



*Carlton County Zoning & Environmental Services*

## **Green Schools Project Requirements**

*Updated 9/23/2016*

**Applicants must read every section thoroughly. Initial each section to show you have read and understand the requirements.**

### **I. ELIGIBILITY**

Any educational institution in Carlton County is eligible to receive funds from this grant.

### **II. PROJECT CRITERIA**

In order to receive funding, the following must be accomplished:

**Submit a completed application form.**

**Start a Green Team**

- The Green Team may be comprised of staff, students, community members, parents, and guardians.
- The Green Team will serve as a main contact point for the MN GreenCorps member and the Resource & Recycling Coordinator.
- The team's goals are to work together to decide what materials can and should be purchased with grant funds, and to help implement any changes in the school associated with those purchases.
  - For example, if a Green Team decides to purchase recycling bins for the school, the Green Team must aid in educating staff, students, and visitors on how to use the bins properly. The Green Team is also in charge of putting up clear, concise, and correct signage on every bin.
- A minimum of 3 Green Team members is required upon the completion of an application. One of these members may be the applicant/responsible person.
  - It is highly recommended that a maintenance staff member is on the Green Team.

*Initial:* \_\_\_\_\_

**Sign a Grant Agreement**

- Once your application has been approved, you will need to review and sign the grant agreement. This is a legal document describing the terms and conditions of the grant.
- Carlton County Zoning & Environmental Services will provide this document to you.
- You must mail your grant agreement with original signatures. Do not send via email or fax.

*Initial:* \_\_\_\_\_

**Perform Waste Assessment**

- After an application has been approved, the MN GreenCorps member will perform a site visit to analyze recycling practices in the school. He or she will determine if there is an adequate recycling program in place.
- It is preferred to perform the site visit with maintenance staff.

Initial: \_\_\_\_\_

**Purchase Eligible Materials**

- All applying schools must first have a basic recycling program. If you do not, you are required to purchase the needed infrastructure to have a basic recycling program. A basic recycling program meets the following requirements:
  - Receptacles for paper, fundraising paper (if applicable), plastics #1-#7, cardboard, boxboard (cereal boxes), aluminum/metal cans, and glass.
  - Clear signage on every bin.
  - Paired bins: in hallways, classrooms, libraries, gyms, etc., all garbage bins must be near at least one recycling bin. (For example, classrooms should have garbage and paper together.)
  - A written recycling policy (see next page).
- Once a basic recycling program is in place, the school and Green Team may choose from any of the following purchases:
  - Bulk milk dispenser and glasses
  - Water bottle refilling machine
  - Reusable dishware for the cafeteria
  - Bulk dispensers for condiments
  - Organics (food waste) collection program
  - Reusable wipes for white boards
  - Reusable materials for maintenance use (e.g. cleaning cloths)
- Please keep the MN GreenCorps member updated with intended purchases; it is preferred that he or she help the Green Team make decisions on the best purchases.
- If you would like to purchase something not listed above, you must check with the MN GreenCorps member or the Resource & Recycling Coordinator before purchasing.

**Ineligible Purchases**

- The grant will not cover any reoccurring costs associated with any of the above eligible purchases, including, but not limited to:
  - Solid waste and recycling fees from garbage haulers
  - Compostable bags
- The grant will not cover any educational costs including, but not limited to:
  - Attending conferences
  - Field trips
  - Travel costs
  - Any other cost not related to waste reduction or recycling
- *If a school purchases an ineligible item, they will have to purchase it with the school's personal funds. Please make sure you check with either the MN GreenCorps member or the Recycling Coordinator before making a purchase if you are unsure.*

Initial: \_\_\_\_\_

**Develop a Recycling & Waste Reduction Policy**

- The recycling policy describes what materials are recycled in the school and how to recycle them.
- The MN GreenCorps member and Recycling Coordinator can assist with development of this policy.
- The policy will be submitted upon completion of the project.
- The policy must include a description of how the policy will be reviewed annually with staff and students (e.g. Recycling Newsletter, memos, all staff-meetings, school assembly, in classroom activities, etc.).

Initial: \_\_\_\_\_

**Submit a Final Report**

- The final report will detail how grant funds were spent and what the school will do to continue recycling and reducing waste.
- Include a copy of the Recycling & Waste Reduction Policy.
- The final report is due **6 months** from the grant agreement date **OR by the last day of the school year, whichever comes first.**

Initial: \_\_\_\_\_

*I have read and understand all requirements of the Green Schools Project Grant Program.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**III. CONTACTS**

Please feel free to contact the following people with any questions, comments, or concerns you have about the Green Schools Project, or to receive an electronic copy of this document.

**George Knutson**, MN GreenCorps Member  
Carlton County Zoning & Environmental Services  
PO Box 220  
Carlton, MN 55718  
George.Knutson@co.carlton.mn.us  
218-384-9592

**Karola Dalen**, Resource & Recycling Coordinator  
Carlton County Zoning & Environmental Services  
PO Box 220  
Carlton, MN 55718  
karola.dalen@co.carlton.mn.us  
218-384-9178 or 1-800-862-3760

Green Team members will have the option to meet with George to discuss progress, ideas, and/or problems with the program. Team members also have the option to collaborate with George to help advertise, hold workshops/assemblies, or accomplish anything else the Green Team desires. Team members will meet with George and/or Karola after the application has been approved to construct a plan of action and to discuss which methods of recycling and waste reduction will be implemented by the school.