

Residential Drop-Off Recycling Grant Program

Request For Proposals

The Recycling Partnership is a national nonprofit transforming recycling across America. Improved recycling creates jobs, protects the environment, and empowers communities. For more information regarding our programs, staff, and funders, visit: www.recyclingpartnership.org.

Grant Program Summary

The Recycling Partnership has grant funding available to support the development and expansion of residential drop-off recycling programs, especially for projects investing in infrastructure and/or equipment that are expected to result in substantial increases in the amount of recycling tonnage collected and/or to the number of households with access to recycling. This Request For Proposals (RFP) offers applicants the opportunity to apply for grant funding to support investments that grow drop-off recycling in areas that are geographically located within the territories of the United States of America. When assessing projects seeking grant assistance, the highest priorities for funding will be given to projects that establish new access to recycling services, connect with regional material recovery facilities, institute hub-and-spoke model collection systems, and/or that invest in recycling drop-off systems as a precursor to the implementation of curbside recycling services. Priority will also be given to projects that implement best management practices such as the use of drop-off sites with controlled or supervised access including the use of site attendants, sites that adopt collection practices proven to increase participation such as material consolidation (commingling), and projects that employ the most effective and efficient collection strategies available within an applicant's region. Projects seeking funding should also demonstrate how the project connects with or builds upon the existing recycling markets in the region.

Examples of fundable Residential Drop-off Recycling Grant projects are as follows:

- *Construction of a new, staffed drop-off center that provides access to recycling services for a geographic region or community that is either without access to recycling or that is otherwise underserved,*
- *The adoption of compacting roll-off systems for the collection of recyclables to enhance transportation efficiency and increase tonnage recovered,*
- *Improvements at a transfer station and/or related equipment that enables hub-and-spoke recycling collection and transportation.*

Projects seeking Residential Drop-Off Recycling Grant funding should read this entire document and submit an application following the format outlined below. Questions about this grant program should be directed to Matt James at mjames@recyclingpartnership.org.

Eligibility

Grant funding is available to support publicly sponsored residential drop-off recycling programs collecting residentially generated recyclable materials such as cans, bottles, paper and plastics. Drop-off sites are defined as public locations where local residents bring household recyclables to be collected and taken to a recycling processor. Preferred applicants for drop-off grant funding are local governments, solid waste districts/authorities, federally recognized tribes, or entities operating publicly available recycling sites. Grant funding must be used to enhance community recycling efforts and cannot be used for waste or organics collection. Funding is not available to directly support recycling collection from businesses, schools, or institutions.

Data and Reporting Requirements

The Partnership's work is data driven, and the applicant must agree to implement a system for tracking waste and recycling data. The applicant must also agree to report monthly and annual Municipal Solid Waste (MSW) and recycling tonnage data to The Partnership for the periods before, during, and after grant project implementation.

Participation in Municipal Measurement Program

Local government applicants seeking Residential Drop-Off Recycling Grant Program funding are encouraged to establish an account with the Municipal Measurement Program (MMP) prior to submitting a proposal for funding. The MMP is an assessment and planning tool that delivers insights and actionable recommendations to public recycling programs. Applicants that are awarded grant funding will be required to maintain active reporting in the MMP system during the grant agreement period and must commit to reporting in the MMP system for five (5) years afterwards. Reporting in the MMP system is free, and reporting involves entering annual tonnage data and answering questions about waste and recycling programs and services through a web-based analytical tool. For more information about the Municipal Measurement Program please visit this web site: <https://recyclesearch.com/profile/mmp>, and to create an MMP account [click here](#).

Grant Making Process

Proposals for projects seeking Residential Drop-off Recycling Grant funding will be accepted on an ongoing basis, and there is no submittal deadline. Proposals will be evaluated based on fit with the priorities outlined in the Grant Program Summary above along with the application's thoroughness,

the project's social and environmental impacts, and applicant's need for funding. The Partnership commits to a speedy review of all proposals received and will seek to notify applicants of a grant making decision within roughly 90 days of the receipt of a complete proposal. Grant winners will be required to enter into a grant agreement with The Partnership. The Partnership may work with an applicant to adjust and revise the project details before entering into a final grant agreement. Any changes to the project as described in the initial proposal must be jointly agreed upon by The Partnership and the applicant, and elements of the revised grant proposal will be incorporated into the grant agreement between The Partnership and the applicant. Grant agreement terms will typically last for at least one year if not longer, and grant proceeds will be paid on a reimbursement basis, meaning that grantees must make the initial purchases of grant-related materials and then work with The Partnership to request a reimbursement of funds from grant proceeds.

