



Collegiate Recycling Grant Application for Fiscal Year 2027

The S.C. Department of Environmental Services' (SCDES) Collegiate Recycling Grant Program is a competitive grant program that allocates grant funds to South Carolina public and private colleges, universities and technical colleges. Funding for this program is made possible through SCDES's Office of Solid Waste Reduction and Recycling (Office). These are classified as state fee funds.

SECTION 1: SUBMITTAL INSTRUCTIONS AND APPLICATION GUIDELINES

Grant funds are available to South Carolina colleges and universities.

1. Requests should be submitted electronically. If electronic submission presents a problem, please contact the Office for other submission options. Call **1-800-768-7348** or email swgrants@des.sc.gov.
1. Electronic submissions should be e-mailed to swgrants@des.sc.gov.
2. Requests must be received by the Office **no later than Friday, May 29, 2026**
3. Requests should be submitted in Microsoft Word (.doc or .docx) or PDF format.
4. Requests received after the deadline will not be considered.
5. Incomplete submissions will not be considered. All questions must be thoroughly answered.
6. Faxed copies will not be considered.
7. Applicants cannot submit more than one proposal. Multiple applications will not be considered.
8. The contact person named in the application must be a current staff or faculty member at the college or university.
9. Please refer to **Section 2: Grant Guidelines** for eligibility requirements.

NOTE: This offering does not commit SCDES to: 1) award a grant; 2) pay any cost incurred in the preparation of the application; or 3) procure or contract for articles of goods or services. SCDES reserves the right to accept or reject any or all applications received as a result of this offering or to cancel in part or in its entirety this offering if it is in the best interest of the State to do so.

SECTION 2: GRANT GUIDELINES

- **ELIGIBILITY:** Any public or private college, university or technical college in South Carolina is eligible to apply. Priority will be given to any public or private college, university or technical college that has not received a grant from the Office within the last two school years.
- **BUDGET:** Applicants may submit an application for recycling/waste reduction projects and/or professional development (training/travel). Total grant requests may not exceed \$10,000, of which not more than \$2,500 may be requested for professional development.
- **REVIEW AND AWARD PROCESS:** The Office must receive one electronic proposal no later than 5:00 p.m. (EDT) on Friday, May 29, 2026. Applications received after the deadline will not be considered. Faxed or incomplete grant applications will not be considered.
 - Within 30 days of notification by the Office as to the disposition of a grant application, the applicant may submit a written request to the Solid Waste Advisory Council (SWAC) for a review of the original grant decision. Within 45 days of the original grant decision, the Office will inform the appealing party of the hearing date, place and time. Within 60 days of the original grant decision, SWAC shall render a final decision.
 - SCDES reserves the right to offer funding in the grant instrument for goods or services that differ from the description provided in the grant request.
 - No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in relation to activities carried out under this grant program on the grounds of race, age, health status, handicap, color, sex, religion or national origin.
 - Activities undertaken to fulfill the requirements of the grant must be performed in compliance with federal, state and local regulations.
 - The Grantee shall not provide any SCDES grant funds to private sector recycling programs unless specifically contracting for goods or services.
- **ALLOWABLE BUDGET ITEMS:** Projects making use of public/private partnerships are encouraged.
 - Professional development (training/travel) funding may be requested for registration and travel expenses to enable a staff member to attend workshops, conferences or certification programs that directly promote recycling, waste reduction or sustainable materials practices. Travel must occur after the effective date of the grant agreement and prior to the ending date of the grant. Expenses may include hotel costs up to the GSA approved rate, meals, registration, and other expenses pre-approved by the Office. No more than \$2,500 may be used toward professional development.
 - The purchase of equipment or supplies;
 - The production and distribution of educational materials. All public education/promotional materials must be submitted for preapproval after the award of the grant and prior to production or distribution.
- **RECURRING COSTS:** Recurring operating expenses such as permanent personnel costs and indirect costs will not be considered. Recurring costs for items such as contractual expenses or leases will be considered only for the first year of an ongoing project.
- **METHOD OF PAYMENT:** The method of payment will be on a reimbursement basis unless otherwise requested in writing and approved in advance.

