



Geauga-Trumbull Solid Waste Management District

# **Drop-off Improvement Grant (DIG) Application Instructions 2026**



**Promoting Environmentally Friendly  
Waste Management Practices  
Throughout Geauga and Trumbull Counties**

Geauga-Trumbull SWMD  
5138 Enterprise Dr. NW  
Warren, OH 44481  
(330) 675-2673  
(800) 707-2673  
[www.StartRecycling.com](http://www.StartRecycling.com)

## **Drop-off Improvement Grant (DIG) Application Instructions**

The Geauga-Trumbull Solid Waste District offers over 40 public locations for residents to bring their bottles and cans, etc. for recycling. The District partners with local governments, schools, and other entities to provide that service to the community. We understand that maintaining a public recycling drop-off location can be challenging, and we want to help.

The Geauga-Trumbull Solid Waste Management District is accepting applications for site improvement funds for your local recycling drop-off site. These grants are offered to local governments (townships, villages, cities and counties), schools and other entities that provide district-sponsored, public drop-off site locations for recyclables. All organizations will be limited to one application per year. Pre-approved purchases will be reimbursed by the district at completion of the project.

### **How much funding can applicants receive?**

Applicants can receive up to \$15,000 for improvements at their recycling site.

### **How much funding do applicants have to contribute?**

Assistance requires a minimum 10% financial match from the entity hosting the site.

The District provides a specified amount of money in the budget each year for the Recycling Drop-off Site Improvement Program. (For yearly funding amounts, contact the District office). **Funding is competitive. Requests may exceed funding, so there is no guarantee your application will be awarded.**  
**The application must be received at the District office by Friday, January 30, 2026.**

Examples of potential projects (not all-inclusive):

- Gravel
- Concrete pad repair/replacement
- Fencing
- Additional lighting
- Security cameras to discourage illegal dumping
- Signage
- Gates
- Parking lot resurfacing
- Drainage improvement upgrades

### **Examples of funded Drop-off Improvement Grants:**

**Brookfield Township – Cameras, fencing, protection for nearby waterway**

**Newton Township – Concrete pad, fencing, lighting and signage**

**Johnston Township – Fencing and drainage improvements**

**Thompson Township – Security cameras and screening**

**Huntsburg Township – Gravel, and lighting/electrical upgrades**

If you have an idea for an improvement that is not on this list, please CALL to discuss. We are open to new, innovative ideas!

### **How will the application be judged?**

The following are some but not all of the criteria the committee will use to evaluate the applications:

- The project fits into the District goals as outlined in the solid waste management plan.
- The application shows a clear idea of the scope of the project and a plan for implementation.
- The application describes how the project will be publicized and how it will educate the general public about the efforts of the applicant and the Geauga-Trumbull SWMD.
- Preference is given to applicants using local vendors – either in District, or in the State of Ohio.
- The program will be self-sufficient after the initial funding request.
- The project would be a viable demonstration project so information could be shared with other communities in the District.
- Organizations that have received funding in the past or have an alternate funding source may take a lower priority.

### **Timeline and Recordkeeping**

All applicants selected to receive grant funding from the Geauga-Trumbull Solid Waste Management District will sign an agreement before commencement of the project. **NO MATERIALS MAY BE ORDERED/PURCHASED OR CONTRACTOR AWARDED WORK BEFORE THE CONTRACT IS SIGNED.** The project must be completed, and reimbursement paperwork submitted to the District by June 30, 2027. Any grants that go beyond these completion dates may be revoked. A grant closeout report will be required by all applicants who receive grant funding at the end of the grant project.

**This is a reimbursement grant.** Your organization pays for everything up front for your project, and when it is complete you will submit close-out paperwork provided by the District. Copies of all invoices, receipts, proof of payment, and evidence of Geauga-Trumbull funding acknowledgement are required. There must be an audit trail consisting of receipts that account for all project funds, grant funds and match funds.

