



# 2025 Small Business Recycling Grant Program Handbook and Application

**Deadline to apply: March 1, 2025.**

A paper or electronic copy of this publication including application forms  
is available upon request.

Contact Information:

Ross Pickaway Highland Fayette Solid Waste District

PO Box 1124, Circleville, Ohio 43113

740-420-5452

[Rphfsolidwastedistrict.com](http://Rphfsolidwastedistrict.com)

## **Small Business Recycling Grant Goals**

An incentive grant program for small businesses will provide funding to enhance, increase and promote:

- Recycling in the Community
- Waste Reduction
- Composting Opportunities
- Litter Prevention

## **Eligibility**

Small businesses owned and operated in Ross, Pickaway, Highland or Fayette County, Ohio. For this grant purpose, a small business is considered a business with less than 500 employees and an average annual gross receipt of \$15 million or less, over the last three tax years. The “applicant” on the attached application form refers to the agency or organizations applying for grant funds and who will be responsible for securing matching funds.

## **Eligible Uses of Grant Funds**

Costs associated with conducting and implementing recycling, composting and/or litter prevention practices in alignment with the RPHF Solid Waste District goals. Potential projects may include equipment, receptacles, and other materials necessary to establish waste diversion programs within the business, community events, and other recycling and litter management related activities.

## **Unallowable Costs**

- Employees’ salaries, benefits, or administrative costs.
- Financial services and grant writing fees
- Food or entertainment expenses
- Bulk fuel for transportation or equipment
- Land acquisition
- Payment to individuals, crews, volunteers, or organizations to pick up litter.
- Website development and maintenance

## **Grant Amount**

The maximum grant award will be \$2,500 for 2025. However, the RPHF Solid Waste District reserves the right to make grant awards more than this amount should circumstances merit or to offer a partial grant for less than the total amount requested.

## Cash Match Requirement

This program will provide up to 90% of the total project costs for a maximum of \$2,500. Applicants are required to pay at least 10% of the total project costs.

Example: Grant pays \$2,500 and applicant pays \$250 toward a project totaling \$2,750.

However, the RPHF Solid Waste District reserves the right to provide grant percentages of more or less than 90% should circumstances merit.

## How to Apply

To apply for the 2025 Small Business Recycling Grant **Complete Forms #1 through #4** on the following pages and submit forms to one of the following choices:

- Email them to [lschreve@pickawaycountyohio.gov](mailto:lschreve@pickawaycountyohio.gov)
- Mail them to RPHF Solid Waste District Main Office, PO Box 1124, Circleville, Ohio 43113
- Drop off your completed application at the RPHF Solid Waste District Main Office 141 W. Main Street, Suite 400, Circleville, Ohio 43113

**Application Deadline: March 1, 2025**

## Grant Program Timeline

Grant funding will be determined by the RPHF Solid Waste District within 30 days of application due date. A grant agreement will be mailed to the grantee shortly thereafter detailing the grant award and the process for receiving payment. The Grant Applicant is expected to pay all expenses necessary to complete the grant prior to submitting bills to the RPHF Solid Waste District for the agreed upon amount of reimbursement. Reimbursement will not exceed 90% of actual expenditures. The deadline for the completion of work by awardees, and the submission of a Project Completion Report (Form #5) with attached copies of paid bills to the RPHF Solid Waste District is November 1, 2025.

NOTE: If all grant funds are not awarded by June 1, 2025, additional applications may be accepted up to July 1, 2025, with a determination on funding being made by August 1, 2025. The project completion date remains November 1, 2025.

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Form # 1 – General Project Information

Applicant:	Applicant Phone:
Applicant Address:	Applicant Project Coordinator:
Email Address of Applicant Coordinator:	Direct Phone # of Coordinator:
Project Title:	Brief Description of Project & Location
Total Project Cost:	Amount Requested from the RPHF Solid Waste District (max. of 90% of Total Project Cost):
Sources of Additional Funds to be Utilized on This Project:	Projected Project Completion Date:

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**Form # 2 – Detailed Project Description**

Project Title:
Location(s) of Proposed Project:
<p>Describe in detail the proposed project, including the reason said project is needed, those responsible for completing the project, the local support for the project (letters of support may be added to end of the application, but are not required), and the proposed timeline for completing the project. Activities should not start until a signed agreement is executed between the applicant and the RPHF Solid Waste District and should be completed by November 1, 2025, including the submission of a completion report.</p> <p><i>Attach additional pages if necessary.</i></p>

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Form # 3 – Detailed Project Budget

Expense Description	Estimated Cost	Applicant Share	Grant Amount
<b>Total Project Costs</b>		<i>Minimum of 10%</i>	<i>Maximum of 90%</i>

*Costs for supplementing existing employees' salaries are ineligible.*

Additional Comments:

**RPHF Solid Waste District**  
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**Form # 4 – Authorizing Resolution**

Below is an example of a form that is required to be submitted with each application. This form, or one like it, identifies that the officials responsible for the actions of the applicant are aware and supportive of the proposed project.

RESOLUTION OF AUTHORIZATION

WHEREAS, the RPHF Solid Waste District administer a financial assistance program for solid waste, recycling and litter management purposes through the 2025 Small Business Recycling Grant Program, and

WHEREAS, the \_\_\_\_\_ desires financial assistance under  
(Name of applicant)  
the Small Business Recycling Program.

NOW, THEREFORE, be it resolved by the \_\_\_\_\_  
(Applicant Name)

1) That the \_\_\_\_\_ approves filing an application  
(Name of applicant)  
for financial assistance.

2) That \_\_\_\_\_ is hereby authorized and directed  
(Name of local coordinator)  
to execute and file an application with the RPHF Solid Waste District and to provide all information and documentation required to become eligible for possible funding assistance.

3) That the \_\_\_\_\_ agrees to complete  
(Name of applicant)  
the project as outlined in the grant proposal should the grant request be awarded.

Signed: \_\_\_\_\_  
(Authorized Agency Official)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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Form # 5 – Project Completion Report (Due by November 1, 2025, with copies of receipts)

Expense Description	Total Cost	Applicant Share	Grant Amount
<b>Total Project Costs</b>		<i>Minimum of 10%</i>	<i>Maximum of 90%</i>

Additional Comments: