

2024 Lyon County Entity Recycling Grant and Waste Reduction Guidelines Instructions and Requirements

Lyon county is committed to improving the rate of recycling and reducing the amount of waste that is generated in our county. The purpose of this grant program is to reach out to schools, faith facilities, and businesses to help them implement new practices to increase the amount of material that is recycled, which in turn will lead to a reduction in the amount of waste that is produced.

Grant Funding

Entities can apply for grants to fund their new or improved recycling and waste reduction costs. Lyon County will pay for bins, custom labels, and certain supplies requested by applicants. These items will be shipped to the applicant. Lyon County will reimburse other expenses after county staff members have confirmed that allowable purchases were made and programs were implemented as proposed in the application.

Applications will be accepted and evaluated throughout the year on a “first come, first serve” basis. Applications will be considered year-round until funds have been fully disbursed. Entities can apply one (1) time per calendar year or as approved by Lyon County. The grant applications may take up to four (4) weeks or longer to process depending upon the date received, the quality of the application, and county workloads.

Applications that meet the program objectives and requirements will be evaluated by staff to determine grant eligibility. During the review process, staff may contact the applicant for additional information and/or to clarify the application content.

All decisions by Lyon County will be final, and are not subject to review.

How to submit a Grant Application

Prospective candidates must apply through Lyon County Environmental Department. Please contact us at (507) 532-8210 or email us at lyonenvironmental@co.lyon.mn.us

Rules and Guidelines

Recycling Infrastructure Eligibility:

- Geographical Service Area: Buildings must be physically located in Lyon County.
- The entity must be responsible for managing the recycling and trash hauling contract for the properties they own, lease, rent, manage, or maintain
- An Entity that received the grant is not eligible for another grant within three (3) years of their acceptance unless that organization applies for funding to implement a new recycling or diversion program that they did not receive funding for in their previous grant application. Applicants applying for additional grant funding within three (3) years of their last grant may re-apply after September 1st in the next calendar year.
- Organizations must be properly permitted for their operation if applicable.

Entities Classified as follows are not eligible to participate.

- Home-based schools or businesses.
- Entities not physically located in Lyon County even if owned or operated by a Lyon County-based entity.

Guidelines - Applicants Must:

- Complete a grant application.
- Agree to host a site visit with a specialist from the county staff to review current on-site solid waste operations and equipment, discuss the application's objectives and approach, and determine project reporting parameters.
- Upon acceptance of a grant application, enter into a grant agreement with Lyon County. The application, once completed, will serve as the agreement.
- Submit a description of the proposed recycling and/or waste reduction activity(s) and how the entity will implement it.
- Agree to carry out recycling activities or waste reduction for no less than the twenty-four (24) month term.
- Agree to report both baseline pre-grant and post-grant quantities of materials recycled and trash.
- Agree that grant funds are to be used for new or expanded efforts. Funding is not to be used for maintaining existing efforts.

Evaluation Criteria

All submitted applications will be evaluated according to the following criteria:

- Outcomes: Entity objectives are clearly stated, specific, realistic, and measurable.
- Impact: the estimated level of achieved diversion of recyclables and waste from the trash.

Alignment with the Lyon County program objectives to:

- Assisting entities in complying with Minnesota Statutes.
- Support entities working to reduce or reuse solid waste.
- Support entities starting or improving at least three (3) types (paper, plastic, metal, glass) of recycling.
- Support entities to encourage outreach to employees and the public to participate in the recycling program.

Reporting Requirements

All entities awarded through this program will be required to complete a pre-grant and post-grant report. The reports will provide Lyon County with information about quantities of recyclables and trash produced before and after the grant term. The pre-grant report is due at the time of application, and the post-grant report is due twelve (12) months from the start date of the grant term.

Eligible Expenses and Ineligible Expenses

Funds are available to help reduce waste, start or improve collection of recyclables, and/or start or improve waste diversion in entities.

Eligible Expenses

1. **Standard Recycling Bins and Containers.** Standard bins and containers include bins for recycling and trash and must be purchased with the assistance of Lyon County. (County will purchase bins). **Trash bins may be purchased only when purchased with a matching recycling bin.**
2. **New recycling hauling service.** 100% reimbursement up to six (6) months with a twelve (12) months contract for service. (\$1500 maximum reimbursement).
3. **Custom signage, promotion, labels, and recycling education materials.** 100% reimbursement for these and other recycling and waste diversion program educational materials. (Labels and material shall include the Lyon County logo; preprinted labels are available from the County at no cost).
4. **Sorting stations.** Sorting stations or tables purchased for sorting recycling or food-share tables in cafeterias are reimbursed 100%.

Entities that have the above infrastructure and who are already recycling or diverting waste from all buildings and athletic complex areas may apply for the following expenses to help increase reduction and reuse throughout their campus. (Must be approved by Lyon County on a case-by-case basis).

