

# ***Green Schools Grant Program School Year 2013-2014 Application Instructions***

## ***Solid Waste Management Green Schools Grant Program***

**Get Caught** ™

Deadline is  
February 15, 2013 Postmark



**BUREAU OF WASTE MANAGEMENT**  
**CURTIS STATE OFFICE BUILDING, 1000 SW JACKSON ST., STE. 320, TOPEKA, KS 66612-1366**  
Voice 785-296-1600 Fax 785-296-8909 [kansasgreenschools.org](http://kansasgreenschools.org)

# **APPLICATION INSTRUCTIONS**

## *Solid Waste Green Schools Grant Program*

### **Kansas Department of Health and Environment Solid Waste Management Grant Program Information for School Year 2013-2014**

Cut off Date for Grant Spending: 4/23/2014

Local Match Requirement: 25%

From December 1, 2012 through February 15, 2013, any public or private K-12 school in Kansas may apply for a Green School grant. Green School grant awards will be limited to projects that can reasonably be completed **within one school year**. Grant amounts cannot exceed \$4,500 per school.

#### **GENERAL GRANT GUIDELINES**

The following are some basic guidelines that generally apply to all solid waste management grant programs:

##### ***Grant Application***

- 1) Request the application forms and any related guidance documents from KDHE program staff. Please call (800) 282-9790 or (785) 296-1600 or visit our website at [kansasgreenschools.org](http://kansasgreenschools.org) or [kdheks.gov/waste/forms\\_grants.html](http://kdheks.gov/waste/forms_grants.html).
- 2) Determine if you meet the eligibility requirements. Pursuant to KSA 65-3415 (b), **a current Solid Waste Management Plan for the county in which the school is located must be on file**. KDHE staff can inform you if the county in which your school is located has a current Solid Waste Management Plan.
- 3) Complete the application form and submit it by the application deadline date. **The application does not have to be received by KDHE on the deadline date, just postmarked by February 15, 2013.**

**\* For more details regarding the steps associated with the grant approval process, please refer to the "Grant Application Approval" section.**

**Bureau of Waste Management  
GREEN SCHOOLS APPLICATION INSTRUCTIONS  
For School Year 2013-2014**

---

***Cancellation or termination of grant contracts by KDHE***

Any grant may be canceled if the grantee does not accept the grant award within 45 days of being issued. Grants may be terminated if it is determined that there has been no substantial performance, or there is substantial evidence of fraud, gross abuse or corrupt practices. Unavailability of funding or significant changes to the original KDHE approved grant proposal, particularly in the later months of the fiscal year, may also force the early closure of a grant contract and return of funds.

***Financial accounting and reporting requirements***

Grant recipients will be required to present one final report accounting for the funds and describing the grant program progress. All applicants must certify that all proposed activities will be carried out; that all grant money received will be utilized solely for the purposes for which the grant is intended; that the grant project will be documented for both accounting and program progress purposes; and, that the documentation will be maintained and submitted when requested.

**COMPETITIVE PLAN IMPLEMENTATION GRANT PROGRAM  
BACKGROUND**

The *Competitive Plan Implementation (CPI) Grant Program* was established in 1995. The Governor has established an eight member Solid Waste Grants Advisory Committee that prioritizes projects and makes recommendations on competitive grant selection and disbursements. Usually, the Advisory Committee meets annually to review each round of grant applications; however, for the Green School Grants, the committee has pre-approved a broad list of projects from which to choose. Since the committee has already approved these projects, a formal application review meeting will not be required.

The goal of the program is to leverage limited funds into efficient and cost effective projects that will help Kansans develop an integrated solid waste management system that incorporates recycling, source reduction, waste minimization and public education.

**FUNDING AND MATCH REQUIREMENT**

Funding for the program is from the Solid Waste Management Fee Fund. The local match requirement is a minimum of 25% of the total proposed project cost. This match may be comprised of either financial and/or in-kind commitments such as hourly rates for volunteers or administrative overhead.