Pursuant to 2023 Act No. 60, as of July 1, 2024, all contractual rights and obligations of the South Carolina Department of Environmental Services or SCDES will be transferred to the Department of Environmental Services ("Successor Agencies") by operation of law. Grantee's rights and obligations shall continue without change and Grantee shall perform in accordance with this Grant Application except as instructed otherwise by the Successor Agencies. All references to the South Carolina Department of Environmental Services or SCDES in this Grant Application shall be deemed to refer to the Successor Agencies as appropriate without the necessity of an amendment or any other action by the parties. In all other respects, this Application shall remain fully in effect after that time according to its terms unless and until amended.

15. OVERVIEW OF THE RECYCLING PROJECT

15a. Provide an overview of the project for which funds are being requested.

15b. Is this project in the planning, implementation or assessment stage?

15c. Describe any recyclables that will be collected as a result of the project.

15d. Describe the source of the materials (e.g., dorms, cafeterias, offices, arenas).

16. DESCRIPTION OF GRANT PROJECT

16a. Describe in detail all items for which grant funding is requested. Include photos or descriptive literature as available.

16b. Describe each step of the recycling process for any material collected as part of the project (e.g., collection, storage, processing, maintenance, marketing).

16c. Describe all outside partners involved in this project including their role in the project and an identification of whether they are public, private or non-profit.

16d. Provide a timeline that details implementation of each phase of the project.

17. BENEFITS

17a. Describe how the project will provide potential cost savings or efficiencies for the college/university or to participating partners (e.g., weekly collections, every other week collections).

17b. Describe how the proposed project makes use of existing infrastructure and complements or improves existing programs.

17c. Describe the tonnage currently being collected in the grant service area and explain the anticipated increase in tonnage as a result of the grant. Explain the rationale for the anticipated increase.

17d. Describe any other anticipated benefits to the college/university as a result of the project.

18. OUTREACH

18a. Describe all outreach activities (e.g., visits, social media, recognition programs) that will be undertaken to help ensure the successful implementation of the project, especially to educated users.

18b. Describe how the successful implementation of this project will be used to encourage others to replicate similar projects at other venues.

18c. Indicate which outreach activities will require grant funding.

19. BUDGET AND COSTS (recycling project request not to exceed \$10,000)

19a. Provide a detailed budget including cost estimates for each item for which grant funding is being requested.

19b. Describe any shortfalls for which grant funding will not be adequate and explain how you anticipate securing any additional funding needed. Include matching funds, in-kind contributions and sponsored contributions/grants from other sources.

Instructions for Collegiate Recycling Grant Application

SECTION 4: APPLICATION

1. **Total Grant Request:** Provide the total amount of funds requested (up to \$10,000) for the recycling project under consideration for the college, university or technical school listed in No. 2.
2. **Name of College/University/Technical College:** Include the full, official name of the college, university or technical school that will use the grant funding for the recycling project under consideration.
3. **Address of College/University/Technical College:** Provide the physical address of the college, university or technical school that will use the grant funding.
4. **Name of Authorized Representative:** Provide the name of the approved college representative requesting SCDES grant funding.
5. **Telephone Number of Authorized Representative:** Provide the telephone number of the authorized representative listed in No. 4. The contact's school telephone number or personal cell number is preferred.
6. **Name of Finance Officer or Grant Administrator:** Give the name of the person overseeing the use of the grant funding for of the approved recycling project.
7. **Address of Finance Officer or Grant Administrator:** Provide the school address of the person listed in No. 6.
8. **Telephone Number of Finance Officer or Grant Administrator:** Provide the telephone number of the person listed in No. 7. The contact's school telephone number or personal cell number is preferred.
9. **Contact Person (person handling program on daily basis; must be staff or faculty):** List the name of the person overseeing the day-to-day operations of the recycling project.
10. **Address of Contact Person:** Provide the full school address of the person listed in No. 9.
11. **Telephone and Fax Number of Contact Person:** Include the contact's school telephone number or personal cell number. Include the school's fax number if applicable.
12. **Email Address of Contact Person:** Provide the school email address of the project's contact person.
13. **Address to which reimbursements should be mailed.** Provide the mailing address for the school's Financial Officer or Grant Administrator listed in No. 6.
14. **Provide a list of all conferences, workshops or trainings that you anticipate attending.** Dates and locations of events also should be included if applicable.

