

HENNEPIN COUNTY

MINNESOTA



Community zero waste grant

2024 guidelines

Hennepin County Environment and Energy
701 Fourth Avenue South, Suite 700, Minneapolis, MN 55415
hennepin.us/community-zero-waste-grants

Introduction

Hennepin County is committed to achieving a zero-waste future where all materials are designed to become resources for others to use, the volume and toxicity of waste and materials is systematically eliminated, and all resources are conserved and recovered rather than burned or buried. The county has defined zero waste as preventing 90% or more of all discarded materials from being landfilled or incinerated.

Community zero waste grants will provide funding of up to \$100,000 per year for 1-3 years to implement projects that advance the county's zero-waste goals.

This grant program embraces community-rooted projects and innovative solutions to prevent waste and improve recycling and organics recycling in communities that are historically underserved while also aiming to advance equity in the solid waste system.

Funding availability

Applications will be accepted until Wednesday, December 4, 2024 at 2 p.m.

Eligible applicants

Eligible applicants include:

- Community-based organizations located in Hennepin County that are registered with the Minnesota Secretary of State.
- Non-profit organizations that demonstrate community partnership and aim to expand zero-waste capacities in underserved areas of Hennepin County.

Applications should have the approval of an authorizing person who can enter into agreements with Hennepin County.

Eligible expenses

Selected projects can receive up to \$100,000 per year for up to 3 years. There is no minimum grant award. Eligible expenses include:

Materials and supplies

Materials and equipment needed for implementation such as recycling bins, compostable bags, reusable dishes, clothing racks for swaps, etc.

Labor

Wages and training expenses of staff working directly on the project.

Other

Costs not fitting under one of the other categories are included in this category. These may include recycling waste hauling service expenses, truck rental for transporting collected materials to recycling facilities or donation centers, and expenses related to project activities including project design and planning, outreach, engagement, training, producing educational materials, etc.

Project categories

The categories below provide ideas for zero-waste projects that community-based organizations can implement with community zero waste grant funding. Community groups are not limited to these categories. If your organization would like to propose a project that doesn't fit the first 6 categories, select the 'other projects' category on your application.

Expand recycling of common materials such as bottles and cans

Expand recycling availability in key areas where community members can recycle bottles, cans, cartons, containers, cardboard, and paper. Collecting recycling at a site that community members commonly visit is convenient for residents and businesses to bring materials and learn more about what can and cannot be recycled. Grant funds in this category can be used to cover staff time, recycling hauling expenses, and equipment needed to collect and/or transport materials to a recycling facility.

Host swaps to increase reuse of clothing and household goods

Organize community swaps to trade clothing, tools and/or household goods with your neighbors and community and keep usable items out of the trash. Hosts can take any items leftover to a reuse retailer for donation. Grant funds in this category can be used to cover staff time and transportation expenses related to donating leftover items.

Plan large community events to make them zero waste

Organizations that plan community events can apply for funding to improve recycling and organics collection at their events. Funds can be used to cover staff time, reusable or compostable food and beverage serving ware to replace single-use items, and recycling and organics collection expenses.

Start a community organics recycling drop-off

Set up a drop-off location to collect organic materials (food scraps, spoiled food, paper towels, and napkins) from community members. Funding can be used to cover staff time to coordinate collection, educate community members and keep the site clean, obtain hauling service, and purchase equipment and materials needed for collection of food waste, including compostable bags.

Expand collection and drop-off options for hard-to-recycle items

Recover, recycle, or rehome hard-to-recycle or bulky items such as furniture, plastic bags, and mattresses. Organizations can host one-time or ongoing collection programs for these

materials. Funding can be used to cover staff time and equipment needed to collect and/or transport materials to a recycling or donation facility.

Hold a repair clinic or establish a community hub for fixing broken household items

Handy community members could help their neighbors learn to repair their broken items to save money, avoid buying new and decrease waste. Organizations can host repair events or establish a repair hub and recruit community members to fix their neighbors' broken items to keep them out of the trash. Funding can be used for staff time and equipment and materials needed to repair common items.

Other projects that aim to divert waste

This category gives organizations the opportunity to propose additional project ideas that increase recycling, composting, repurposing, and preventing waste.

Expected outcomes

All projects are required to present quantifiable goals and results that demonstrate the amount of waste prevented, reduced, recycled or composted.

For example, data about the number of bottles or cans recycled, weight data about the tons of cardboard or pounds of plastic recycled, or volume data about cubic yards or meters of trash reduced.