- 1) The grant program will pay up to \$4,500 of the total cost of completing the proposed project and the local match requirement is a minimum of 25% of the total project cost. For the 2013-2014 Green Schools Grants, the total grant amount requested cannot exceed \$4,500 for an individual school. It is acceptable (and preferred by the Governor's Grant Advisory Committee) for the applicant to make a financial and/or in-kind commitment of greater than 25% resulting in an

**Bureau of Waste Management**  
**GREEN SCHOOLS APPLICATION INSTRUCTIONS**  
**For School Year 2013-2014**

---

- increase to the total cost of the project. Disbursement of grant monies is contingent upon availability of funds pursuant to KSA 65-3415(b).
- 2) The grantee will receive an advance payment of 50% of the grant funds after grant contracts are signed and approved. **This advance is the only grant funding that the grantee will receive until the final submission of receipts or proof of expenditures. The final reimbursements request must be submitted with a completed affidavit of expenditures and supporting documentation.**
  - 3) Grant matches that consist of cash, capital equipment (see #5 below), or startup costs may be given a higher priority than a match consisting of salaries and ongoing operational expenditures.
  - 4) Other state or federal grant funds cannot be used as any part of the local match. For example, if your school received a grant from the Environmental Protection Agency, the money received for that grant cannot be used as match.
  - 5) If your school or district has already purchased Capital equipment (see item #1 under “Eligible Costs” for a definition) and this purchase was made within **twelve months** of the grant start date, the cost associated with that equipment may be eligible for claim as match if the equipment is directly related to your grant project. Copies of the invoices for the equipment that show the cost and date of purchase must be submitted with the application.

**ELIGIBLE PROJECTS include:**

The CPI Grants committee has reviewed and approved the following list of projects. Projects not represented on this list may also be eligible but would be subject to the CPI Committee review and approval process. The complete details of the approval process can be found on the Green Schools webpage at: [kansasgreenschools.org](http://kansasgreenschools.org).

- 1) **Field trips to recycling centers/landfills/composting facilities.** This category includes fees to pay for transportation, entrance fees, etc. Schools interested in pursuing field trips are encouraged to make arrangements in advance to ensure that the facility is receptive to receiving field trips. **Important: If your intended field trip does not include a waste reduction/recycling or solid waste management component, it is not eligible under solid waste grants.** Please ask in advance if you have questions regarding the eligibility of your field trip. Field trips scheduled after **April 23, 2014** will not be eligible.
- 2) **Waste Audits.** This category could include the purchase of equipment to conduct waste audit such as a scales, gloves, safety glasses, etc.
- 3) **Recycling containers.** This category includes the purchase of various recycling containers. Recycling containers could be purchased for use in special venues

**Bureau of Waste Management**  
**GREEN SCHOOLS APPLICATION INSTRUCTIONS**  
**For School Year 2013-2014**

---

- such as sporting events, assemblies or graduation ceremonies. Everyday uses of recycling containers could include the lunch room or paper receptacles in the classrooms. Other costs that could be considered in this category might include fees associated for a recycling service to pick up items.
- 4) **Purchasing Audit.** This would involve the review of purchasing procedures resulting in recommendations, if needed, for revisions. Revisions might include items such as the purchase of re-usable items for break rooms, bulk purchasing practices and facilitating recycling of office products such as toner cartridges. Another example of a recommendation might include phasing in environmentally friendly cleaning products (information on the proper disposal of existing cleaning containers can be obtained through the KDHE Household Hazardous Waste Program at 785-296-1600).
  - 5) **Composting and vermicomposting equipment.** Composting could include cafeteria waste and landscaping debris. For technical support in composting issues, please call the Bureau of Waste Management at 785-296-1600.
  - 6) **Environmental Stewardship Education Programs.** This category could include such items as speaking fees for guest presenters, composting training, recycling and waste reduction awareness training, and vermiculture education.
  - 7) **Sponsorship of Environmental Program.** Examples from this category could include such items as the purchase of start up materials for an environmental club or materials to conduct a waste reduction/recycling kick off event at the school. Please keep in mind that food is not an eligible expense.
  - 8) **Waste Reduction School to Home Projects.** An example of a project in this category could be an education program at school to reduce the usage of plastic bags. The school could purchase a number of re-usable grocery bags to give students to take home. The students could be required to record how many plastic bags were used by their family on average weekly before using the re-usable bags. Extrapolations on how many plastic bags avoided the solid waste stream would be presented as part of the final report due to KDHE.
  - 9) **Production costs for Bring It Up.** Eligible costs for this free one act play include up to \$250.00 for an in school assembly and up to \$1,500.00 for a full production. The production costs could be applied to sets, props and costumes specific to the Bring It Up play. If you would like additional information specific to the Bring It Up play, please visit <http://www.kansasgreenschools.org/bring-it>.

