



LITTER TRASHES EVERYONE EDUCATION GRANT

REQUEST FOR PROPOSALS

PalmettoPride requests proposals from elementary, middle and high schools in South Carolina to participate in the PalmettoPride Litter Trashes Everyone Education Grant program. This is a competitive grant designed to provide funds for educational and developmental activities concerning the importance of community-based beautification and litter reduction initiatives in South Carolina.

I. **Background and Overview**

PalmettoPride is a non-profit, 501(c)(3) corporation committed to the eradication of litter and promotion of beautification in South Carolina. We accomplish this by leading the effort to motivate and organize groups to clean up existing debris. Our focus is on four essential areas: education, enforcement, awareness and pickup, resulting in behavioral change.

PalmettoPride is an umbrella organization that unifies the citizens of South Carolina, state government, law enforcement agencies, the private sector, local organizations, and Keep South Carolina Beautiful and its local affiliates.

II. **Statement of Purpose**

The PalmettoPride Litter Trashes Everyone Education grant is designed to get elementary, middle and/or high school students involved in activities that will educate them and their communities about the importance of keeping their state clean and attractive, while promoting in the next generation a sense of pride in the community. Successful projects will be designed to refurbish the environment and change the attitudes of those who do not value a clean and beautiful environment.

III. **Proposal Guidelines**

- A. Any accredited school in South Carolina may apply for a grant. **No school will be awarded more than one grant.**

There are two ways a school may apply for a grant:

1. The school, as a whole, may apply, or
2. A school club/organization or national service program may apply

- B. All grant applications must be signed by the school principal **and** the contact person who will be responsible for administering the grant. Signature guarantees that all grant requirements will be met or a full refund will be made to PalmettoPride.

- C. All grant recipients are **REQUIRED** to include the PalmettoPride and SC Department of Education K-12 Litter Curriculum as part of their lesson plans during the grant period. The curriculum meets state standards. The Litter Curriculum can be downloaded on our website at: <http://palmettopride.org/wp-content/uploads/2014/11/Palmetto-Pride-Litter-Curriculum.pdf>

- D. All grant recipients are **REQUIRED** to perform one cleanup during the Great American Cleanup (GAC) and report cleanup results by **June 15**. PalmettoPride donates cleanup supplies for GAC cleanups.
- E. **BEAUTIFICATION PROJECTS PARTICIPANTS ONLY:** All beautification projects must have a long-term maintenance plan in place and a signed agreement must be submitted with your proposal.
- F. Recipients are required to include the PalmettoPride name and logo on any printed material that recognizes participants in the project. PalmettoPride must have final approval on all printed materials prior to publication.
- G. Grants recipients will be posted on our website and notification letters will be mailed on **October 1**.

IV. Eligible Grant Activities:

A grants review panel will make final decisions on all grants. PalmettoPride reserves the right to reject all of the proposals and not award any grant funds under this solicitation. Failure to follow the directions outlined in the application guidelines will result in the application not being considered for funding. Eligible grant activities may include any combination of the following projects for a total grant award of up to \$5,000.00:

Beautification

Strengthen school pride by creating beautiful green spaces! Some project examples include:

[Carolina Fence™ Gardens](#) – is a simple landscaping program that incorporates both natural and cultural elements that are symbols of our state.

[Schoolyard Habitats®](#) - create learning sites for wildlife conservation and cross-curricular learning.

[Rain Gardens](#) - teach about water quality, habitat creation and the impact of student actions on protecting our natural resources.

Recycling

Keep your campus clean! Some project examples include:

[School-wide Recycling](#) - establish school-wide recycling.

[Recycle-Bowl](#) - recycling competition for K-12 students.

Items not covered by the grant:

1. Salary/Stipends
2. Field trips

V. Submission Process:

1. **PalmettoPride Cover Page**
2. **Assurances and Terms of Conditions**
3. **Itemized Budget Form**

Identification of additional funding is optional. On larger projects with “other” sources of funding, we request that you bold the items that will be funded by the PalmettoPride grant. Any grant money not used as specified in the original grant request must be refunded to PalmettoPride.

4. **Project Narrative**

Each applicant must submit a narrative describing their proposed project(s).

5. **Maintenance Agreement (*required for beautification projects only*)**

For beautification projects involving live plantings, a long-term maintenance agreement signed by a responsible party (e.g. Principal, District Maintenance Office, local Garden Club, etc.) must be enclosed.

VI. Evaluation

Upon completion of the project, grantees must prepare a final report documenting program successes and a final financial report outlining expenditures to be submitted no later than **June 15**.

One (1) marked original and two (2) copies of the entire grant proposal (cover page, terms and conditions, narrative and budget form) must be submitted to PalmettoPride postmarked no later than **September 15**. **PLEASE DO NOT SUBMIT PROPOSALS IN BINDERS AND/OR NOTEBOOKS.**

Mail proposals to:

**PalmettoPride
Litter Trashes Everyone Education Grant Program
2700 Middleburg Drive, Suite 216
Columbia, South Carolina 29204**

Questions regarding the PalmettoPride Litter Trashes Everyone Education Grant should be directed to:

Sherryl Jenkins
Grants Coordinator
(877) 725-7733, or email questions to: sjenkins@palmettopride.org.