Resources provided by Hennepin County

Hennepin County will provide the following resources to the selected projects:

- Staff time to advise programming and assistance completing the grant application and budget.
- Staff time to support project implementation and monitoring.
- Creation and printing of materials for education, depending on project needs.

Guidelines

1. Maximum grant award:
 - Up to \$100,000 per year for up to 3 years
 - There is no minimum grant award

Purchases made before entering into a grant agreement cannot be reimbursed.

Allocation of grant award payments will be made in the following manner:

- 25% of funds will be released upon execution of a grant agreement.
- 60% will be released upon documentation (invoices, receipts) of actual expenses incurred
- 15% will be released upon receipt and approval of a final report detailing results of the grant project.

If preferred, all grant funds can be withheld and released upon submission and approval of the final report and invoices.

2. Grant recipients will be required to measure and track the amount of waste reduced or diverted by the project for the entire duration of the project.
3. Grant recipients must submit annual reports documenting their progress. The report must detail efforts made to achieve project goals and the results of those efforts, including quantitative data and project expenditures. A reporting template will be provided.
4. All grant recipients will be required to enter into a grant agreement with the county for 1 to 3 years, depending on the grant amount and proposed project duration. The grant agreement process requires additional documentation after the application is submitted, including proof of authority for the person signing the contract and minimum insurance coverage outlined in the grant agreement. The certificate indicates Hennepin County as an additional insured. Hennepin County reserves the right to revoke any funding award for which an agreement is not executed due to delays on the part of the applicant within two (2) months of the award. Awarded projects must be initiated within two (2) months of execution of the grant contract, or funds may be withdrawn, unless specific approval is granted for delays due to extenuating circumstances.

Applying and evaluation criteria

Application materials are available on the [Supplier Portal](#). Information on how to register and apply is found on the [Supplier Portal help website](#).

Applications must be submitted through the Supplier Portal, and pre-registration is required to apply. Register early as the process may take time. For assistance registering or submitting your application documents in the Supplier Portal, contact the Supplier Portal Help Desk at 612-543-5412 or supplierportal@hennepin.us, Monday through Friday, 8 a.m. to 4:30 p.m.

Insurance requirements

Hennepin County requires organizations to have insurance in order to conduct community zero waste projects. Grantee warrants that it has a purchased insurance or a self-insurance program sufficient to meet its liability obligations. If activities performed under this Agreement involve driving, Grantee shall maintain \$500,000 automobile liability and, if necessary, commercial umbrella insurance. Such insurance shall cover liability for bodily injury and property damage arising from the use or operation of any auto, including those owned, hired, or otherwise operated or used by or on behalf of Grantee in relation to activities performed under this Agreement. Grantee shall provide Hennepin County with a certificate evidencing such insurance upon request.

Required information

The following information will be required when applying:

- Organization name, address, and contact information
- Communities and areas you serve
- Project focus area
- Description of your proposed project outlining how it will reduce or divert waste and who will be involved
- Plan for how you will measure and track the amount of waste reduced or diverted as a result of your project
- Substitute W-9 vendor form
- If requesting funds for labor: identify staff and salaries
- If requesting hauling start-up costs: documentation of pending hauling service
- If requesting materials and equipment: at least two quotes needed

Evaluation criteria

Grant proposals will be awarded to ensure funds are used in a way that supports Hennepin County's goals to increase recycling, including organics, or prevent waste. The following criteria will be considered:

- **Project description:** Project demonstrates significant potential for reducing or diverting common recyclables, food waste, household goods or other hard to recycle materials. The project has strong support from staff and community members and engages communities more likely to experience disparities. Key personnel are listed in the application along with their roles as they relate to the project. Specific issues that the project seeks to address are identified.
- **Outcomes:** Expected results are stated, specific, realistic and measurable.
- **Timeline:** Project is ready to start after grant agreement is authorized and must be completed within the term of the grant, which will be 1 to 3 years depending on the amount of the grant and project proposed.
- **Budget:** Expenses are laid out in detail.
- **Sustainable:** Most or all components of the project will continue after grant funding is no longer available.

The county reserves the right to refuse funding or to partially fund an application. An in-person tour of your site may be requested by county staff.

After your application is reviewed, county staff will contact you to discuss next steps. Upon application approval, a grant agreement will be emailed to the authorized person to enter into an agreement with Hennepin County prior to the release of any funds.

Contact information

Hennepin County
Environment and Energy
Community Zero Waste Grants

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