

## PET Recycling Coalition Grant Program | Request for Proposals

### About The Recycling Partnership

The Recycling Partnership is a national nonprofit transforming recycling in communities, counties, and states nationwide. Improved recycling creates jobs, protects the environment, and empowers communities. For more information regarding our programs, staff, and funders, visit: [www.recyclingpartnership.org](http://www.recyclingpartnership.org).

### Introduction to the PET Recycling Coalition Grant Program

This grant program is administered by The Recycling Partnership's [PET Recycling Coalition](#), which brings together a robust group of stakeholders to drive improvements that transform the PET recycling landscape. The Coalition is part of The Partnership's *Pathway to Circularity*, an initiative creating scalable solutions to packaging and system challenges and accelerating the shift to a circular economy that uses fewer finite resources.

The purpose of the PET Recycling Coalition's Grant Program is to facilitate a number of distinct yet interrelated improvements related to the circularity of PET packaging in the United States:

- Increasing the capture of PET at MRFs, secondary sortation facilities, and/or PET reclaimers by improving process effectiveness and reducing yield loss;
- Increasing the number of local recycling programs accepting PET non-bottle rigids (e.g. thermoformed clamshells, cups, trays);
- Increasing the recycling viability of pigmented and/or opaque PET;
- Optimizing the supply of rPET by aligning rPET characteristics with end market needs.

This program focuses on equipment and process investments that contribute to these desired outcomes. All projects must result in the successful ongoing return of PET to manufacturing use, with preference given to systems returning PET to packaging manufacturing use.

Applicants should carefully read this entire document prior to submitting a proposal.

### Funding Targets

Grant funding is available for equipment or process investments that establish long-term, sustainable increased PET capture, strengthened recycling viability for pigmented/opaque PET, broadened acceptance of PET non-bottle rigids in community recycling collection programs, and/or improved alignment of rPET with end market needs.

### Grant Recipient Eligibility

To be eligible for funding, an applicant must be a publicly, privately or non-profit owned and operated material recovery facility (MRF), secondary sortation facility, or PET reclaimer. Geographic eligibility is limited to the United States for MRFs and secondary sortation facilities, and eligibility is open to the United States, Canada, and Mexico for PET reclaimers. PET reclaimers in Canada and Mexico must have a demonstrable relationship with the circularity of PET in the United States, either by processing PET waste generated in the United States or supplying rPET to markets in the United States. There is no

minimum facility or operation size requirement. Community recycling collection programs and all other parties not directly involved in post-collection PET recycling are not eligible for funding.

### Funding Availability and Use of Grant Funds

Grant funding is available through competitive responses to this Request for Proposals for equipment or process investments that create measurable progress towards the PET Recycling Coalition's desired outcomes. Uses of the funding may include, but are not limited to:

- Optical sortation equipment
- Robotic sortation equipment
- Conveyor systems
- Bunker or other storage systems for sorted material
- Equipment focused on processing other materials that result in broadened PET acceptance or improved PET processing
- Dock space or related investments that facilitate PET shipment

Grant funds cannot be used for staff costs, recycling collection equipment, land or building purchases, or for any other purposes not directly related to PET recycling. The exception is an allowance for up to \$75,000 for outreach expenses to raise public awareness where the equipment grant results in new access to curbside recycling of PET non-bottle rigids and/or pigmented/opaque PET. The Recycling Partnership reserves the right to adjust this education allowance.

Ultimate decisions on proposal funding is subject to allocation of Coalition contributions to grant-making and to the goals and objectives of the Coalition.

### Commingled Plastic Sortation (e.g., #1-7) vs PET-Specific Sortation

The intent of this grant program is to facilitate the broadest possible collection, processing, and marketing of PET packaging in the residential material stream. As such, The Recycling Partnership's highest priority is to fund projects focused on PET-specific recycling flows. The Recycling Partnership understands that processing of PET into mixed resin bales could still be a pathway for achieving PET Recycling Coalition goals, however at this time grants will not be issued for projects that result in the production and marketing of mixed resin bales.

