

Internal Grant Approval Form

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; vicki.mcconnell@chathamnc.org, lisa.west@chathamnc.org, hope.tally@chathamnc.org 14 days prior to the BoC meeting. Please refer to the attached schedule so you will 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, hope.tally@chathamnc.org 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 19, 2018
Agency or group offering the grant	NC Department of Environmental Quality Division of Environmental Assistance and Customer Service
Title of Grant	2018 Community Waste Reduction and Recycling Grant
Is this American Recovery & Reinvestment Act funding?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total funding being requested from the grantor	\$15,000
Total match required	\$3,000
Source of match	General fund
Length of grant term	July 1, 2018 to June 30, 2019
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	Parks and Recreation
Contact Person and title	Tracy Burnett
County, non-profit, or other grant partners	Solid Waste and Recycling Department
Name of person responsible for grant reporting and/or administration	Shannon Culpepper, Solid Waste & Recycling
Signature of Department Head and Date	

3. Grant Project Description

<p>Has the grant project or position been noted 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 type="checkbox"/> Yes, the project is included in the department work plan <input type="checkbox"/> Yes, the position has been noted in the Request for New Staff Resources <input checked="" type="checkbox"/> No – Please explain</p>
<p>Provide a brief description of the grant project.</p>	<p>The Solid Waste & Recycling Department is working with the Parks and Recreation Department to improve recycling available at each of the five county parks. The requested funding will be used to purchase enough recycling containers to have one next to each trash can at all of the parks. We are also requesting funding to have additional recycling containers available for large events, such as summer camps. We are also requesting funds for signs to go at each of the recycling containers.</p>
<p>What needs/issues/problems does the grant address?</p>	<p>Currently, two parks have minimal recycling available and the other three parks have none. Providing recycling containers next to each trash can will be an improvement in customer service. We anticipate the visitors will appreciate having recycling available when they are at the parks. Additionally, an increase in recycling will create a reduction in the amount of waste that ends up in a landfill.</p>
<p>What are the measurable goals and objectives? <i>(For help with goals and objectives, see the reference on the grant website.)</i></p>	<p>There will be an increase in recycling, which will result in a reduction in the amount of waste. This reduction in waste should result in a decrease in the frequency the trash containers at each site are picked up by a private hauler. A reduction in tonnage and pickups should result in cost savings for the county as they currently pay the hauler per pick up.</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>Improved customer service through the availability of recycling containers at the county parks. Cost savings from a reduction in the frequency of pickups needed by the private hauler.</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

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)	\$13,500	\$2,700			For recycling 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.	\$1,500	\$300			For signs to post at the recycling containers
Communication (postage, telephone, internet access, advertising)					
Office space (space, utilities, furnishing)					
Dues & Subscriptions					
Capital Outlay (vehicles, large equipment)					
Miscellaneous (insurance, safety, other)					
TOTAL COST	\$15,000	\$3,000			