



Carlton County Zoning & Environmental Services

## Green Schools Project Application

**This grant program aims to reduce waste and increase recycling in Carlton County Schools. Through this program, schools can spend up to \$2,000 on eligible purchases to complete these goals. Schools will also develop a Green Team to educate staff and students and to ensure these purchases will continue to improve the school in the future. Upon successful completion of these goals, students and staff will gain valuable knowledge of the importance of recycling and recycling methods they can apply at home. Working with institutions such as schools will aid in the effort to increase the county’s overall recycling rate and reduce waste to landfills.**

### **I. APPLICANT INFORMATION**

To be considered for the Carlton County School Recycling and Waste Reduction Grant, applicants must complete the entire application form. Applications may be submitted at any time. Consideration will be based on the available funds, eligibility requirements, and project criteria established by Carlton County Zoning & Environmental Services (*see Requirements*). A complete application is required for each school facility applying.

Applications may be submitted via mail or emailed.  
**Karola Dalen, Resource & Recycling Coordinator**  
**PO Box 220**  
**Carlton, MN 55718**  
**karola.dalen@co.carlton.mn.us**

*Office use only*  
Carlton County Date Stamp:

Date: \_\_\_\_\_

School District: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current solid waste and recycling hauler for the facility: \_\_\_\_\_

**II. GREEN TEAM REPRESENTATIVES**

The Green Team is a group of students, faculty, community members, and/or parents/guardians that will aid in the implementation of the recycling and waste reduction program. The Green Team will collectively determine how grant funds should be spent and how to implement any changes in the school. For more information on the Green Team, see *Requirements*. Please provide at least three people willing to be on the Green Team and contact information for those people.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**III. RESPONSIBLE PERSON(S)**

The responsible person(s) will be the main contact for the Green Schools Staff at Carlton County Zoning & Environmental Services. The responsible person(s) will be a member of the Green Team and ensure the implementation of the program. Please indicate the responsible person(s) by naming them here.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

**IV. RECYCLING AND WASTE REDUCTION PRACTICES**

*All public entities, including schools, are mandated to recycle at least three types of materials (Minnesota Statute § 115A.151).*

Please check the materials that are **CURRENTLY** being collected for recycling in your facility:

- Office paper
- Boxboard (e.g. cereal boxes)
- Catalogs/magazines
- Corrugated cardboard
- Newspaper
- Plastics #1-#7
- Aluminum cans
- Steel/tin cans
- Glass
- Organics (food)

**V. GRANT REQUEST INFORMATION**

*Maximum grant request is \$2,000 per school facility within a district.*

Total amount requested: \$ \_\_\_\_\_

Name of school facility: \_\_\_\_\_

Brief summary of the proposed grant program activities/purchases: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Carlton County reserves the right to audit records associated with this grant.*

**VI. AGREEMENTS AND AUTHORITY**

By my signature below, I certify that all the information I have provided in this application is true and correct to the best of my knowledge. I understand that if I have knowingly provided any false information, it is fraudulent and any award received may be withdrawn and/or repaid to Carlton County.

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE



# Green School Project Requirements

Read & initial each section.

## **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 or maintain a Green Team**

- The Green Team may be comprised of students, faculty, community members, and/or parents/guardians.
- The Green Team will serve as a main contact for the grant program coordinator.
- The team's purpose is to work with the grant program coordinator to successfully utilize grant funds.
- Previous work in schools has shown that a dedicated group, such as a Green Team, is vital in achieving and maintaining a successful recycling program school year to school year.
- The grant program coordinator can help with Green Team development.
- 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:* \_\_\_\_\_

**Grant Agreement**

- Once your application has been approved, the grant program coordinator will need to collect a completed grant agreement to release funds.
- You must mail your grant agreement with original signatures. Do not send via email or fax.

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

**Waste Assessment**

- After an application has been approved, the grant program coordinator will perform a waste assessment at the school to analyze current recycling and waste reduction practices.
- The waste assessment allows the grant program coordinator to determine if there is a basic recycling program in place and to help the Green Team determine how to best utilize the funds.
- It is preferred to perform the site visit with maintenance staff. Estimated time requirement is 45 minutes to an hour.

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

**Purchase Eligible Materials**

- The following is a list of eligible purchases.
  - Recycling collection containers for classrooms and offices
  - Recycling collection containers for common areas such as hallways, gym, cafeteria, and outdoor athletic fields
  - Purchasing signs for recycling collection containers, waste/recycling areas, etc.
  - Any new equipment to improve the proper collection of recyclables by custodial staff such as Brute bins or rolling carts
  - Any new equipment needed to start or improve an organics (food waste) collection program in the cafeteria
  - Reusable dishware, silverware, and glasses to replace disposable items
  - Bulk dispensers for condiments, cereal, or other items which are currently served in individual packages
  - Reusable materials for custodial or classroom use that replace disposable items (e.g. cleaning cloths, reusable wipes for white boards, etc.)
  - Prizes for waste reduction and recycling competitions or educational activities (Max. \$300)
  - Books and teacher resources (Max. \$300)
  - On-site composting materials
- The following are eligible once a school has met many of the above practices.
  - Water bottle filling station (unit only, does not cover installation)
  - No heat hand dryers (unit only, does not cover installation; some additional reporting required)
  - Bulk milk dispenser
- If you would like to purchase something not listed above, check with the grant program coordinator to verify eligibility.

**Ineligible Purchases**

- The following is a list of ineligible purchases.
  - Solid waste and recycling fees from garbage haulers
  - Compostable bags
  - Conference fees
  - Field trips
  - Travel costs
  - Any other cost not related to waste reduction or recycling

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

**Recycling and Waste Reduction Policy**

- This policy is not a requirement of the grant.
- Does your school currently have an officially adopted recycling or related environmental practices policy?
  - If so, please provide us with a copy. If you have previously participated in the Green Schools Project, we may already have one on file.
  - If not, example policies can be provided.

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

**Develop and/or maintain a Recycling & Waste Reduction Guide**

- This guide is a requirement of the grant. Draft guides have been developed for all Carlton County schools. The grant program coordinator can help amend and update them as needed.
- The recycling guide serves as a resource for students and staff and contains easy to understand information on where, what, and how to recycle materials at the school.
- The guide should be easy to post on walls, print handouts, email to staff, and include in school newsletters, etc.
- The guide is to be submitted with this application or upon completion of the project with the final report.
- If you have previously participated in the Green Schools Project, we may already have one on file.

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

**Submit a Final Report**

- Provide detailed invoices of the grant purchases.
- Return any grant funds that were not spent.
- Include a copy of the Recycling & Waste Reduction Guide.
- The final report is due **six (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

#### **IV. CONTACT**

**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 1-800-862-3760