Applicants should consider the following criteria when preparing a proposal for funding:

- The proposed project's impact on recycled tonnage,
- The number of households that will gain access to recycling as a result of the project,
- Adherence to industry best practices and commitment to expanding and sustaining recycling service,
- Regional need for recycling advancement, and
- The materials that will be accepted by the recycling program seeking funding.

Application Form

To apply for Residential Drop-Off Recycling Grant funding, please prepare and submit a proposal using the format below. No other application format will be considered. Applications should be submitted via email as an attachment to Matt James at mjames@recyclingpartnership.org.

Residential Drop-Off Recycling Grant Program Proposal

1. **Please enter your community's name and contact information.**

2. **Current recycling program information (if applicable):**
 - a. Describe your community's existing residential recycling program (if any).
 - b. List the names of local governments and/or geographic jurisdictions served by your current recycling program.
 - c. How many households currently have access to recycling in your community?

Please complete the following table:

Households with curbside recycling access	
Households with drop-off recycling access	
Total households with recycling access	

d. How many tons per year does your recycling program currently collect? What materials does the program include? If material is currently commingled (collected together), please check that box and the materials collected.

- Cardboard, annual tons: _____
- Mixed Paper, tons: _____
- Glass bottles, tons: _____
- Aluminum cans, tons: _____
- Steel and tin cans, tons: _____
- PET plastic (#1 plastic resin), tons: _____
- HDPE plastic (#2 plastic resin), tons: _____
- PP plastic (#5 plastic resin), tons: _____
- Other: _____, tons: _____
- Commingled recycling*, tons: _____

3. Describe your proposed drop-off recycling project. Please use as much detail as possible.

4. Which category best describes your proposed project? Select one below.

- Recycling only drop-off site
- Solid waste and recycling drop-off site
- Hub and Spoke system / Transfer station
- Other:

5. Will the proposed drop-off site be staffed by an attendant?

- Yes
- No

6. Describe the area or jurisdiction that will be served by the drop-off recycling project and estimate how many households will have access to this site.

Jurisdiction served (name and population): _____

Number of single-family households in jurisdiction: _____

Number of multifamily households in jurisdiction: _____

7. How do households in the jurisdiction to be served by the drop-off recycling project receive waste collection / garbage disposal services?
8. What household recyclable materials will be collected at the drop-off site? Check all that apply.
 - Cardboard
 - Mixed Paper
 - Glass bottles and jars
 - Aluminum cans
 - Steel and tin cans
 - PET plastic (#1 plastic resin)
 - HDPE plastic (#2 plastic resin)
 - PP plastic (#5 plastic resin)
 - Other:
9. How many tons of recyclables is the proposed project estimated to collect annually?
10. What recycling collection style will be used at the drop-off site? Select one below.
 - Commingled/Single stream – all recyclables are collected in the same container
 - Dual stream
 - Source Separated
 - Other:
11. What equipment will your proposed project use (compactors, roll-offs, carts, front load containers, balers, trucks, etc.)? If seeking funding for equipment, please include any quotes you have received as supplementary attachments.
12. Describe your proposed outreach approach for your recycling program and highlight any outreach elements that will be implemented as a part of the project seeking funding.
13. What is the timeline for the proposed project?
14. Identify the material recovery facility, materials processor, broker, or the end markets that will receive, sort, and market your collected recyclables. Describe how the project connects with and/or builds upon local or regional recycling markets.

15. Project Budget

Part 1 – Budget Table: Input your proposed budget for this project:

Item	Quantity	Unit Cost	Total Cost
Total			

Part 2 – Funding Sources and Decision Making: Please provide information on the proposed sources of funding for the project, addressing funding for the elements in the table above along with sources of funds for ongoing recycling program operations. Please also identify the parties responsible for approving final funding decisions associated with the recycling program.

16. Do you have any other comments to add?