### Maximum Grants Available

Grant funding under this program has a target cap of \$500,000 per grant. However, The Recycling Partnership reserves the right to adjust the maximum award of a project. The additional option of \$75,000 for outreach expenses is not included in the \$500,000 cap.

### Applicant Funding / Cash Match

Applicants are strongly encouraged to seek other sources of grant funding to support the implementation of the project including, where applicable, state operated recycling grant programs. Applicants should be prepared to make cash expenditures in addition to funding provided by The Recycling Partnership. Applicants who are able to secure additional sources of funding (internal and/or external) will have a more competitive application. The Recycling Partnership reserves the right to adjust matching requirements to facilitate project implementation.

## In-Kind Assistance to Grantees

The Recycling Partnership is prepared to offer limited technical assistance to grant recipients, including assistance related to the marketing of PET bales, flake, or pellet, the selection of equipment, engagement with community recycling programs or haulers supplying commingled material to MRFs, engagement with MRFs and/or secondary sortation facilities supplying PET bales to reclaimers, and other possible technical issues.

## Grant Program Conditions and Requirements

The following information outlines the requirements and parameters of this grant program. Applicants must meet all requirements in order to be eligible to apply for grant funding.

*Project Measurement:* An applicant must agree to provide written reports and related data on project impacts in a format specified by The Recycling Partnership. Grant recipients will be required to submit quarterly reports detailing expenditures, project progress, and numerical data on project results.

*Funding Recognition:* An applicant must be willing to acknowledge Recycling Partnership grant support in any public communications about the project, including using The Recycling Partnership logo on written materials released for public communications. An example of logo usage is available upon request.

*Technical Assistance and Site Inspections:* An applicant must be willing work with The Recycling Partnership to receive technical support and assistance to ensure adoption of best management practices in the implementation of the project. This includes allowing Recycling Partnership staff to conduct on-site inspections of project implementation at any time desired or deemed necessary by The Recycling Partnership. The Recycling Partnership is willing to sign limited non-disclosure agreements to help facilitate this provision.

## Anticipated Grant Project Start Date and Grant Period

Successful applicants will be required to enter into a grant contract agreement with The Recycling Partnership. Resultant grant contracts will generally have a term that is at least one year in length, with the actual term to be based on when the project will be initiated. The goal is to have the contract term extend beyond the date of actual equipment installation to accommodate adequate measurement of project impacts. It is possible, depending on project timelines, that applicants may be offered multi-year contract agreements. Adjustments may be made to actual project start dates and contract periods by mutual agreement between The Partnership and grant recipients. Each grantee must expend funds and submit a final report within the grant contract period unless the term of the grant is extended by written agreement of the grantee and The Partnership. Requests for contract extensions should be submitted by the grantee at least 60 days prior to the grant contract end date.

## Disbursement of Grant Funds

Grant proceeds are 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. All final grant payments are contingent on the submittal of required data and reporting under the grant terms. Payment of grant funds will take place within thirty (30) days of receiving a properly prepared invoice and required documentation of expenditure from a grantee.

Total grant distributions from The Partnership will not exceed ninety percent (90%) of reimbursable costs until the submittal of a final project report by the grantee. The remaining ten percent (10%) of grant funding shall be paid upon final report submittal. Funds not expended by the end of the grant contract term will be forfeited and any unused funds must be returned to The Partnership. Any funds expended prior to the start of the grant period will not be reimbursed.

### Submitting an Application

Applicants must submit proposals in the form of a Microsoft Word or .pdf document using the format prescribed below. No other application format will be accepted. Applicants may include an optional cover letter with their application should they wish to provide The Partnership with additional information or to address issues not raised in the application form.

Applications and letters of support must be submitted via email to Spence Davenport at [sdavenport@recyclingpartnership.org](mailto:sdavenport@recyclingpartnership.org). Each applicant will be notified by The Partnership upon the receipt of their proposal.

