

City and County of Honolulu School Recycling Project Grant Program

OVERVIEW

The City Department of Environmental Services offers financial assistance, up to \$500 per school, to support schools that *intend to establish and implement a sustainable recycling project on campus*. Requests for greater support may be considered for broad-scope, far-reaching projects, contingent upon availability of funds. The grant provides financial support for an approved Recycling Teaching Partner that provides recycling training and implementation assistance to the school. Additionally, schools may request recycling activity books and recycled products to enhance the project and further classroom education.

CRITERIA FOR EVALUATION

Proposals will be evaluated using the following criteria:

- Merits and scope of the project.
- Availability of funds, and fair distribution to various schools and types of projects.
- Level of engagement and commitment by school toward developing a sustainable campus.

School recycling project proposals will be evaluated based upon the impact on reducing waste on campus, the ability of the project to be sustained beyond the initial school year, and how the project correlates with the school administration's overall commitment to develop a sustainable campus.

PROPOSAL AND APPLICATION GUIDELINES

1. Select your project from the list of approved recycling projects which are provided by the qualified Recycling Teaching Partners (RTP). Go to the "Learning Center" on www.opala.org for more information about RTP's and programs they offer. Payment will be provided directly to the RTP, rather than to the school. Approved recycling projects include:
 - School-Wide Mixed Materials Recycling Program
 - Campus Composting Project for Green Waste
 - Worm Composting for School Food Waste
2. Request assistance from your Recycling Teaching Partner to complete the proposal form.
3. Complete each section of proposal form to the best of your knowledge. If "Not Applicable," please indicate by writing "N/A" in the blank.
4. Attach additional information, descriptions, justification as needed
5. Confirm support from the school administration. Principal support and signature is required to confirm the administration's support and level of staff engagement. Support for the project must be school-wide to ensure that the project will be sustained over the long term.

Submittal Deadlines - *Please allow three (3) weeks following submittal for review.*

Proposals for the 2011-2012 school year should be submitted by the following deadlines:

- For recycling projects provided by Waikiki Worm: **September 1, 2011**
- For recycling projects provided by The Green House and Kokua Hawaii Foundation: **September 16, 2011**

Proposals submitted after deadline may be considered, subject to availability of funds.

Required Documentation (for approved projects)

Following the completion of your project, you will be required to submit an Evaluation Form and documentation of the project. The Evaluation Form is included at the end of this proposal document. Suitable documentation includes: Photos, DVD's, Power Point presentation, student works, etc. The Evaluation Form must be submitted no later than four (4) weeks after the completion of the project in order for the City to make payment to the Recycling Teaching Partner. **Please note: If evaluation and documentation are not submitted, your proposal may be disqualified, and your school may be responsible for payment to the Recycling Teaching Partner.*

Additional Educational Materials Available

Activity Books: Teachers may order activity books to enhance classroom education. These activity books will also help to ensure that what students learn in school will be shared with their families at home.

“The Opala IQ Book” is appropriate for 5th grade and up.

“Where Do Things Go?” Coloring Activity Book is geared for K-3.

Review the books online in the Learning Center at www.opala.org and indicate on your proposal form how many you would like to be delivered.

Recycled Products: Teachers may order up to \$100 of recycled products to enhance the project or to provide incentive or encouragement to students. Select from an array of recycled products, all made from the types of waste materials collected for recycling in local programs. The Recycled Products Order Form is included in this proposal document.

Activity books are available to any school interested in utilizing them for classroom education.

Recycled products are available to schools implementing approved recycling projects.

Questions? Contact Tamara Farnsworth at (808) 768-3448

Send completed proposal forms to:

Tamara Farnsworth, City Recycling Specialist

By Fax: 808-768-3434

By Email: tfarnsworth@honolulu.gov

By Mail: City and County of Honolulu
Department of Environmental Services
Refuse Division, Recycling Branch
1000 Uluohia Street, Suite 201
Kapolei, HI 96707

City and County of Honolulu
School Recycling Project Grant Program
PROPOSAL

NAME OF SCHOOL: _____

SCHOOL ADDRESS: _____

CONTACT PERSON: _____ **TITLE/POSITION:** _____

TELEPHONE: _____ **EMAIL:** _____

What type of recycling project will your school be implementing?

- School-Wide Mixed Materials Recycling Program
- Composting Project for Green Waste
- Worm Composting for School Food Waste

Which Recycling Teaching Partner and specific program are you selecting?

The Green House

- Green Ribbons
- Build a Compost Pile I and II (Green Waste/Food Waste)
- Worms I and II

Kokua Hawaii Foundation

- 3 R's School Recycling Program

Waikiki Worm

- Classroom (Start-up) Worm Project
- Worm Expansion Project (5' POP System)
- Worm Expansion Project (10' Pipeline System)

Project Participation

Please indicate who will be participating and engaged in the recycling project, including students/grade levels, faculty, staff, parents and volunteers.

