material, transport it, clean and sort it, transform it (for example, regarding plastic, it is chipped and melted into pellets), market the transformed material, make the transformed material into a new product, package the product, and market the product.

Certified Compostable Products - Plates, bowls, utensils, cups, containers and bags that will break down in the composting process. These are products that have been tested by a third party to ensure that they break down similar to leaves and grass or other comparable organic materials. Currently BPI (Biodegradable Products Institute) and Cedar Grove Composting are the only two organizations that provide this certification.

Look for these logos on products:



Food/SSO (Source Separated Organics) - Organic waste that comes from plants or animals that is edible or compostable and could include the following materials:

- Fruits and vegetables scraps
- Meat, poultry, and seafood scraps
- Bones
- Soiled cardboard
- Used napkins, paper towels, paper plates, paper lunch bags
- Certified Compostable Products (look for BPI or Cedar Grove logo on products)
- Paper egg cartons
- Tea bags, coffee grounds and filters
- Parchment and waxed papers
- Plants and flowers

Site Visit - The non-residential entity accepting the containers or equipment is required to complete a waste/recycling review so that opportunities to maximize the recycling program and potential enhancements to the program can be identified. This review would be conducted by Anoka County or Minnesota Waste Wise staff with the assistance of your facility staff and should not take more than one hour. Your recycling service provider may be asked to participate. Suggestions on potential improvements will be provided to the facility by the county.

Best Management Practices for Program Success

- Administrative (principal or president) and custodial staff support the effort to enhance the recycling and/or SSO program and have signed off on this agreement.
- Overall coordinator of the program is designated.
- Recyclables and/or SSO must be separated from trash and delivered to a central location for pickup by a recycling service provider or delivered to a recycling drop-off center.
- Recycling and/or SSO containers will be clearly labeled.
- Recycling and/or SSO containers will be placed side-by-side with trash containers to help prevent contamination unless special circumstances make this impossible.
- It is agreed that the recycling program be promoted to everyone in the facility, i.e., staff, teachers, students, visitors. Posters, handouts, training and stickers are available to help achieve this goal.
- The applicant will work with your waste hauler and waste and recycling staff/custodial staff to obtain data on the quantities of trash and recyclables collected.
- It is recommended that enhanced recycling or SSO program roles and responsibilities be included in new employee, student and staff orientation materials, employee website resources, employee handbook or included within by-laws, governing principles or general operation policies.

Make it Work and Save Money – Tips for success

- Make the recycling program simple. Use color-coded containers:
 - Blue for recycling;
 - Green for food scraps/organics and
 - Gray or Black for trash.
- Make it convenient. Put recycling or SSO bins wherever you provide trash bins. This can be either indoors or on the grounds of a facility. Organics may not be generated throughout your entire facility but make sure any lunch areas, kitchens, break rooms have organics collection containers. If collecting paper products for composting, be sure to collect paper towels in the bathrooms and kitchen areas.
- Right-size trash and recycling collection services. Evaluate your trash and recycling volumes to ensure your service matches your needs.
- Educate everyone from custodians to employees to leadership on the program and its benefits.

Recycling and Food Scrap/Organics collection components purchased through this grant should:

- Be paired with a trash container, or be part of a unified “waste station” that includes both trash, recycling and food scrap/organics collection components that cannot be separated.
- If part of a unified station, all components should be well labeled and, ideally, color-coded to match other recycling, SSO or trash bins.
- Be clearly labeled with a decal that lists all acceptable materials. The county will supply labels at no charge or make art work available to a business to create their own customizable labels at the business’ expense.

Business and School Recycling Grant Application

Date: _____

Applicant Information

Facility Name	
Contact Name	
Contact Title	
Address	
City, Zip Code	
Phone Number	
Email Address	

Ship To Information

Facility Name		Is there a loading dock?	
Contact Name			
Address		What are delivery hours?	
City, Zip Code			
Phone Number		Is building secure?	
Email Address			

Duties and Budget Justification: Please provide a brief justification for the budget items requested. Include an explanation of how costs were determined. Describe how the program will implemented.

Please check yes or no for each of the following questions.

Reference Questions

	Yes	No
Does your facility currently have a recycling program?		
Does your facility currently recycle cartons in your program?		
Does your facility currently provide recycling containers by entrances and external grounds, such as, practice fields, tennis courts, walking trails, picnic areas?		
Does your facility currently have a food waste or organics/SSO recycling program?		
Did you work with MN Waste Wise in developing your grant application?		

Eligibility Questions

	Yes	No
Is your facility physically located in Anoka County?		
Is your facility responsible for managing the recycling and trash hauling contract/program for the properties you own, lease, rent, manage or maintain?		

Budget

Supplies and Equipment

Line Item	Description	Total Proposed Amount
Supplies		
Equipment		
Other Expenses		
Supplies & Equipment Sub-Total		

Containers - Please select containers from Container Catalog and complete order form below or attach the PDF wish list from the Container Catalog. Total container equivalent value shall not exceed \$10,000.

Container Name – Description (Make and Model)	Quantity	Cost per Container	Total Cost
Container Grant Sub-Total			

Grand Total (Supplies & Equipment Sub-Total plus Containers Sub-total) = \$ _____

If awarded a grant, _____ (business/school name) agrees to the following activities:

	Yes	No
Host a site visit with a technical assistant to review current operations, the applicant’s objectives and approach, report and provide assistance.		
Provide a 3 sentence testimony and agree to serve as a “Success Story,” if asked.		
Complete report documenting baseline pre-grant and post-grant quantities of a) materials recycled, b) food/SSO recovered, and c) trash.		
Provide reporting semi-annually to the county in volume or weight the amount collected in the previous 6 months of recyclables and/or SSO.		

Applicant's Signature _____

Date: _____

Printed Name _____

Mail to: Anoka County Recycling & Resource Solutions | Attn: Non-Residential Recycling Grant Application | 1530 Bunker Lake Blvd NW | Andover, MN 55304

Fax to: 763-323-5731 | Attn: Non-Residential Recycling Grant Application

Email to: recycle@co.anoka.mn.us | Subject: Non-Residential Recycling Grant Application