5. **New Reusable Service Ware.** Cutlery, tableware, and drink wear (cannot be used to replace old or unused items and cannot be used to purchase a gift for employees, ex. cannot be used to buy everyone a custom water bottle) (100% reimbursable, \$1,500 max reimbursement).
6. **Dishwashing equipment** (must be Energy Star certified) to support the use of washable service ware, with a maximum reimbursement of \$2,000. Must be National Sanitation Foundation Certified, and a plan review must be submitted to the regulating health authority when applicable. (Funds cannot be used to replace or fix an existing appliance).
7. **Water Filling Stations** to support waste reduction with a maximum reimbursement of \$1,500. (Funds cannot be used to replace or fix an existing appliance).
8. **Hand Dryers for Bathrooms** to support waste reduction with a maximum reimbursement of \$1,500. (Funds cannot be used to replace or fix an existing appliance).

Lyon County Recycling Improvement and Waste Reduction Grant

Lyon County Environmental Office

Section 1: Applicant Information

Organization Name (doing business as):			
MN Registered Business Name:			
Address:			
Company Phone:		Website:	
Applicant Name:	Title:	Direct line or extension:	E-mail:
Number of employees at proposed project site(s):			

Authorizing Person: person who has the authority to enter into a contract on behalf of your organization (e.g. owner, manager, building manager, executive officer, or director)

Name:	Title:	Direct line or extension:	E-mail:
Authorizing signature:			

Describe what your organization's mission and what your organization does:

Section 2: Reason for Application

Describe why you are requesting this grant:

Within your organization, who will be assisting you with this project?

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Section 3: Current Waste Hauling Service Data

Waste hauling service, or pickup levels are one way to track project results. Check your waste hauling invoices or call your waste hauler to obtain cost and service levels to complete the following table for the material types that apply. There is a self-hauling option for public as well.

	Volume/Size (yards, gallons):	Number of containers & container type (#, dumpster, cart or compacter)	# of pickups per week (1-7 or on call)	Cost of Service (cost per month. If other billing cycle, please specify)	Fullness at pickup (best estimate)
Example:	30 cubic yards	1 Compacter	On call, avg 2x/month	\$179/pickup (Avg 2 per month)	100% filled
Example:	96 gallons	3 Carts	5x/week (M-F)	\$200/month	Each is 50% full
Trash <i>Fill in hauler here</i>					
Single Sort Recycling <i>Fill in hauler here</i>					
Cardboard Recycling <i>Fill in hauler here</i>					

Weight data from hauler (Optional but encouraged):
Some haulers will provide this information as a part of their service; others will provide it for a fee.

Waste Stream	Weight (pounds or tons)	Time period (month/year)	Method of weighing (truck scale, average, volume estimate)
Trash			
Recycling			
Cardboard recycling			
Appliances			
Mattresses			
Other (please specify below if applicable):			

Section 4: Project Summary

Grant Funding Request:

See Grant Guidelines for information on eligible and ineligible expenses. Use separate Grant Budget Spreadsheets to calculate your budget and remember to submit with your application. All grant documents can be found at www.lyonco.org (Click on Grant Opportunities)

Project Objective (please check all that apply)

- Reduce waste (defined as preventing waste, not just diverting it to recycling)
- Start recycling
- Improve existing recycling
- Reduce waste for a specific community or project

Project Description:

Use four or more sentences to answer the following prompts. Be specific, clear, and concise.

- Describe in greater detail the reason for checking the above boxes
- Explain how you plan on using the grant funding
- Explain how this project will reduce waste in your business or organization

Section 5: Timeline, Training, and Problem Solving

Use four or more sentences to answer the following prompts. Be specific, clear, and concise.

- Include specific time frames for project phases and identify how success will be measured
- Describe how and when staff and/or customers will be trained

How will you identify and address issues that arise?

Section 6: Key people involved

Name the individuals for the roles given and/or adjust the list as needed. Please make sure all stakeholders in the project understand and agree to their role in implementation.

Task or role	Responsible Individual(s) (Name, Title)	Contact Information
Primary Contact Communicates with Lyon County Environmental Office regarding your grant		
Report Writer (if different than primary contact) Writes reports and keeps records of expenses		
Property manager or management company		
Operation Manager or Facilities Manager		
Custodial Supervisor		
Green Team leader		
Health and Safety Supervisor		

Section 7: Long-term Sustainability

Describe the actions your organization will take to sustain the project after it is completed without additional funding from the Lyon County Recycling Improvement and Waste Reduction Grant. How will you establish tactics such as continued education, progress checks, policy changes, and budgeting that sustain high levels of waste reduction (at least 3-5 sentences).

Thank you for your application!

Please email this application and accompanying budget spreadsheet(s)