Students (provide number of students, by classes/grade levels): _____

Faculty (provide teacher names/grade level): _____

Parent/Volunteers (provide parent names/student grade level): _____

Administrative Staff (provide names/position): _____

Custodial Staff (provide names/position): _____

Cafeteria Staff (provide names/position): _____

Principal/Administrative Support

- Our school has made a commitment to developing a sustainable school campus.
- We are supportive of continuing this project beyond the initial school year.
- School administration will be engaged in monitoring and reviewing project activities

Principal (Print) _____

Principal Signature _____ (date)

<p style="text-align: center;"><i>Send completed proposal forms to:</i> Tamara Farnsworth, Recycling Specialist Phone: 808-768-3448 Fax: 808-768-3434 Email: tfarnsworth@honolulu.gov</p>

City and County of Honolulu
School Recycling Project Grant Program
RECYCLED PRODUCTS ORDER FORM

You may order up to \$100 of recycled products for your recycling project as part of the School Recycling Project Grant Program.

Subject to approval of grant proposal.

Items will be delivered to your school office.

Return to:

Tamara Farnsworth

City and County of Honolulu

Department of Environmental Services

1000 Uluohia St., Suite 201

Kapolei, HI 96707

Ph: 768-3448 Fax: 768-3434

NAME OF SCHOOL: _____

SCHOOL ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____

EMAIL: _____

Desired date for delivery: _____

Special delivery instructions, if any: _____

RECYCLED PRODUCTS ORDER FORM

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NAME OF SCHOOL: _____

Please note the maximum quantity of each product available.

Item	Cost per item	Quantity	Total
Recycled Pencils 80% recycled newspaper. (200 maximum)	\$0.35		
Recycled Pens 30% recycled newspaper. Blue ink. (200 maximum)	\$0.35		
Lanyards 100% recycled #1 PET plastic (soda bottles). Black with white imprint, bulldog-type clip. "Discover Recycling at opala.org" imprinted on one side and "I used to be a plastic soda bottle" on the other. (30 maximum)	\$1.25		
Portfolios 50% recycled #2 HDPE plastic (milk jugs) Velcro-flap closure portfolios. Blue and green. (50 maximum)	\$2.00		
Bookcovers 100% recycled paper. Black with Earth graphic and "Reduce Reuse, Recycle" imprinted on front.	\$0.50		
Shoelaces 100% recycled #1 PET plastic (soda bottles). White with black imprint, "Discover Recycling at www.opala.org."	\$1.40		
Reusable Shopping Bags 99% Recycled-content, #1 PET (soda bottles). Bags have a drawstring pouch sewn into the inner seam for convenient storage. Imprinted with the word "recycle" and opala.org rainbow logo. Teal.	\$8.00		
Drawstring Backpacks 100% recycled PET plastic (soda bottles). Black with yellow and orange "Discover Recycling!" logo. 17" X 15".	\$7.00		
Recycling Bins 30% Post-consumer #2 HDPE plastic. Blue 14-gallon recycling bins for collection of paper and mixed recyclables. Order up to two to set up a model recycling center in your classroom. Imprinted with three-arrow recycling symbol and opala.org (2 maximum)	\$17.00		
Discover Recycling With Music CD Recycling songs by recording artists including Henry Kapono, Jack Johnson, James McCarthy and Leslie Kline, The Opala Players, and more! Suitable for kids and adults alike. These songs are also available for download on opala.org in the "Media Library."	\$0.00		
TOTAL (up to \$100)			

City and County of Honolulu School Recycling Project Grant Program EVALUATION

Please submit completed evaluation form within four (4) weeks of workshop or project completion.
 Fax: 768-3434 Email: tfarnsworth@honolulu.gov

Please submit project documentation as soon as available. Please make sure to submit photos, video, student works, project summary, or other documentation of your project when available. These are used to share with other schools to showcase your work and to encourage recycling.

NAME OF SCHOOL: _____

CONTACT PERSON: _____ **TITLE/POSITION:** _____

TELEPHONE: _____ **EMAIL:** _____

Recycling Teaching Partner: _____

Date of program/workshop: _____ **Date Project Completed:** _____

How would you rate the quality of the Recycling Teaching Partner?

	Excellent	Good	Fair	Poor
Knowledge				
Presentation				
Classroom Management				
Overall				

How effective/beneficial was the Recycling Teaching Partner to the success of your recycling activity/project?

Very much Moderate Fair

Briefly describe outcomes of your recycling activity/project as related to students' learning, increased recycling, reduced waste, impact on community:

The OPALA IQ Book -- What sections did you like best? What could be improved?

WHERE DO THINGS GO? Coloring Activity Book -- What did you like best? What could be improved?

How can the Recycling Teaching Partner program be improved? Comments?

