



## New York State Association for Reduction, Reuse and Recycling Inc.

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NYSAR<sup>3</sup>

1971 Western Ave #1180

Albany, NY 12203

### INTRODUCTION

The NYS Association for Reduction, Reuse & Recycling (NYSAR<sup>3</sup>) established a grant program for public and private K-12 schools in 2005 for providing seed, or start-up money for implementation of recycling and waste reduction programs. Since that time, 85+ NYS schools have benefitted financially from the program, in addition to achieving many environmental benefits through implementation of recycling and waste reduction programs in their buildings.

The NYSAR<sup>3</sup> Board of Directors has voted to continue the program and encourage schools to apply for funding. The Board strongly recommends that prospective applicants first visit the following sites that will provide viable, sustainable ideas for successful programs:

- NYS Association for Reduction, Reuse & Recycling - [www.nysar3.org](http://www.nysar3.org)
- Go Green Initiative - [www.gogreeninitiative.org](http://www.gogreeninitiative.org)
- US Green Building Council, NY Chapter - [www.greenupstateny.org](http://www.greenupstateny.org)
- US Compost Council - [www.compostingcouncil.org](http://www.compostingcouncil.org)
- Green Schools, Recycling and More via NYS DEC - [www.dec.ny.gov/chemical/8803.html](http://www.dec.ny.gov/chemical/8803.html)
- US Environmental Protection Agency – <https://archive.epa.gov/waste/conserve/tools/localgov/web/html/school.html>

NYSAR<sup>3</sup> strongly encourages all applicants to reach out to their Town/County/Authority Recycling Coordinator (list found on [www.nysar3.org](http://www.nysar3.org)) for help in developing programs and strategic partnerships with local businesses, parent organizations, other institutions, etc. to help maintain waste reduction, reuse and recycling programs at schools.

The goal of this grant program is to provide up to **\$500 per school** to rejuvenate existing programs, or to develop new programs centered around the 3 R's (reduce, reuse, recycle). Awards are given twice yearly; **this is a competitive grant so new, innovative ideas, imagination, ingenuity and initiative are highly valued.**

### ELIGIBILITY

All public and private K -12 schools in New York State are eligible to apply for funding. Applicants and programs must:

- Be a public or private school Grades K-12 located in New York State.
- Agree to share their program information and data with NYSAR<sup>3</sup> and others.
- Submit a completed application with supporting documents by **Wednesday, October 31, 2018.**

### SUBMITTALS AND DEADLINE

Application packets must include all of the following items:

1. Application Form (*1 page*) (see page 4)
2. Written Project Description (*1 page or less*) (see page 2 for requirements)
3. Supporting Documentation (*if any, but no more than 3 double-sided pages*)

**This round of 2018 applications must be received by COB Wednesday, October 31, 2018. Electronic submittals are preferred and fully acceptable.**

Please submit completed applications via email: [nysar3greenschoolsgrants@gmail.com](mailto:nysar3greenschoolsgrants@gmail.com), or mail to:

NYSAR<sup>3</sup>  
1971 Western Ave. #1180  
Albany, NY 12203



## APPLICATION PROCESS

Applicants must submit the “Application Form” (page 4) along with a written “Project Description” detailing your proposed recycling or waste prevention/reduction program.

Applications will be assigned points based upon:

- |  |          |
|--|----------|
| 1. Completeness of the Application       | (10 pts) |
| 2. Proposed Program’s Components         | (25 pts) |
| 3. Requested Amount & Cost Effectiveness | (15 pts) |
| 4. Partners                              | (20 pts) |
| 5. Program Sustainability                | (15 pts) |
| 6. Measurable Results                    | (15 pts) |

Please follow the above outline when writing your application.

## PROJECT DESCRIPTION

Follow the outline described below for your application package and include **all** of the following components in your Project Description.

### 1. Completeness of Application:

The “Application Form” (page 4) and “Application Checklist” (page 5) must be completed legibly and all questions answered. Use of the words “same” and/or “not applicable” is acceptable.

### 2. Program Components:

Describe the program you are developing/implementing. For example:

- Are you proposing a bare-minimum recycling effort or do you already have a program and now you are ready to delve into composting or reuse or waste prevention?
- Maybe you are proposing to mandate double-sided copies or purchase only recycled content products and you need funding to educate staff?
- Perhaps you want to build a garden using compost from the kitchen/cafeteria waste.

### 3. Requested Amount & Cost Effectiveness:

Describe your budget. How much money are you requesting, and how is your school going to use up to \$500 wisely? Will you try to leverage it to gain additional funding from elsewhere? Please do your homework, check prices for desired materials, and submit this detailed information within the body of your “Project Description” or as one of the supplemental attachments.