Any applicant with questions related to this grant program or interest in submitting an application is strongly encouraged to contact Spence Davenport at [sdavenport@recyclingpartnership.org](mailto:sdavenport@recyclingpartnership.org) prior to submitting a grant application.

### Grant Application Timeline

Grant applications under this program will be accepted on an ongoing basis for as long as funding is available, and there is no due date for proposals. Grant applications will be evaluated on a rolling schedule:

- Round 1 Due Date: August 31, 2022
- Round 2 Due Date: November 30, 2022
- Round 3 Due Date: April 30, 2023
- Round 4 Due Date: July 31, 2023
- Round 5 Due Date: November 30, 2023
- Round 6 Due Date: April 30, 2023
- Round 7 Due Date: July 31, 2023

The Partnership commits to a speedy review of all applicants received and will seek to notify applicants of a grant making decision within 60 days of the nearest evaluation date.

Applicants are strongly encouraged to submit applications at least 90 days prior to intended project implementation.

### Grant Review and Selection Process

When evaluating applications, The Partnership considers the thoroughness of the proposal in addressing required application elements and how well the proposal meets Coalition objectives.

Key grant selection criteria will include:

- The number of local curbside programs and number of households positively affected by project results, including the number of households gaining new or strengthened recycling access for PET non-bottle rigids and/or pigmented/opaque PET (if applicable);
- The tonnage increase of recycled PET enabled by the project;
- The value of project impacts relative to requested funding;
- The applicant's ability, as demonstrated through their application, to successfully implement the project, including all of the required elements of this grant program;
- The ability and willingness of the grantee to provide solid project data;
- The example or replicability that the projects sets for other potential projects;
- The timeliness of project implementation, with an understanding that complex projects may require longer timeframes;
- The anticipated impact on processing and successful marketing of PET; and
- An applicant's ability to leverage additional financial resources to support the project, including internal capital, local, state, or other non-profit funding.

While the initial review is taking place, The Partnership may contact applicants in order to request follow-up information and/or seek clarifications. Applicants selected to receive grant funding will receive an award letter and The Partnership will initiate the development of a grant agreement.

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 funds will be allocated by The Partnership to successful applicants as determined by The Partnership in its sole and absolute discretion. The Recycling Partnership reserves the right to offer and negotiate partial funding of grant requests; applicants retain the right to accept or reject partial awards.

## Proposal Format

*Section 1. Key Contacts and Project Highlights:* Each applicant is required to provide its key contacts and project highlights, including:

- **Project Director:** Provide the name, phone number, email address, and mailing address of the Project Director who will oversee the implementation of the proposed project. The project director should be the main point of contact for the grant project.
- **Project Alternate Contact:** Provide the name, phone number, email address, and mailing address of a person who can be alternate contact who will have full familiarity with the project in the event the Project Director becomes unavailable.
- **Project Highlights:** Provide the following key project highlights and figures using the table below.

*Key Project Figures – MRFs:*

	<b>Households Served</b>			
<b>Number of Households Served by MRF</b> (enter number)				
	<b>Yes</b>	<b>No</b>	<b>Other</b>	
<b>Are PET Non-Bottle rigids Currently Accepted?</b>				
	<b>Yes</b>	<b>No</b>	<b>Other</b>	
<b>Is Pigmented/Opaque PET Currently Accepted?</b>				
	<b>Baled with PET bottles</b>	<b>Baled with mixed plastics</b>	<b>Baled separately in a dedicated stream</b>	<b>Residual</b>
<b>Current Fate of Received PET Non-bottle Rigids</b> (check applicable)				
	<b>Baled with PET bottles</b>	<b>Baled with mixed plastics</b>	<b>Baled separately in a dedicated stream</b>	<b>Residual</b>
<b>Current Fate of Received Pigmented/Opaque PET</b> (check applicable)				
	<b>Number of Tons</b>	<b>Estimate or Actual</b>		
<b>Current Annual Inbound PET Tons</b> (enter number of tons and indicate if estimate or actual)				
	<b>Number of Tons</b>	<b>Estimate or Actual</b>		
<b>Current Annual Outbound PET Tons</b> (enter number of tons and indicate if estimate or actual)				
	<b>Number of New Inbound Tons</b>	<b>Number of New Outbound Tons</b>		
<b>Projected Increase in Annual PET Tons as a Result of Project</b> (enter estimated number of new tons, if applicable)				