**Litter Trashes Everyone Education Grant
Application Cover Page**

PLEASE TYPE OR PRINT ALL INFORMATION

School _____

*Project Coordinator _____

Address _____

City _____ County _____ Zip _____

Telephone (_____) _____ Fax (_____) _____

Email _____

I. Projected number of active participants in project:

Students _____ Staff _____ Community Members _____

II. Type of Eligible Activity (please check all that apply)

- Beautification
- Litter Reduction/Recycling Program

III. Amount of Funding Requested: \$ _____ (\$5,000 maximum)

AUTHORIZED SIGNATURE FOR APPLICANT AGENCY

Upon submission of this grant proposal, the applicant will be bound by its contents. In the event that PalmettoPride accepts this proposal, the applicant will fully comply with the contents and conditions outlined in the grant proposal. Signatures guarantee that all grant requirements will be met or a full refund will be made to PalmettoPride.

Principal Signature

*Signature of Project Coordinator for Grant

Please note: The contact person identified above will receive the grant check and all grant-related correspondence.



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TERMS AND CONDITIONS

Upon submission of this proposal, the applicant will be bound by its contents. In the event PalmettoPride accepts this proposal, the applicant will fully comply with the terms and conditions detailed below:

1. The school or group will maintain a proper accounting system in accordance with generally accepted accounting principles, retain appropriate financial records, and provide supporting documentation of all expenditures (receipts must be attached).
2. The school or group will initiate and complete all work outlined in the project description within the applicable time frame.
3. The school or group will perform one cleanup during the Great American Cleanup (GAC) and report cleanup results by **June 15**.
4. Amendments to the grant are permitted upon the mutual agreement of PalmettoPride and the grantee organization, must be submitted in writing, and will become effective when specified in writing by PalmettoPride.
5. The school or group will provide PalmettoPride with a final report documenting program status and successes and a final financial report outlining expenditures. **All excess grant money not used in the pre-approved document must be refunded to PalmettoPride no later than June 15. (Please send with final report)**
6. If the applicant does not comply with the terms of this agreement, the applicant may be required to reimburse PalmettoPride for grant funds, up to the total grant awarded.
7. The applicant understands that any non-compliance with the terms and conditions of this grant will render the organization ineligible for future grants until such a time when the organization has fulfilled all obligations.

AUTHORIZED SIGNATURE FOR APPLICANT AGENCY

Principal Signature

Date

*Signature of Project Coordinator for Grant

Date

Please note: The contact person identified above will receive the grant check and all grant-related correspondence.

**LITTER TRASHES EVERYONE EDUCATION GRANT
PROJECT NARRATIVE**

**LITTER TRASHES EVERYONE EDUCATION GRANT
MAINTENANCE AGREEMENT**

I, _____ do hereby agree to provide monthly maintenance to
_____, located _____,
at a cost of \$_____ (if applicable). I will submit to _____ a monthly
statement as to the dates services are rendered each month.

SIGNATURE

Accepted and Approved:

DATE

SIGNATURE/TITLE



Great American Cleanup of South Carolina

The Great American Cleanup (GAC) of South Carolina is an annual statewide cleanup initiative that runs March 1 through May 31.

Sponsored by Keep America Beautiful, Inc. (KAB), the GAC is the nation's largest cleanup event. According to a 2005 KAB survey, 92% of GAC organizers said their communities, neighborhoods and residents felt safer after volunteers united to clean and beautify the local environment.

HOW TO VOLUNTEER

1. **Gather Your Team** – Rally your friends, family and neighbors for a Saturday cleanup. Get your co-workers together for a lunchtime power walk and take some trash bags with you. Take your scout troops, garden clubs members or youth group to the local park and spend a few hours cleaning up, then play Frisbee or hike a trail.
2. **Sign Up** – Fill out a sign-up form and send it to PalmettoPride.
3. **Get Your Supplies** – Once we receive your sign-up form, we will supply you with trash bags, safety vests and gloves.
4. **Celebrate Victory** – Everybody is a winner in the South Carolina Cleanup Challenge. Have a cookout with friends and neighbors to celebrate your cleanup.
5. **Report Your Results** – After your cleanup go to the grant reporting website fill out the Community Cleanup report form. Also, mail or email us copies of your before and after pictures. We want to know how much you cleaned up.

OTHER WAYS TO PARTICIPATE

- Beautification Projects – Make a green space in your neighborhood
- Start a recycling program at your school or office
- Makeover a neighborhood
- Cleanup graffiti
- Team up with your local Keep America Beautiful affiliate



CHECKLIST FOR LITTER TRASHES EVERYONE EDUCATION GRANT

Answer the following questions by checking the appropriate response, then attach this form to the last page of your application.

NOTE: If your answer to any of these questions is no, your application will be considered incomplete and may not be funded.

- Yes No Cover Page (Did you complete the application cover page in its entirety?)
- Yes No Terms and Conditions (Do you have each of the appropriate signatures?)
- Yes No Itemized Budget Form (Is the budget total requested on the cover page equal to the total that is specified on the itemized budget form?)
- Yes No Project Narrative (Did you provide a narrative describing proposed project(s)?)
- Yes No N/A Copy of Maintenance Agreement (Have you included documentation of the maintenance agreement for beautification projects?)
- Yes No Entire Proposal (Did you include one (1) marked original proposal and two (2) copies of the grant proposal?)