### 4. Partners:

Develop a team, as promoted on these websites -

NYS Association for Reduction, Reuse & Recycling - [www.nysar3.org](http://www.nysar3.org)

Go Green Initiative - [www.gogreeninitiative.org](http://www.gogreeninitiative.org)

US Green Building Council, NY Chapter - [www.greenupstateny.org](http://www.greenupstateny.org)  
Green Schools, Recycling and More via NYS DEC - [www.dec.ny.gov/chemical/8803.html](http://www.dec.ny.gov/chemical/8803.html)  
Keep America beautiful - [www.kab.org](http://www.kab.org)

A team is critical to the success and sustainability of your program. List any known or proposed partners and describe how they will interact with your program. Make sure you have a level of buy-in before using their name.

### 5. Sustainability:

Are you seeking funding for a one-day puppet show or sing-a-long? Unfortunately, we do not provide funding for these types of programs. The application needs an element of real sustainability built in; it needs to last from year to year. Describe how you can design the program, using partners or other funding, to ensure its long-term, on-going viability.

### 6. Measureable Results:

For NYSAR<sup>3</sup> to continue funding these programs, we need to know how much material you have recycled or how much waste has been prevented. A good guide can be found at [www.gogreeninitiative.org](http://www.gogreeninitiative.org) and you are encouraged to sign up and become a member. It is not mandatory, but it is free and has a simple fill in the blanks chart for keeping track of your recycling! Your local recycling coordinator would be happy to assist your reporting efforts. Visit [www.nysar3.com](http://www.nysar3.com) to find out the coordinator's name.

If you are awarded a grant, NYSAR<sup>3</sup> will provide you with guidelines for measuring your progress and accomplishments.

## REPORTING REQUIREMENTS

Upon completion of the project, grantees must submit a final written report that includes a description and chronology of the project execution and implementation, an accounting of grant funds, and copies of any publications/products developed. In addition, a short summary of progress made through the project must be included. **Reports are required within 1 year of the date the grant is awarded.**

## AWARDS NOTIFICATION

Awards will be made semi-annually on a competitive basis. Winners will be notified and an announcement made on or about:

- **New York/America Recycles Day (November 15);** and
- **Earth Day (April 22).**

## QUESTIONS

All questions should be directed to Theresa Evans at [nysar3greenschoolsgrants@gmail.com](mailto:nysar3greenschoolsgrants@gmail.com), or 315-453-2866.



New York State Association for Reduction, Reuse and Recycling Inc.

NYSAR<sup>3</sup> 1971 Western Ave #1180 Albany, NY 12203

## NYSAR<sup>3</sup> School Recycling Grant Application Fall 2018

### APPLICATION FORM (print or type only)

\_\_\_\_\_ Public [ ] Private [ ]  
Name of School

\_\_\_\_\_ Title/Affiliation  
Contact Person Name

\_\_\_\_\_ City State Zip  
School Street Address

\_\_\_\_\_ City State Zip  
Mailing Address

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Phone # Fax #

\_\_\_\_\_ School Web Site  
Contact E-Mail Address

\_\_\_\_\_ Local NYSAR<sup>3</sup> Representative, if known  
County

\_\_\_\_\_ Print Name Date  
Signature of School Principal

\$ \_\_\_\_\_  
Amount of Money Requested

*If awarded, make check payable to:*  
\_\_\_\_\_

Email application to: [nysar3greenschoolsgrants@gmail.com](mailto:nysar3greenschoolsgrants@gmail.com) or

Mail to:  
NYSAR<sup>3</sup>  
1971 Western Ave. #1180  
Albany, NY 12203

Questions? Contact Theresa Evans, NYSAR<sup>3</sup>,  
Green Schools Committee  
[nysar3greenschoolsgrants@gmail.com](mailto:nysar3greenschoolsgrants@gmail.com)  
315-453-2866 x 1210

## Grant Application Checklist

Use the list below to ensure that you have completed the necessary application components before submitting your grant application.

- |  |           |                          |
|--|-----------|--------------------------|
| 1. Completed Application Form ( <i>1 page</i> )  | 10 points | <input type="checkbox"/> |
| 2. Written Project Description ( <i>1 page or less</i> ) includes the following:   |           |                          |
| a. Program Components  | 25 points | <input type="checkbox"/> |
| b. Requested Amount & Cost Effectiveness   | 15 points | <input type="checkbox"/> |
| c. Partners  | 20 points | <input type="checkbox"/> |
| d. Program Sustainability  | 15 points | <input type="checkbox"/> |
| e. Measureable Results   | 15 points | <input type="checkbox"/> |
| 3. Supporting Documentation ( <i>if any, but no more than 3 double-sided pages</i> )<br>such as price quotes, educational materials, written plans, project maps, etc. |           | <input type="checkbox"/> |