



Sherburne County Government Center
PLANNING AND ZONING ADMINISTRATION

13880 Business Center Drive
Elk River, MN 55330
763-765-4459 or 1-800-438-0578
Fax: 763-765-4459

Sherburne County Small Business Recycling Bin Grant Program



Funded by MPCA SCORE Grant Dollars



SECTION 1.0 INTRODUCTION

1.1 Program Goal

Sherburne County is given monies through the State's SCORE grant, in accordance to Minnesota Statute 115A.557, to provide funding for development and implementation of permissible programs. Permissible programs include, promoting small business recycling and recycling the maximum amount of solid waste technically feasible. Small businesses generate a significant amount of recyclables through daily operations. Manufacturers can use these valuable resources to generate new products and provide jobs to boost our economy in Minnesota. Sherburne County is offering grant awards to small businesses that have the desire to begin recycling or add additional recycling receptacles to their existing infrastructure to increase the rate of recycling.

1.2 Grant Funding Overview

The grant application will become available May 3, 2021. The grant period will remain open until all monies are allocated. A limited amount of funds are available and the monies will be appropriated based on the order the applications are received complete. There is a total of \$40,000 available during this grant period, with an individual maximum grant award of \$5,000 with no match requirement. The applicant will submit a complete application and a receptacle request form to Sherburne County at the address listed below. After a complete application is received, Sherburne County staff will conduct a site visit to provide technical assistance and evaluate that the receptacle size and locations are appropriate. After a successful site visit, the County will order the receptacles requested; the receptacles will be directly shipped to the applicant.

1.3 Project Information Contact.

Submit the application and receptacle request form to the address below:

Sherburne County Zoning Department
Attn: Stephanie Reynolds
13880 Business Center Drive
Elk River, MN 55330

If you need additional information or have any questions, please contact the Sherburne County Environmental Specialist at the following:

stephanie.reynolds@co.sherburne.mn.us

-or-

Phone: (763) 765-4459

SECTION 2.0 TERMS AND CONDITIONS

2.1 Program Discretionary.

The Small Business Recycling Bin Grant is entirely discretionary with the County of Sherburne. The Program is administered solely in the discretion of the Sherburne County Solid Waste Administrator and/or appointed designee. The Program is subject to cancellation or modification at any time without notice. The Program

does not serve to create or vest to any person any right, entitlement, or interest whatsoever. The granting or denial of any application does not serve to establish any type of precedent, or obligation on behalf of Sherburne County, for approval or denial of other applications for benefits under the Program.

2.2 Applicants Eligibility Requirements

1. Eligible Small Businesses. Businesses must meet all of the following criteria to be eligible for a small business recycling bin grant:
 - a. The business has a physical or industrial location (based on property tax classification in Sherburne County.)
 - b. The business is registered with the Minnesota Secretary of State and not debarred by the State of Minnesota.
 - c. The business has no more than fifty (50) full-time and/or part-time employees.
 - d. The business has no current tax liens on record with the Minnesota Secretary of State and all required licenses and permits are in good standing.
2. Businesses with multiple locations may be eligible for multiple grants, as long the above criteria is met.
3. Businesses that operate on residential properties are not eligible to apply for a grant under this program.
4. Applicants must contract with a licensed solid waste hauler for recycling service before the receptacles are distributed to the applicant's location. In Sherburne County, all solid waste haulers are required to provide recycling services to businesses.
5. All eligible items are listed on the order form; items include recycling receptacles, trash receptacles, and applicable equipment (i.e. carts to transport recyclables). Recycling and trash receptacles can be purchased for front of the house or back of the house operations. Please note, trash receptacles can only be ordered if they are paired with a recycling receptable. After review, the County will order the receptacles listed on the form.
6. The applicant can download recycling accepted materials list signs and trash receptacle signs on the Sherburne County Planning and Zoning (Solid Waste) webpage to place on the recycling or trash receptacles or on the wall near the receptacles.
7. The applicant must allow County staff to inspect the premise after a complete application and receptacle request form is received, to ensure that the number of receptacles and locations are appropriate for the facility.
8. The applicant must allow County staff to conduct a final site visit within 30 days after the receptacles are installed at the facility to ensure the program has been implemented.
9. Due February 1 of the following year, the County will require a one-time final report of the garbage service expenditures prior to project and expenditures incurred after implementation. In addition, the applicant will be required to report the amount of recyclables before implementation and after implementation (example: 6 cubic yard emptied 2 times per week). The County will mail a form on or around January 1, for the applicant to fill out and submit. This requirement will provide data to determine the success of the program.

2.3 Publicity.

Grantee shall coordinate any publicity regarding Grantee's activities under this Agreement with the County

to ensure that any such publicity includes the Minnesota Pollution Control Agency logo and identifies that the Grantee's activities are funded in part by the State of Minnesota.

2.4 Failure To Comply.

The grant process will be complete after the final report is received. Failure to comply with any of the terms or conditions of the Small Business Recycling Bin Grant Program, the applicant must reimburse for all SCORE funds received.

2.5 False Information.

If the applicant provides information in the application that is false, the applicant may be liable to repay all financial assistance received through the Small Business Recycling Grant Program and may also be prosecuted by law for providing any such false information.

SECTION 3.0 APPLICATION FORM

3.1 Applicant Information.

| | | | |
|-------------------|----------|-------|-----|
| BUSINESS NAME | | | |
| STREET ADDRESS | | | |
| CITY/ STATE / ZIP | City | State | Zip |
| PHONE NUMBER | Business | Cell | |

3.2 Project Information.

| | |
|--|--|
| Business Type (sole proprietor, Partnership, LLC, C Corp., S Corp., Other) | |
| Property tax classification in Sherburne County | |
| MN Tax ID# | |
| Number of Employees | |
| Does the business have any current tax liens on record with the Minnesota Secretary of State? Are all required licenses and permits are in good standing? | |

| | |
|--|--|
| <p>Project Description (e.g. the business would like to add three recycling receptacles to the main lobby, two recycling receptacles in the break room, and two receptacles at each of the two front door areas).</p> | |
| <p>Describe project implementation plan (e.g. host trainings for maintenance staff and employees).</p> <p>Include specific time frames for project phases (e.g. one week before receptacles are delivered, conduct employee and maintenance staff trainings).</p> <p>Lastly, identify how success will be measured (e.g. maintenance staff will be able to identify accepted recyclables and how to place in the outside recycling container).</p> | |

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| <p>What measures will be taken to ensure contamination will be limited (e.g. maintenance staff will identify contaminants, trainings, etc.).</p> | |
| <p>Describe how this project will be sustained (e.g. review customer or employee participation quarterly, review signage, host trainings annually, etc.)</p> | |

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|--|--|
| <p>Describe current waste management practices and expenditures (e.g. 6 yard garbage dumpster dumped 3 times per week)</p> <p>Include the name of your hauler and the quoted amount from your garbage hauler for recycling service. (e.g. 4 yard recycling dumpster for \$50/month, dumped 3 times per week)</p> | |
| <p>Total Project Cost (fill out order form, place total from order form)</p> | |

3.3 Applicant Certification and Signature.

As the applicant, I hereby declare by my signature below, that I agree with the Terms and Conditions described in Section 2.0.

Owner (Applicant)

| | | | |
|-------------------------------------|--|--------------|--|
| Signature | | Date | |
| Owner Name | | Phone | |
| Email | | | |
| Grant Project Contact Person | | Phone | |
| Email | | | |
| Address | | | |
| City | | State | |
| | | Zip | |