



# EarthSmart Waste Reduction Grants

The Environmental Center's EarthSmart Grants promote a resource conservation ethic in schools by providing funds for innovative waste prevention activities in schools. \$500 grants are available to schools in Deschutes, Crook and Jefferson Counties to implement, maintain, or improve upon school waste prevention efforts.

## Application Guidelines

### Eligibility:

- All public and private K-12 schools in Deschutes County.
- Applications can be submitted by: teachers, principals, school staff, school recycling coordinators, custodians, students, student clubs, and parent volunteers.
- Projects must be completed in the application school year.
- Projects must focus on resource conservation or waste reduction

### Selection Criteria:

- The application is complete: All questions are answered completely; the application is signed by the applicant and the school principal, and includes a complete budget.
- The project is clearly defined through goals and objectives and a reasonable budget.
- Students and staff are actively involved in project activities and the entire school is educated about the project and its accomplishments.
- **The project must have measurable results.** The project application must describe how many resources are being conserved. (i.e., the amount of waste prevented, the increase in waste recycled, the amount of waste composted, etc.)
- The application must demonstrate how the project will be sustained past the first year of funding and will contribute to waste prevention at the school over the long-term.
- Applicants are encouraged to seek in-kind contributions or matching funds for their project.

### Grants Timeline:

- Round 1 Applications are due: **Week before Thanksgiving**
- Round 2 Applications are due: **Last week of January**
- Round 1 Grants are awarded: **First week of January**
- Round 2 Grants are awarded: **Last week of February**
- Progress summary reports are due: **Last Week of May**

### Submitting Applications:

A receipt of confirmation will be sent via email as we receive application. Please send completed applications to [jackie@envirocenter.org](mailto:jackie@envirocenter.org) or Jackie Wilson, c/o The Environmental Center, 16 NW Kansas Ave, Bend, OR 97701

**Questions? Call us at 541-385-6908 x15 or email [jackie@envirocenter.org](mailto:jackie@envirocenter.org)**

*The EarthSmart Waste Reduction Education Grants are a project of The Environmental Center and are sponsored by Bend Garbage and Recycling, Cascade Disposal, Wilderness Garbage and Recycling, and Deschutes County Department of Solid Waste.*



# EarthSmart Waste Reduction Application

Name _____ School _____
Position _____
Phone _____ Fax _____ Email _____
School's recycling coordinator (if other than yourself) _____
School's garbage and recycling collector _____
What materials are currently recycled at your school? _____

## Project Description

On a separate piece of paper, briefly describe your project. Please include the following:

1. The goals and objectives of the project and how you plan to meet them.
2. Who will be involved in the project (i.e. staff, students, classrooms, volunteers, etc.)
3. How the project will be maintained over time. Include a timeline for the project and implementation date.
4. How you will measure the results of the project. (For example, how will you know you have reduced waste at school?)
5. How the success of the project will be shared with others at the school.
6. A project budget, using the attached budget form. Please include any in-kind contributions.

## Tracking Progress

For the continued success of this program, we need information about your project. With all grant awards, we require a summary of progress by the last week of May. We will send out guidelines for the summary if you are awarded a grant.

## Application checklist – Did you include?

<input type="checkbox"/> Project Description <input type="checkbox"/> Application Form <input type="checkbox"/> Budget form <input type="checkbox"/> All necessary signatures	Thank you for your interest in these grants! EarthSmart provides education opportunities such as classroom presentations, and assistance with your waste prevention and recycling. Don't hesitate to contact us if you have any questions at: (541)385-6908 x 15 or <a href="mailto:jackie@envirocenter.org">jackie@envirocenter.org</a>
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## Signatures

Applicant  
signature \_\_\_\_\_ Date \_\_\_\_\_

Principal  
signature \_\_\_\_\_ Date \_\_\_\_\_



## Budget Form and Ideas

### Project Example given – Worm composting program

Description of Cost	Amount requested from EarthSmart	Amount received from matching funds	Amount received from in-kind donations	Total
<b>Materials/Supplies</b>				
<i>(Example – Wooden Worm Bin and worms- \$130)</i>				
<b>Professional Services</b>				
<i>(Example – Worm composting expert to visit classes- Free)</i>				
<b>Other</b>				
<i>(Example – Books about worm composting: “Diary of a Worm” &amp; “Worms Ate My Garbage” \$50)</i>				
<b>Total \$ Amounts</b>	<b>Amount requested from EarthSmart</b>	<b>Amount received from matching funds</b>	<b>Amount received from in-kind donations</b>	<b>TOTAL</b>
<i>(Example \$180)</i>				

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

### IDEAS

- Promote a waste free lunch day.
- Organize a school-wide contest promoting waste prevention, complete with prizes for the winners.
- Conduct a school-wide rummage sale.
- Start a toy/bike/clothing drive and promote the idea of reuse throughout the school.
- Hold a school-wide book swap.
- Create art from re-using materials
- Obtain appropriate recycling containers.
- Start an education and awareness program and collection event for hard to recycle items.
- Start a “buy recycled” campaign educating students and staff about the importance of “closing the loop”
- Buy worm compost bins for composting food waste at school.
- Make compost and use it on school grounds, or sell it as a fundraiser.
- Purchase materials to build bigger on site composting bins.