



LITTER TRASHES EVERYONE EDUCATION GRANT GUIDELINES ACKNOWLEDGEMENT

The Litter Trashes Everyone Education Grant period will begin on **October 1** and ends on **June 30**. This grant is provided with the understanding that the program will be operated as projected and the funds will be spent as budgeted.

1. Any changes to your budget must be requested in writing and approved by PalmettoPride.
2. Must participate in the Great American Cleanup. Cleanup supplies are provided. The attached supply request form must be filled out and returned by **January 15** in order to receive donated supplies. The GAC Cleanup Summary Report form must be completed and returned by **June 30**.
3. All grantees must submit a final summary and expenditure report by **June 30**. This report must include a summary of the program, its impact on the school, the number of participants, area covered, expenditures report and photographs of grant events. All supportive documentation should be included as follows:
 - a. Expenditure report, **including all receipt copies**, must be completed and attached to the final grant report.
 - b. Before and after photos.
 - c. All letters of commendation and other related documents.
4. The PalmettoPride logo must be on all promotional materials. PalmettoPride must have final approval on all printed materials prior to publication. To get a copy of the logo, contact Sherryl Jenkins at (877) 725-7733 or via email at sjenkins@palmettopride.org.

If you fail to comply with these guidelines or to fulfill your proposed grant obligations, PalmettoPride reserves the right to request items and/or financial reimbursement of the amount granted. **Failure to submit required reports shall disqualify the recipient for future grants.**

In order to receive your grant check, please sign and return the Guidelines Acknowledgement and W-9 forms via mail or fax (803) 758-6032. Please maintain original in your files. If you have any questions or concerns regarding the above guidelines please contact Sherryl Jenkins, Grant Coordinator, at (803) 758-6034 or via email at sjenkins@palmettopride.org.

Organization

Signature of Principal

Date

*Signature of Project Coordinator for Grant (Contact Person)

Date

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

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number										

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number										

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



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** – Have a cookout with friends and neighbors to celebrate your cleanup.
5. **Report Your Results** – After your cleanup fill out and return the Summary 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 KAB Affiliate

South Carolina Keep America Beautiful Affiliates

KAB of Anderson County

864-260-1001

sbporter@andersoncountysc.org

Keep Bamberg County Beautiful

803-928-4623

bieringmd@bambergcounty.sc.gov

Keep Beaufort County Beautiful

843-255-2734

CJordan@bcgov.net

Keep Charleston Beautiful

843-579-7501

gillettej@charleston-sc.gov

Keep Colleton Beautiful

843-599-2554

williamsmyly@yahoo.com

Keep Darlington County Beautiful

843-398-4800

ugreen@darcosc.com

Keep Dorchester County Beautiful

843-563-0070 ext.5077

EdistoPride/Keep Edisto Beautiful

843-869-4422

edistopride@aol.com

Keep Florence Beautiful

843-269-5904

lisa.perry@keepflorencebeautiful.org

Keep Georgetown Beautiful

843-545-4100

CThompson@cogsc.com

Keep Greenville County Beautiful

864-467-7270

astone@greenvillecounty.org

Keep Hampton County Beautiful

803-943-2586 x101

paula.rhodes@sc.nacdn.net

Keep Hanahan Beautiful

843-580-8005

kbocook@gmail.com

Keep Horry County Beautiful

843-915-7893

Tindalln@horrycounty.org

Keep Newberry County Beautiful

803-276-1978 x101

danielle.rowe@sc.nacdn.net

Keep North Charleston Beautiful

843-745-1076

chanlon@northcharleston.org

Keep North Myrtle Beach Beautiful

843-280-5673

dgbarnhill@nmb.us

Keep Oconee Beautiful Association

864-247-4583

lisanock@bellsouth.net

Keep Orangeburg County Beautiful

803-534-2409 x 101

glenda.lewis@sc.nacdn.net

Keep the Midlands Beautiful

803-733-2526

jacqueline@keepthemidlandsbeautiful.org

Keep Williamsburg Beautiful

843-355-6431

lpivey@ftc-i.net

Keep York County Beautiful

803-640-3508

alysen.woodruff@yorkcountygov.com

Rock Hill Clean and Green

803-329-7027

emorgan@cityofrockhill.com

Sumter County KAB

803-773-5561

orbienr@sc.rr.com



SUPPLY REQUEST FORM

Please fill out the form below and return to our office no later than **JANUARY 15**.

MAIL TO: *Sherryl Jenkins*
PalmettoPride
2700 Middleburg Drive, STE 216
Columbia, SC 29204

FAX TO: *803-758-6032*

Check event type(s):

- Litter removal
- Recyclables Collection
- Beautification, Community Improvement

Supplies Pickup Day:

Supplies for more than 25 volunteers must be picked up from the PalmettoPride office.

- Tuesday, March 7 from 10:00 – 4:00
- Wednesday, March 8 from 10:00 – 4:00
- Thursday, March 9 from 10:00 – 4:00

Group: _____

Contact Person(s): _____

Mailing Address: _____

Daytime Phone: _____ **Email:** _____

Cleanup Event Date(s): _____

Approx. # of Volunteers: _____

of Supplies Needed:

_____ **TRASH BAGS** _____ **GLOVES** _____ **VESTS**

Event Location(s):

Event Description:

Grant Sample Letter to Legislators

Dear Legislator:

[name group] is/are delighted to have received a **[grant name]** grant from PalmettoPride. This grant award will enable us to **[insert project or program information]**.

We all know the expense of community improvement. PalmettoPride is the only organization of this kind in South Carolina. They not only provide grants, but they are a support network for everyone who wants to make a difference. In addition to grant funds, they offer education materials and clean up supplies for anyone who wants to clean up their community.

Thank you for supporting PalmettoPride.

Sincerely,