



KEEP SOUTH CAROLINA BEAUTIFUL GRANT

REQUEST FOR PROPOSALS

I. Purpose of Grant

PalmettoPride, South Carolina's anti-litter and beautification organization, will award grants to Keep America Beautiful affiliates, subject to the availability of funds, for the purpose of creating and maintaining successful litter reduction and beautification efforts in South Carolina.

PalmettoPride is a 501(c)(3) non-profit organization committed to reducing litter and encouraging beautification efforts in South Carolina. To achieve these goals, the organization focuses on four essential areas— enforcement; education; awareness; and litter pickup.

II. Eligible Applicants

Certified Keep America Beautiful (KAB) affiliate groups in good standing are eligible to apply for these funds. **No KAB affiliate who receives a KSCB grant will be eligible to receive a PalmettoPride Community Pride grant.**

III. Project Guidelines

A. Grant Period: The grant will be awarded for one year: **December 1 through November 30.**

B. Funding Levels:

\$5,000	New Startup Grant (population below 15,000)
\$10,000	New Startup Grant (population 15,000+)
Up to \$10,000	Annual Support Grant

C. Use of Grant Funds: Eligible grant activities may include any combination of the following activities:

1. New Startup – Establishment of new Keep America Beautiful affiliate. This grant will only be awarded to groups who successfully complete the new [Keep America Beautiful affiliate certification](#) process.
2. Litter Reduction Activities – Create a new litter-reduction program and/or purchase cleanup supplies (litter grabbers, vests, gloves, etc.)
3. Beautification activities - Supplement landscaping and/or planting projects (existing or new); Landscape design or rendering must be submitted with the proposal. All landscape projects must be sustainable. Proof of maintenance must accompany the application.

4. Promotional Materials (up to \$2,000) - covers printing of t-shirts, mailers, banners and stickers, membership recruitment and fundraising campaigns.
5. Travel expenses (up to \$2,000) for conferences sponsored by KSCB, PalmettoPride and Keep America Beautiful.
6. Costs **not** covered by grant, include but not limited to:
 - Food, beverages (excluding water)
 - Flyers and road signs
 - Large yard equipment, such as chainsaws and riding lawn mowers
 - Administrative fees, salaries, stipends or any indirect costs

IV. Application Submission Process

A marked original and two (2) copies of the proposal must be postmarked **by November 1**. All proposals should be mailed to the following address:

**Keep South Carolina Beautiful Grants Program
2700 Middleburg Drive, Suite 216
Columbia, South Carolina 29204**

Questions regarding the Keep South Carolina Beautiful Grant should be directed to:

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

Each applicant must submit a narrative of the proposed project, not to exceed three (3) double-spaced pages. Applications must be typed in a 12-point font, and all pages must be numbered. **Please do not submit grants in binders or folders.** Applications must be organized as follows:

1. PalmettoPride Cover page (see attached)
2. Assurances and Terms of Conditions (see attached)
3. Program Narrative (not to exceed three (3) pages), include:
 - Community involvement
 - Litter reduction or beautification activities
 - Goals and objectives
 - Benefits of the project
4. Itemized Budget Form
5. Two letters of support from elected officials
6. Maintenance agreement (for Beautification grants). See attached.

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.



APPLICATION COVER PAGE

PLEASE TYPE OR PRINT ALL INFORMATION

Organization _____

Contact Person _____

Address _____

City _____ **County** _____ **Zip** _____

Telephone (_____) _____ **Fax (_____)** _____

Email _____

I. Type of Activity (please check one)

- Litter Reduction Activity
- Beautification
- Both

II. Amount of Funding Requested \$ _____

- New Startup Grant (\$5,000 - population below 15,000)
- New Startup Grant (\$10,000 - population 15,000+)
- Annual Support Grant (Up to \$10,000)

TERMS AND CONDITIONS

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

1. The organization will maintain a proper accounting system in accordance with generally accepted accounting principles, retain appropriate financial records, and provide supporting documentation of all expenditures with receipts.
2. The organization will initiate and complete all work outlined in the project description within the applicable time frame after receipt of funding from PalmettoPride.
3. The organization will carry out the proposal activities in active collaboration with local community organizations.
4. Amendments to the grants are permitted upon the mutual agreement of PalmettoPride and the grantee organization and will become effective when specified in writing by PalmettoPride.
5. The organization must provide an interim and a final report documenting program successes, to include a final financial report outlining expenditures along with a written report to PalmettoPride.
6. If the applicant does not comply with the terms and conditions of this agreement, the applicant will be required to reimburse PalmettoPride for grant expenditures, 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

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.

Organization

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.



PROPOSAL NARRATIVE



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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



CHECKLIST FOR KEEP SOUTH CAROLINA BEAUTIFUL 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 two appropriate signatures?)
- Yes No **Proposal Narrative** (Is the program narrative no more than three, typewritten, double-spaced pages with 12-point font?)
- 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 N/A **Maintenance Agreement** (Have you included documentation of the maintenance agreement for beautification projects only?)
- Yes No **Letters of Support** (Did you include at least two letters of support from elected officials?)
- Yes No **Entire Proposal** (Did you include a one (1) marked original and two (2) copies of the entire proposal?)