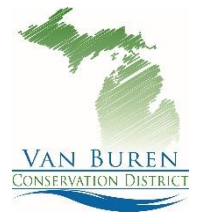




## Van Buren County School Grant Application



### APPLICATION INSTRUCTIONS

- Save, complete, and submit this application electronically.
- Provide a clear and complete Project Plan.
- Provide a completed list of purchases for project and cost estimates.
- Double check your calculations and requested grant amount
- Provide a clear description of how you will showcase the success of the project to the Van Buren Conservation District (VBCD).
- Email the completed grant application and product quote sheet as an attachment to Emilly Hickmott at [emilly.hickmott@macd.org](mailto:emilly.hickmott@macd.org).
- Call Emilly at 269-657-4030 x5 after emailing your application and product quote sheet to verify the email was received. **The application and the product quote sheet must be received by December 7, 2018.**

### SCHOOL RECYCLING GRANT DESCRIPTION

#### OVERVIEW

Van Buren County schools can receive up to \$500 from the VBCD to support Michigan Green School certification activities in schools, regardless of whether the school is ready to apply for Michigan Green School application this school year or not. If you have a project in mind that will require more than \$500, extra consideration would need to be taken for special approval from the Van Buren Conservation District Board. Grant funds can be used to purchase equipment and supplies to help carry out the activities. The School Recycling Grant is competitive and based on innovative ways to:

- introduce or strengthen the 5R's (reduce, reuse, recycle, re-buy, and rot) in the school
- integrate alternative energy and/or energy-saving systems in the school
- initiate environmental protection activities and projects in which students can participate

#### ELIGIBLE APPLICANTS

The VBCD School Grant is open to all public, non-public, public school academies, and home-school groups in Van Buren County, MI for grades K-12, and other approved educational institutions. Though schools are encouraged to work towards becoming a Michigan Green School, schools that are not yet able to apply for Michigan Green School designation are still eligible for the VBCD School Grant.

#### REVIEW PROCESS

Applications will be reviewed by a three-member Grant Selection Committee. Follow-up questions will be directed to the Grant Contact Person on the application. **Grant awards will be announced January 25, 2019.**

#### GRANT MONETARY PROCEDURES & GRANT REPORTING

The grant will be awarded to schools, not individuals. Before applying for the grant, the Grant Contact Person should ensure that the school administration is in support of and approves the project.

Following the grant award announcement, the Grant Contact Person will be responsible for:

- making sure students are involved in the planning and completion of the project
- ordering the approved items that can be purchased with grant money
- submitting receipts and a list of approved purchased items
- submitting final report narrative about the success and future use of the project
- submitting photos, and photo release forms, of the project and students involved in the project that can be publicly used by the VBCD
- communicating with Emily Hickmott, Recycling Coordinator, as needed throughout the project

### **ACCEPTABLE REQUESTS FOR GRANT FUNDING**

Grant funds can go toward purchasing equipment and/or curriculum supplies to help carry out Green School certification activities in schools. Acceptable equipment and supplies that can be purchased with grant funds include, but are not limited to:

- classroom and office recycling bins
- recycling storage containers
- recycling collection carts
- outdoor composting supplies
- vermicomposting (worm composting) supplies
- reusable cafeteria equipment to replace disposable items
- energy-efficient technology
- energy-saving devices and supplies
- native plant garden creation and maintenance supplies
- outdoor classroom materials
- animal habitat supplies
- hosting an environmental speaker, event, or field trip to supplement a long-term project

This list is not all encompassing and is to be used as a guide. Please reference the Michigan Green School website, [www.MichiganGreenSchools.us](http://www.MichiganGreenSchools.us), for more ideas.

Funds may not be used to pay for recycling pick-up service costs, waste disposal-oriented projects, or one-time use items.

### **IMPORTANT THINGS TO CONSIDER**

Use local sources for equipment and supplies, when possible. Call or email Emily for ideas, if necessary.

The Van Buren Conservation District reserves judgement as to the eligibility of any grant submission. Partial funding may be granted.

This grant is competitive and the funds are limited. Clarity of the project plan and long-term effectiveness of the project weigh heavily in the grant selection process.

### **CONTACT INFORMATION**

Emily Hickmott, Recycling Coordinator, Grant Administrator

(269) 657-4030 x5

[emilly.hickmott@macd.org](mailto:emilly.hickmott@macd.org)