



August 30, 2019

Dear Principals and Teachers:

The Regional Recycling & Waste Reduction District is seeking applications for the Fifth Annual School Recycling Grants Contest. Up to 10 lucky schools will receive \$1,000 to start, expand or provide education about their school recycling programs. Your school could be a winner if your application offers a creative, sustainable project.

The winning school grants we provide will help teach students the value of recycling and provide students with leadership opportunities. Partnerships outside the school may be considered in the award process. Both public and private schools (grades 1-12) within Pulaski County are encouraged to apply.

To be eligible, you or someone at your school must complete and return the grant application to the Regional Recycling & Waste Reduction District no later than 4 p.m. Tuesday, November 5, 2019. Email applications are preferred to [reita@regionalrecycling.org](mailto:reita@regionalrecycling.org), but applications may be mailed to the District office. Complete details are included in this grant application package and on-line at [www.regionalrecycling.org/news](http://www.regionalrecycling.org/news).

If you are not the correct person to receive this application packet, please pass it along. Do not delay; deadline for entry is **Tuesday, November 5**. Winners will be announced **Wednesday, November 13**.

The Regional Recycling & Waste Reduction District assists jurisdictions within Pulaski County with planning and overseeing solid waste management programs and services. The school recycling grants are offered as part of our vision to inform and challenge local Arkansans to achieve maximum waste reduction, recycling, and reuse of consumer goods.

Thank you for your participation. Good luck!

A handwritten signature in black ink that reads "Craig Douglass".

Craig Douglass  
Executive Director

cc: Reita Miller, Chief Information Officer



Regional Recycling District

## APPLICATION GUIDELINES FOR ENTRY

1. Please submit one copy of your entry to Regional Recycling & Waste Reduction District by email or mail. Email submissions are preferred. Sorry, no faxes will be accepted.
2. Only one submission per school will be accepted. Additional information submitted after the original will not be considered. Do not send both electronic and hard copies of your entry unless requested by officials.
3. Entries will be accepted until 4 p.m., Tuesday, November 5, 2019.
4. Awards will be made to schools within the boundaries of Pulaski County only (grades 1-12, public or private) for education, start-up, and/or expansion of recycling programs. No awards will be made to individuals or to benefit specific individuals.
5. Preference will be given to programs exhibiting the ability to be carried over without additional funding and to be adapted by other educators.

Please email entries to:

[reita@regionalrecycling.org](mailto:reita@regionalrecycling.org)

OR, mail entries to:

Regional Recycling & Waste Reduction District  
300 Spring Bldg., Suite 200  
Little Rock, AR 72201

**Entries must be received by 4 p.m., Tuesday, November 5, 2019.**

**Log on to the District website at *NEWS, School Grants* to see winning entry forms from last year.**

*Entries **must** include the following information to be eligible. Failure to provide all the information from this page will result in disqualification.*

### **Applicant**

School Name

School Address (physical and mailing)

School District

Number of students enrolled in school

### **Contact**

Superintendent/Headmaster

School Board President

Principal's Name

Contact Person

Daytime Phone (include best time to call)

Evening Phone

Email Addresses for Contact Person plus Principal or Head of school



Provide the following in your typewritten entry.

### **Program**

Describe your school's recycling or proposed recycling program. Include the following information as it applies to your program:

- a. What recyclables will be collected? How will they be collected? What will you do with them?
- b. How many students will be/are involved in the program? What grade(s)?
- c. Who is responsible for running the program and training volunteers? Who are the active participants (students, custodians, parents, local businesses, community volunteers, et al)?
- d. How will your program be developed or expanded? How will the program continue after the grant money is expended?
- e. Include project timeline.

### **Additional Documentation**

- A copy of your school's waste-reduction or recycling policy (if available)
- Letter(s) of support from the school officials and/or sponsors.

### **Background**

Regional Recycling & Waste Reduction District is pleased to offer school recycling awards. A total of \$10,000 may be awarded in \$1,000 increments to up to 10 schools within the boundaries of Pulaski County. Awards recognize public and/or private schools that are starting or expanding recycling programs.

Schools may submit entries for education, start-up or expansion of recycling and waste-reduction programs.

### **Judging**

Entries will be judged by a panel of members from local organizations. Elements to be considered during the judging include:

- Creativity – Is the project original?
- Education Element – Is there an element for teaching students the value of recycling?
- Student Leadership – How involved are students in the planning, implementation and evaluation of the program?
- Partnerships – Is there any involvement from others outside the classroom? (Businesses, high school, etc.)
- Sustainability – Does the project have the ability to be carried over from year to year without additional funding, and to be adapted by other educators?

### **Process**

Applicants chosen for funding will be notified by telephone and email to be followed by a confirmation letter. Applicants who are not funded will be notified by letter. All entrants/schools are eligible to enter in the next grant cycle.

All winners are asked to send at least three progress reports during the rest of the school year.

