

# Internal Grant Approval Form

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## ***Instructions***

This form must be completed if you are applying for a grant, even if you expect the grant award to pass through the county to a nonprofit.

***If any of the following are true, then you must request approval from the Board of Commissioners to apply for the grant.***

- The grant requires county matching funds
- The grant will fund a new position that the county is expected to be sustained after the grant is finished
- The grant will fund a new program that the county is expected to be sustained after the grant is finished

If the grant will fund a new position, the position should have already been requested in the department Heads Up. Please submit the Heads Up form along with this form.

To enter your grant application request on the BoC consent agenda, this form and all attachments must be submitted via email to [Lindsay.ray@chathamnc.org](mailto:Lindsay.ray@chathamnc.org); [vicki.mcconnell@chathamnc.org](mailto:vicki.mcconnell@chathamnc.org), [lisa.west@chathamnc.org](mailto:lisa.west@chathamnc.org), [hope.tally@chathamnc.org](mailto:hope.tally@chathamnc.org) 14 days prior to the BoC meeting. Please refer to the Board of Commissioner meeting dates below to be sure to make the deadline.

***If none of the above conditions are true then you can bypass the Board of Commissioners and email this form to [lisa.west@chathamnc.org](mailto:lisa.west@chathamnc.org), [hope.tally@chathamnc.org](mailto:hope.tally@chathamnc.org) [vicki.mcconnell@chathamnc.org](mailto:vicki.mcconnell@chathamnc.org) at least 2 weeks prior to submitting your grant application.***

## ***Board of Commissioner Meeting Dates***

At the Board of Commissioner retreat in January 2012, the Chatham County Board of Commissioners voted to move to a monthly meeting schedule beginning in February 2012.

Dated of the monthly meetings are found on the [website](http://www.chathamnc.org/index.aspx?page=45): <http://www.chathamnc.org/index.aspx?page=45>

Please check the website for the meeting dates. Agenda abstracts must be submitted two weeks prior to the meeting.

## 1. Grant Information

Is a county match required for this grant application?	<input checked="" type="checkbox"/> Yes, cash match required <input type="checkbox"/> Yes, in-kind match required <input type="checkbox"/> No
Will the grant fund a new position or program that the county will be expected to continue after the grant is ended? **	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BoC meeting date for entry on consent agenda (Answer only if you answered Yes to any of the above)	February 18, 2019
Agency or group offering the grant	North Carolina Department of Environmental Quality Division of Environmental Assistance and Customer Service
Title of Grant	2019 Community Waste Reduction and Recycling Grant Program
Is this American Recovery & Reinvestment Act funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total funding being requested from the grantor	\$16,640
Total match required	\$4,160
Source of match	Solid Waste & Recycling Enterprise fund
Length of grant term	July 1, 2019 to June 30, 2020
Type of disbursement	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Lump sum up-front <input type="checkbox"/> Other (describe)
Reporting schedule	<input type="checkbox"/> Quarterly <input type="checkbox"/> Twice a year <input checked="" type="checkbox"/> Yearly <input type="checkbox"/> Other (describe)

## 2. Applicant Information

Department	Solid Waste and Recycling
Contact Person and title	Shannon Culpepper, Waste Reduction Coordinator
County, non-profit, or other grant partners	N/A
Name of person responsible for grant reporting and/or administration	Shannon Culpepper
<b>Signature of Department Head and Date</b>	

### 3. Grant Project Description

<p>Does the grant pertain to one of the measures in the department work plan or Request for New Staff Resources? <i>If so, attach that document and skip to Section 4.</i></p>	<p><input checked="" type="checkbox"/> <b>Yes, the project is included in the department work plan</b>  <input type="checkbox"/> <b>Yes, the position has been noted in the Request for New Staff Resources</b>  <input type="checkbox"/> <b>No – <u>Please explain</u></b></p>
<p>Provide a brief description of the grant project.</p>	<p>The Chatham County Solid Waste &amp; Recycling Division (the County) is requesting funds for a pilot program to collect construction and demolition (C&amp;D) waste at two of our collection centers. C&amp;D waste includes carpet, treated/painted wood waste, and C&amp;D debris that can be recycled at a C&amp;D facility. The funding would go to help purchase four 30-yard roll off containers to collect the C&amp;D waste at the centers, along with signs and outreach materials.</p>
<p>What needs/issues/problems does the grant address?</p>	<p>The County conducts a waste composition study (WCS) every three years. The most recent WCS was completed in June 2017. A representative sample is taken from the municipal solid waste (MSW) compactor we have at each of the twelve collection centers, along with the pre-crushers we have at our two busiest centers. The samples are sorted and weighed to determine the composition of the waste. The results show that 26.7% of the waste in the pre-crushers is C&amp;D. The composition of the MSW compactors shows that 4.5% is C&amp;D debris. A visual survey is also completed for one bulky bin of MSW per center and a total of 31.6% of the waste is C&amp;D. The results of the WCS shows that there is a substantial portion of the waste being disposed of in the landfill that is categorized as C&amp;D and could be recycled through a C&amp;D program at the collection centers.</p>
<p>What are the measurable goals and objectives of the grant? <i>(For help with goals and objectives, see the grant planning worksheet.)</i></p>	<p>Since Chatham County does not have a landfill, all of the waste from the collection centers goes outside of the county. Therefore, the SW&amp;R division works to develop as many waste reduction efforts as possible. The pilot project will help us determine the feasibility of C&amp;D collection, including transportation costs, how long the containers will take to fill up, and if we are able to implement the program at more centers.</p>
<p>If the grant will fund a new position, what are the responsibilities of the position? Who will supervise the new position?</p>	<p>N/A</p>
<p>What are the major outcomes and benefits to the county that the grant will provide?</p>	<p>If the pilot is successful, we may roll out C&amp;D collection to a few convenience sites or all twelve. Therefore, Chatham County's approximately 27,000 households would have the ability to recycle C&amp;D from their home.</p>
<p>If this is a multi-year grant, does continuation of the grant in the second year depend on meeting measurable outcomes in the first?</p>	<p>N/A</p>

**4. Budget and Funding** (Feel free to modify item descriptions as needed)

ITEM	GRANT FUNDS YEAR 1	COUNTY/OTHER FUNDS YEAR 1	GRANT FUNDS YEAR 2	COUNTY/OTHER FUNDS YEAR 2	EXPLANATION
Salary & Benefits (use Benefit calculator)					
Grant financial oversight & reporting					
Personnel oversight					
Contracted services (program service provider, publication writing/design, speakers, consultants)					
Office supplies & equipment (photocopies, computers, printers, supplies)	\$16,320	\$4,080			30 yard roll-off containers
Travel & Training (mileage reimbursement, rental/fleet car usage, meals, hotel, airfare, registration fees, parking)					
Meetings and workshops (meeting space or rental fees, group meals or refreshments, handouts/notebooks, audio visual rental)					
Publications – professional printing fees.	\$320	\$80			Signs and outreach materials
Communication (postage, telephone, internet access, advertising)					
Office space (space, utilities, furnishing)					
Dues & Subscriptions					
Capital Outlay (vehicles, large equipment)					
Miscellaneous (insurance, safety, other)					
<b>TOTAL COST</b>	<b>\$16,640</b>	<b>\$4,160</b>			