

Tri-County Hazardous Waste & Recycling Program
Small Grants Program- Procedures

Program Services: *Tri-County Hazardous Waste & Recycling Program provides hazardous waste disposal plus waste reduction and recycling education & outreach to residents, businesses and farmers of Wasco, Sherman and Hood River counties.*

Program Goal: *The goal of this grant program is to offer grant money for projects, equipment or material that will help overcome barriers to waste prevention, support hazardous waste reduction or increase recycling while educating our community.*

1. **Area of Interest:** Assuming availability of funds, our Steering Committee may establish areas of interest for the small grant program each year, as consistent with our Strategic Plan update. Grant requests that are not related to our current areas of interest will not be precluded from consideration. Whereas, requests that do relate to the current areas of interest may be given priority.
2. **Who may apply?** Non-profits, governments, schools, businesses and individuals residing within Sherman, Wasco or Hood River Counties may apply. In order for a grant request to be considered, request must clearly relate to our stated grant program goal.
3. **Application:** Applicants will fill out and submit full grant application (including cover page, narrative, project schedule and project budget) to the Program Coordinator.
4. **Application deadline:** Applications may be submitted at anytime. Upon review, staff may request further information from applicant prior to making a formal recommendation to the Steering Committee, which meets four times per year.
5. **Review process:** Completed applications will be reviewed by staff, who will then make recommendations to the Steering Committee as to selection, or not, or partial funding, etc. (with a summary supporting the recommendation).
6. **Grant decision making:** The Steering Committee decides upon grant requests during quarterly regular meetings. The Steering Committee is authorized to fund grant requests under \$5,000, to the degree that funds are available in the Small Grants budget.
7. **Reporting:** All grant recipients are required to submit a written final report to the Program Coordinator within one year of receipt of grant funds. Final report shall include proof of any purchases outlined in project budget, documentation of matching funds, and description of how well your project met your evaluation criteria.