

**City of Meridian
Community Recycling Fund:
Program Categories; Project Requirements;
Application, Selection, Funding, and Reporting Process**

A. Program Categories:

1. Projects must be related to the subject of recycling by:
 - a. Promoting the use of recycled, reused or repurposed or composted materials; or
 - b. Increasing community awareness to the benefits of waste reduction and recycling;
or
 - c. Increasing public recognition of recycling-related activity by businesses, individuals, community service groups, or schools that is making a difference in the community; or
 - d. Other solid waste projects as determined eligible by the City of Meridian Solid Waste Advisory Commission (“SWAC”)

B. Program Requirements:

1. All projects must meet the following requirements:
 - a. Projects must be intended for public use and be implemented within the limits of City of Meridian;
 - b. A completed application must be submitted before consideration will be given to any project seeking funds from the City of Meridian Community Recycling Fund;
 - c. Applicants agree to appear if requested before SWAC to answer any questions that the Commission may have regarding the project and to supply any additional information requested by the Commission before the application will be eligible for consideration;
 - d. Projects must procure all necessary approvals and permitting as required by applicable law including, but not limited, to City Code prior to receipt of any funding from the City of Meridian Recycling Fund;
 - e. Projects must include permanent signage or recognition of the City of Meridian Community Recycling Fund. Proposed signs must meet the requirements of the City’s sign ordinance and be approved prior to receipt of any funding from the City of Meridian Recycling Fund; the exception being SWAC may provide signage depending on project size and scope.
 - f. Projects costing in excess of \$5,000 or requiring a permit of any kind are required to be funded with a 50% match in funds or donated materials of equivalent value from the applicant. Proof of available matched funds or materials is required to be submitted with the application. Donated labor does not count towards match requirements. Material donations will be deducted from the total project value prior to determining match requirements and reimbursement amounts. The match requirement is waived only for projects costing up to and including \$5,000 that do not require a permit of any kind.

- g. Project applicants agree to use funds within the fiscal year in which the application is approved.
 - h. Projects must provide progress updates to SWAC as agreed upon by the parties;
 - i. Projects must provide to SWAC a final report including a detailed accounting for all money spent and materials used before reimbursement of funds will occur. The final report shall include substantiating documents including invoices and/or receipts.
 - j. Project applicants agree to comply with any additional requirements that SWAC sets as a condition of approval;
 - k. Project applicants agree to abide by the decisions and recommendations made by SWAC.
2. Construction Projects must also meet the following requirements:
- a. Construction projects must be readily visible to the public so as to encourage public use and enjoyment of the project;
 - b. Applicants agree to meet with the designated City contact for design review and approval before the application will be eligible for consideration;
 - c. Projects must identify and use a minimum of 50 % of recycled materials unless otherwise approved by SWAC. SWAC reserves the right to give preference to projects exceeding the minimum required percentage of recycled materials. A product does not have to contain 100 percent post-consumer recovered materials to be considered “recycled,” but the higher the percentage of post-consumer content, the greater the amount of waste that is diverted from disposal while supporting markets for secondary materials generated through municipal recycling programs. Recycled-content products may contain some pre-consumer waste, some post-consumer waste or both;
 - d. Construction project applicants agree to comply with any additional requirements that SWAC sets as a condition of approval to assure project compliance with applicable federal, state, and local laws;

C. Application Process

1. Application

- a. Provided source funding is available, at least once annually, but no more than quarterly, SWAC will create an open-period for advertising the City of Meridian Community Recycling Fund Program and soliciting applications from the public;
- b. Project applications must be submitted during an open-period, in a timely fashion, and provide all information requested by SWAC. Applications will be processed in the order they are received and will only be considered eligible for selection once all of the prerequisites are met as set forth above;
- c. Applicants may download the City of Meridian Community Recycling Fund Application from the City’s website or pick up a copy at any one of the following City departments: the Utility Billing Department, the Clerk’s Office, or the Environmental Division of the City Public Works Department;

- d. Applications are to be submitted to SWAC, by and through the Manager of the Environmental Division of the City's Public Works Department, as its delegated authority.
2. Selection Process
 - a. The Manager of the Environmental Division of the City Public Works Department will review applications for completeness and coordinate scheduling before SWAC those applications that are eligible for consideration;
 - b. SWAC will receive applicant presentations and review applications in a timely fashion during the course of its regularly scheduled meetings;
 - c. SWAC will recommend to City Council applications on the basis of availability of funds, how well the project promotes the subject of recycling within its designated Program category, and the requirements set forth above.
3. Funding
 - a. Upon receipt of City Council's approval, SWAC, by and through the Manager of the City Utility Billing Department as its delegated authority, will coordinate the reimbursement of funds with successful applicants upon approval and acceptance of the final accounting report by SWAC.
 - b. SWAC has authority to dedicate a percentage of the current fiscal year's Community Recycling Fund budget for SWAC-sponsored projects not to exceed 50% of said budget.
 - c. SWAC-sponsored projects shall otherwise comply with the application requirements set forth herein.
4. Reporting
 - a. SWAC will submit an annual report to City Council regarding the Meridian Community Recycling Fund as part of its annual reporting requirements.