Please answer questions 15-19 as they relate to the proposed recycling project. Responses must be numbered 15 through 19 and addressed in numerical order.

15. **Overview of the Recycling Project**
 - a. **Provide an overview of the project for which the funds are being requested.** Give a brief description of your intended recycling project and what you plan to purchasing using the funds provided.
 - b. **Is the project in the planning, implementation or assessment stage?** Indicate the status of the project.
 - c. **Describe any recyclables that will be collected as a result of the project.** Include a list of the material (e.g., paper, plastic containers, aluminum cans) that will be recycled.
 - d. **Describe the source of materials (e.g. dorms, cafeterias, offices, arenas).** Provide a list of areas where recyclables will be collected.
16. **Description of the Grant Project**
 - a. **Describe in detail all items for which grant funding is requested. Include photos or descriptive literature as**

available. Give a brief description of the equipment (e.g., bins, roll carts, collection containers, signs) needed to initiate your project.

- b. **Describe each step of the recycling process for any material collected as part of the project (e.g., collection, storage, processing, maintenance, marketing).** Give a brief description of how your recycling process will work.
 - c. **Describe all the outside partners involved in the project including their role in the project and an identification of whether they are public, private or non-profit.** List partners (e.g., county recycling coordinator and/or county recycling program, private waste hauling company) and what service they will provide as part of the project.
 - d. **Provide a timeline that details implementation of each phase of the project.** Set deadlines to complete specific steps in project (e.g., month when bins will be ordered and set in place, month and day when the recycling will begin on campus, weekly or daily collection schedule for material pickup).
17. **Benefits**
 - a. **Describe how the project will provide potential cost savings of efficiencies for the college/university or to participating partners (e.g., weekly collections, every other week collections).** Provide information about the expected revenue or material saved by your institution after implementing the recycling project.
 - b. **Describe how the proposed project makes use of existing infrastructure and complements or improves existing programs.** Provide details about integrating the project with existing campus services (e.g., maintenance staff, athletics department, grounds-keeping crews).
 - c. **Describe the tonnage currently being collected in the grant service area and explain the anticipated increase in tonnage as a result of the grant. Explain the rationale for the anticipated increase.** How much material in pounds or tons will be recycled? How much will be diverted from the landfill?
 - d. **Describe any other anticipated benefits to the college/university as a result of the project. Will the project generate positive feedback?** Will students activity participate or manage the program?
 18. **Outreach**
 - a. **Describe all outreach activities (e.g., visits, social media, recognition programs) that will be undertaken to help ensure the successful implementation of the project, especially to educated users.** How will you encourage recycling on campus and draw attention to the project? How will you recognize outstanding recyclers, student staff or generous partners?
 - b. **Describe how the successful implementation of this project will be used to encourage others to replicate similar projects at other venues.** Do you expect to implement the project at other campuses?
 - c. **Indicate which outreach activities will require grant funding.** Will you use promotional items (e.g., brochures, flyers, pens) to promote the project and what is the expected cost?
 19. **Budget and Costs**
 - a. **Provide a detailed budget including cost estimates for each item for which grant funding is being requested.** What will be the cost of equipment, promotional items, hauling services, etc.?
 - b. **Describe any shortfalls for which grant funding will not be adequate and explain how you anticipate securing additional funding needed? Include matching funds, in-kind contributions and sponsored contributions/grants from other sources.** Will funds from other grants or partners be used to implement the project? If so, how much and from whom?

RETENTION SCHEDULE NO. 14642