*Key Project Figures – Secondary Sortation Facilities:*

	<b>MRFs Served</b>		
<b>Number of MRFs Served by Facility</b> (enter number)			
	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Are PET Non-Bottle rigids Currently Accepted?</b>			
	<b>Yes</b>	<b>No</b>	<b>Other</b>
<b>Is Pigmented/Opaque PET Currently Accepted?</b>			
	<b>Baled with PET bottles</b>	<b>Baled separately in a dedicated stream</b>	<b>Residual</b>
<b>Current Fate of Received PET Non-bottle Rigids</b> (check applicable)			
	<b>Baled with PET bottles</b>	<b>Baled separately in a dedicated stream</b>	<b>Residual</b>
<b>Current Fate of Received Pigmented/Opaque PET</b> (check applicable)			
	<b>Number of Tons</b>	<b>Estimate or Actual</b>	
<b>Current Annual Inbound PET Tons</b> (enter number of tons and indicate if estimate or actual)			
	<b>Number of Tons</b>	<b>Estimate or Actual</b>	
<b>Current Annual Outbound PET Tons</b> (enter number of tons and indicate if estimate or actual)			
	<b>Number of New Inbound Tons</b>	<b>Number of New Outbound Tons</b>	
<b>Projected Increase in Annual PET Tons as a Result of Project</b> (enter estimated number of new tons, if applicable)			

*Key Project Figures – PET Reclaimers:*

	Yes	No	Other		
<b>Are PET Non-Bottle rigids Currently Accepted?</b>					
	Yes	No	Other		
<b>Is Pigmented/Opaque PET Currently Accepted?</b>					
	Processed with PET bottles	Marketed to other PET reclaimer	Marketed to secondary sortation facility	Landfill/ Disposal	Other (please specify)
<b>Current Fate of Received PET Non-bottle Rigids</b> (check applicable)					
	Processed with PET bottles	Marketed to other PET reclaimer	Marketed to secondary sortation facility	Landfill/ Disposal	Other (please specify)
<b>Current Fate of Received Pigmented/Opaque PET</b> (check applicable)					
	Packaging	Non-packaging			
<b>Percentage of outbound rPET Tons to Packaging Markets</b> (enter percentage of total outbound rPET tons)					
	Number of Tons	Estimate or Actual			
<b>Current Annual Inbound PET Tons</b> (enter number of tons and indicate if estimate or actual)					
	Number of Tons	Estimate or Actual			
<b>Current Annual Outbound rPET Tons</b> (enter number of tons and indicate if estimate or actual)					
	Number of New Inbound Tons	Number of New Outbound Tons			
<b>Projected Increase in Annual PET Tons as a Result of Project</b> (enter estimated number of new tons, if applicable)					



**Section 2. Project Description:** Each applicant is required to provide a narrative, not to exceed three pages, that describes the details of their proposed project. The narrative must address the following points:

- Description of how PET is currently managed by the applicant. The applicant should address questions such as:
  - How is PET currently processed in the facility? What types of sortation and processing equipment are used? Please provide a brief description of the flow of PET through the facility.
  - Will the project enable an increase in the capture, yield, and/or overall tonnage of PET processed? Please provide a description of how the project will enable an increase in PET recycling.
  - Are PET non-bottle rigids and pigmented/opaque PET currently accepted and processed? If so, which formats (i.e. PET clamshells, PET cups, PET trays, PET blister packs, pigmented (non-green, non-light-blue) bottles, opaque bottles, opaque non-bottle rigids, opaque black trays/clamshells, etc.?)
  - If those formats are already accepted, how will the project change their management/processing? For all formats currently not accepted or processed, how will the project affect their acceptance and processing? What PET formats do you intend to accept and process as a result of this project? How will this project help you market each format either as separate commodities or a unified stream of PET?
- Description of the investment that is proposed. The applicant should include details on the specific equipment that will be purchased and deployed, how PET will be processed with the new equipment, and how operations will change in the facility as a result of the new investment.
- Description of overall funding and business analysis of the project. In addition to and in support of the budget required under Section 3 below, the applicant should describe the expenditures, funding, and return-on-investment calculations for the project.
- Description of project effect on community recycling programs and PET recycling access. The applicant should detail whether and how much the project will result in the retention or addition of PET in local recycling collection programs. To the extent possible, the applicant should include a count of the number of programs affected and the number of households served by those programs, and should specifically indicate the number of households for which new access to PET recycling will be created when that is an objective of the project.
- Description of other parties involved or funding sources. The applicant should describe any other stakeholder whose support of the project is essential, including stakeholders providing any project funding, such as state recycling program programs.
- Description of how the project sets an example or helps replicate other potential projects.
- *Optional: The applicant should describe how up to \$75,000 would be used to enhance public knowledge and awareness of PET recycling and to increase the capture of PET from households in the areas served by the MRF (if applicable).*

**Section 3. Budget:** The budget section must detail the cost and revenues associated with the project. Be sure to include any anticipated funding that will come from external sources other than Partnership grant funding. Unless otherwise allowed through written permission from the Partnership grant contact, the budget should be provided in the following format:

<b>Project Component (i.e., piece of equipment or other project cost item)</b>	<b>Total Cost</b>	<b>Requested Partnership Funding</b>	<b>Grant Applicant Funding</b>	<b>Other Source of Funding (please specify source)</b>
Project Component #1 - specify				
Project Component #2 - specify				
Project Component #3 - specify				
Optional Outreach Component				

*Please add more rows as needed to provide a complete project budget.*

**Section 4. Timeline:** The Partnership seeks “shovel ready” projects that can be fully implemented within approximately six months of signing a grant agreement for a project. Please detail the timeline by bulleting out the anticipated implementation dates for the key milestones, including the provision of a final report on project results.

**Section 5. Measurement Activities and Planning:** The Partnership is grounded in measuring and reporting results. In support of this, applicants must indicate their willingness and ability to measure and report project results according to a format specific by the Partnership. In addition to informal progress reporting during the course of project implementation, all PET Recycling Coalition grant recipients must submit a final report in Word or .pdf format covering each of the following required components:

- General Project Results
  - Description of the deployment and activation of funded equipment
  - Tonnage results – the amount of PET that will be affected by the grantee on an annual basis
  - If applicable, the number of local recycling programs and the number of households with improved access to successful recycling of PET as a result of the grant
- Final Project Budget
- Final Project Timeline

Project applicants must clearly indicate in their proposal their willingness and ability to submit project reporting according to these parameters.

**Section 6: Provision of Equipment Quotes:** Project applicants must provide documentation of proposed equipment costs in the form of vendor quotes. Applicants may propose alternatives to quotes but the alternatives must contain enough detailed information on equipment costs to allow the Partnership to understand specific project expenses.

**Section 7. Letters of Support from Other Funding Sources or Partnerships:** Though not required, applicants may submit up to three letters of support from stakeholders that will be critical to project implementation.

## Special Note:

If an applicant's municipality or community customers do not have carted recycling, The Recycling Partnership also offers cart grants. Applicants who apply for grants are not precluded from receiving funding for multiple services. For more information, please contact Spence Davenport at [sdavenport@recyclingpartnership.org](mailto:sdavenport@recyclingpartnership.org).