**Bureau of Waste Management**  
**GREEN SCHOOLS APPLICATION INSTRUCTIONS**  
**For School Year 2013-2014**

---

**ELIGIBLE COSTS (not all inclusive)**

- 1) **Capital Equipment and Supplies.** Capital expenditures are individual items exceeding \$2,500 in cost or items for which the expected use exceeds one calendar year. An example of a Capital Equipment purchase could be a large-scale composter for cafeteria waste. Purchasing a number of smaller composting bins totaling \$2,500.00 but individually cost only, for example, \$500.00 would not be an example of capital equipment.
- 2) **Professional Services.** Services contracted for assistance with project planning, finance, legal affairs, marketing, engineering, education and environmental evaluations, when performed in conjunction with the **operation of a program**, process, or waste management system.
- 3) **Some Travel Expenses.** Some in-state travel and out-of-state travel may be eligible. Out-of-state travel must receive prior approval by the department. (Meal costs are not allowed)

**EXAMPLES OF SOME INELIGIBLE COSTS**

- 1) **Salaries.** Utilizing grant funding to pay the salary for ongoing personnel should be avoided.
- 2) The costs of preparing grant applications.
- 3) The costs of preparing permit applications.
- 4) **Costs related to ongoing solid waste disposal operations.**
- 5) Costs incurred prior to the grant start date as specified in the grant contract.
- 6) Costs incurred after the grant end date as specified in the grant contract.
- 7) Permit fees.
- 8) Costs to provide food items. For example, providing pizza for a recycling kick off event would not be eligible.
- 9) Environmental projects that do not include component(s) from the “Eligible Projects” section one through eight. For example, planting a garden to beautify the school grounds would not be eligible.
- 10) Field trips scheduled after the contract period (April 23, 2014) are not eligible. **Please check in advance to make sure the scope of your intended trip is eligible under Waste Management Grants.**

**GRANT APPLICATION APPROVAL PROCESS**

The grant application process is a multi-step procedure that has been streamlined in cooperation with the Governor’s Advisory Grant Committee. The following is a breakdown of the various steps of the process.

**Bureau of Waste Management**  
**GREEN SCHOOLS APPLICATION INSTRUCTIONS**  
**For School Year 2013-2014**

---

- 1) KDHE announces the round of grants. The application forms and guidance documents are provided by KDHE.
- 2) Applicants request and complete grant application and file forms and all necessary attachments with KDHE by the appropriate deadline.
- 3) KDHE sends the applicant a letter acknowledging receipt of the application. Grant program will quickly review the submitted information for eligibility and completeness. KDHE staff will notify the applicant if additional information is required.
- 4) Once deficiencies are addressed adequately, the application will proceed to the approval process. Since the projects included in the Solid Waste Green Schools Grant Program have been pre-approved by the Governor's Grant Committee, approval by the KDHE Secretary is the only final approval necessary.
- 5) Before the grant is officially authorized, two copies of the contract will be mailed out for grantees to sign and return.
- 6) After the grantee signs and returns **both** contracts, the contract will be forwarded to the KDHE Secretary for signature.
- 7) After the Secretary executes the contract by signing it, the grant contract is returned to the grantee and the advance payment can be released to the grantee.  
**Important:** the advance payment will not be released prior to July 1, 2013.

**FINAL PAYMENT REQUIREMENTS**

After the advance payment is released to the grantee, the only other reimbursement will be the final payment request. A grantee may request the final payment anytime after all expenses have been incurred. For Green School Grants, we ask that **the final payment request is completed by April 23, 2014**. In the event that you have invoices dated April 23, 2014, keep in mind **your completed affidavit is due by May 1, 2014**. A completed affidavit of expenditures and required supporting documentation must be submitted with the final payment request. Affidavit of expenditure forms and instructions for completion can be downloaded on the following website:

[http://www.kdheks.gov/waste/forms\\_grants.html](http://www.kdheks.gov/waste/forms_grants.html)

**Bureau of Waste Management**  
**GREEN SCHOOLS APPLICATION INSTRUCTIONS**  
**For School Year 2013-2014**

---

**CONTACT INFORMATION**

Thank you for your interest in the Solid Waste Green Schools Grants Program. If you are awarded a Green School Grant, you will be required to register your school on the Green Schools Web-site, [kansasgreenschools.org](http://kansasgreenschools.org). If you have additional questions please do not hesitate to write or call us:

KDHE, Bureau of Waste Management  
Waste Reduction, Grants and Public Outreach Section  
1000 SW Jackson, Suite 320  
Topeka, Kansas 66612-1366  
(800) 282-9790 or (785) 296-1600 or fax us at (785) 296-**1592**  
Information is also available on the website:

[http://www.kdheks.gov/waste/about\\_grants.html](http://www.kdheks.gov/waste/about_grants.html)