

Madison County Resource Education

2018-2019 Green Seed Grants

As an initiative of the Madison County Planning and Development Department, The Madison County Resource Education Program announces a request for proposals for school sustainability projects for the 2018-2019 school year. This grant program is designed to help private, public, and parochial schools meet objectives related to waste reduction and diversion, wise management of air, land, and water, and support of Madison County ecology.

Green Seed Grant Details

Only Madison County, Illinois schools are eligible for the Green Seed Grant.

Completed applications are due by 4:30 pm on Friday, December 14, 2018

Requests may be in any amount, but may not exceed \$2,000.

Grant funds are awarded by reimbursement. No matching funds are required.

Eligible Expenditures

Eligible projects include those that seek to:

1. Reduce overall school waste.
2. Improve energy efficiency.
3. Enhance, improve, or preserve the quality of air, land, or water in and around school grounds.
4. Improve management of natural resources through stormwater management.
5. Support the health of Madison County ecology, natural spaces, and local flora and fauna.
6. Provide or enrich learning experiences for students as they relate to waste reduction, energy efficiency, natural resource management, as well as local ecology and nature.

Eligible expenditures include those for supplies and services such as recycling bins, tools, native plants, energy auditing equipment, speaker stipends, hauling of recyclables, etc. Expenditures are not limited to the above list. Other projects not listed in the above categories will be reviewed on a case-by-case basis.

Ineligible expenditures include transportation, mileage, lodging, food, and labor.

Evaluation

To be eligible, the applying school must have completed this year's Needs and Interests Survey and must have completed the School Benchmarking Survey within the last five years. Madison County Planning & Development will review all qualified complete proposals received by the deadline. If the total request for funding from all applicants exceeds the amount allocated for this grant program, applications will be approved based on each applicant's proposed effectiveness in promoting the Resource Education Program's objectives at his or her school. Previous successful grantees will be considered after all new applicants, based upon successful fulfillment of previous grants. Project proposals are submitted to the Madison County Planning and Development and Grants Committees for review and approval. Madison County reserves the right to reject any and all proposals.

Purchasing Requirements

Purchases must follow each school's or district's bid policy. Upon purchase of the equipment or services, copies of invoices, receipts, and all documentation of the purchase must be sent to the Madison County Planning and Development Department, in care of the Resource Education Coordinator. **Failure to produce the above documentation will result in non-payment of grant funds.**

Letter of Support

Grantee must provide at least one letter of support/referral from a school administrator.

Plaque/Sticker Requirement

A plaque or sticker, provided by Madison County, must be placed on any funded equipment/site indicating the source of funding.

Reporting Requirements

Within ninety (90) days of receipt of the grant check, the grantee must send a final report to the Madison County Planning and Development Department. This report must document all activities pertaining to the original grant request and expenditure of grant funds.

Reports must list, if possible, a unit-specific impact of the project, i.e. number of students/people served, pounds or volume of recyclables collected, kilowatts saved, etc. If that information is not available, a narrative of activities accomplished is acceptable. Photo documentation is encouraged.

Reimbursement Schedule

The Planning and Development Committee will pay out 100% of the total grant award upon acceptance, by the grantee, of the purchased equipment, services, supplies, or project via reimbursement. In the event that this arrangement is not practical, exceptions may be made.

To receive this portion of the grant award the grantee must provide:

1. Proper invoices
2. Cancelled checks showing payment of relevant invoices
3. Letter on school letterhead requesting payment of invoices

All requests for reimbursement must be submitted by October 14th, 2019.

All payments for contractual services for recycling will be paid upon the conclusion of the contract.

To receive this portion of the grant award the grantee must provide:

1. Proper monthly invoices for the services provided listing each participating school with size of container
2. Cancelled checks showing payment of each monthly invoice
3. Letter on school letterhead requesting payment of contract invoices
4. Documentation of amount of recyclables collected for contract period of contract
5. Final report narrative

For further inquiries or information, please contact:

Eve Drueke, Resource Education Coordinator
Madison County Planning & Development
157 N. Main St., Suite 254
Edwardsville, IL 62025
Direct: 618-296-4606 | Fax: 618-692-8982 | ehdrueke@co.madison.il.us

Instructions for Submittal of Madison County Green Seed Grant Proposals

Please submit one original proposal. All proposals should be typed, double-spaced. Please do not submit grant applications in binders, folders, or other presentation methods. Any maps, diagrams, or other supplemental information can be no larger than legal size paper.

A. Summary of Proposal Format: Please submit your application in the following order:

1. Application (see description below, forms provided)
2. Background/Project Plan (includes budget)
3. Grant Agreement
4. Attachments

B. Specific Instructions

1. **Application:** Use forms provided to fill out Applicant Information and Proposal Budget.
2. **Background/Project Plan:** This section should discuss the population served by the program, and the potential environment impact of the proposed project. All details should be specifically discussed. Measurement of quantifying data such as materials diverted from landfill, kilowatts saved, or water conserved of the project should be addressed in this section as well. Type, use, and location of equipment must be described. Education activities in support of this project should also be discussed in reasonable detail.
3. **Grant Agreement:** Sign the form provided.
4. **Attachments**
 - a. At least one letter of support from a school administrator is required.
 - b. Copies of information pertaining to all equipment to be purchased with grant funds, including but not limited to photos, equipment specifications, and dimensions.
 - c. Any calculations from product specifics or bid estimates that divert waste/volume of commodities, energy saved (kilowatts, etc.), or other quantitative analysis of payback on proposed project, if applicable.

2018-2019 Application for Madison County Resource Education Program Green Seed Grant

Applicant Information

Date

Name of Applicant Organization (School & District)

Address

City

Zip

Project Manager

Title

Phone Number

Email

Please certify with your signature that the information contained in this application is accurate to the best of your knowledge and that you are authorized to execute this application.

Signature

A. Project Title: _____

B. Project Description: Please provide a 2-3 sentence summary of the project.

C. County Funding Requested: \$ _____

Please enter total from attached proposal budget

Madison County Resource Education Program

Green Seed Environmental Grant Agreement: FY 2019

1. The grant amount cannot exceed \$2,000. If the total cost of the grant is less than \$2,000, that amount will be the total of the grant issued.
2. If the grantee's final expenses are less than the awarded amount, the grantee will be reimbursed for the actual expenses (the lower amount).
3. If the grantee's expenses exceed the amount of the grant awarded, the grantee will not be reimbursed those costs; rather they will be reimbursed only for the amount awarded.
4. Upon acceptance of the application by the Planning and Development Committee of the Madison County Board, the Grants Committee, and the entire County Board, the grantee agrees to submit copies of all invoices for the project and cancelled checks showing payment and a written request on school letterhead for the appropriate funds to this office.
5. The grantee agrees to include the source of funding in any press releases, articles, or public dedication ceremonies regarding the equipment or programs utilizing the equipment.
6. Grantee agrees to have full approval of application from school board or governing body with documented resolution/recognition.
7. The grantee agrees and is required to submit a final report within 90 days of receiving reimbursement of funds documenting all activities pertaining to the original grant request and expenditure of grant funds.
8. Changes or modification in the application by the grantee after a signed resolution negates the entire application unless written modification is reviewed and approved by the Planning and Development Committee.
9. Equipment purchases must be made in accordance with school's or district's bid policies.
10. The grantee further agrees to display a sticker on funded equipment, provided by grantor, promoting the source of funding.

As project manager identified on page one, I have read the above stipulations and agree to honor them as written.

Signature _____ Date _____