## **HOW TO COMPLETE THE ONLINE APPLICATION**

- 1.) Visit our website at [www.Startrecycling.com/communitygrants](http://www.Startrecycling.com/communitygrants) and look for the link under “2026 Drop-off Improvement Grants (DIG)”. This will direct your browser to an Adobe Acrobat Sign form with fields to be completed by the applicant.
- 2.) Complete all applicable fields (see question-specific instructions below for more details about the information we are looking for in the application).
- 3.) Electronically sign the application (Question #10).
- 4.) You will be prompted to enter your email address to verify your application. Enter your email address in the box that pops up.
- 5.) An email will be sent to the email address you entered. Open the “Please confirm your signature” email and click on the “Confirm my email address” link inside the email.
- 6.) A confirmation page will pop up from Adobe that the application was sent to Jenn Jones, Director.
- 7.) She will confirm receipt of the application during normal business hours. At that time, you will receive an email that the 2026 DIG Application form between the District and your entity was signed and filed. This is just confirmation that the application was received. This is not approval of the grant. If your grant application is approved, you will receive a separate notification and a new contract to sign for the grant funding.

### Question-Specific Instructions to Complete the Application

#### **1) Organization, Agency, or Business Information**

Complete the name, address, and contact information for the entity applying for the grant. Make sure the address is WHERE THE REIMBURSEMENT CHECK WILL BE MAILED, which may or may not match the address of where the project is taking place.

The “Authorizing Official” must have authority to apply on behalf of this organization.

#### **2) Reporting: Please indicate who will be responsible for signing the grant agreement, overseeing grant funds, and providing a closeout report.**

Please indicate who will be the main contact person for this project. This person may or may not be the same as the “Authorizing Official”. For example, a trustee may be the “Authorizing Official”, but the head of the Road Dept. will be the contact person for completing the project or a Superintendent may be the “Authorizing Official”, but a teacher or head of maintenance will be the contact person for completing the project.

#### **3) Description of physical location where project and/or equipment will be utilized. Please include who will have access to the project and/or equipment.**

Indicate where this project will take place. This may or may not be the same address as the “Mailing address” above.

Indicate if the project is open to the public, such as a community recycling site, or will benefit a smaller population, such as a specific classroom or school.

#### **4) Project Narrative: Provide a brief description of your project, the need for the project, and what the goal of the project will be. Please include how the project will initiate or expand upon a recycling program, promote recycling efforts and/or waste reduction within Gauga or Trumbull Counties, or utilize recycled content materials for community purposes. Also include the timeline of the project and how it will be accomplished. (Project must be completed and reimbursement requested by June 30, 2027.)**

Tell us what you want to do with the funding. What kinds of items are you going to purchase? What recycling or environmental benefit will be provided? When will you be able to get started. Will the project be completed in time to submit reimbursement by the deadline?

#### **5) Camera funding requests: If you are requesting funding to purchase security cameras, you are REQUIRED to attach a letter of support from the law enforcement entity for your community stating they support the project and will work with you to prosecute/follow-up on complaints. District access to camera feeds is recommended, to allow us to monitor site servicing volume information.**

The District wants you to have clean, safe areas for your residents to recycle. Installing surveillance cameras has been shown to reduce illegal dumping, but only when offenders are cited and/or forced to

remove the debris themselves. In order to follow up on illegal dumping complaints, you will need local authorities to run license plates and investigate. To be eligible for funding for cameras, the District requires an official letter from your community's local authorities stating their intention to investigate dumping complaints and follow up with offenders to resolution.

- 6) Recognition: As a condition of reimbursement, all grantees will be required to show acknowledgement of District grant funding for their project. Details regarding requirements for this acknowledgement are available in the Drop-off Improvement Grant Instructions.**

As part of the award, you will be required to show Geauga-Trumbull SWMD recognition of grant funding with signage/recognition at the project site. **All grant projects must have proof of funding acknowledgement. If you are unsure of how you can meet this requirement, contact Jennifer Jones, Director.** Signage and advertisement costs can be reimbursed through the grant. **Signage design must be pre-approved by District staff before installation. The District will provide digital files of our logo upon request.**

The District requires a permanent sign that reads "Improvements funded by Geauga-Trumbull SWMD" with or without our logo. If you are buying cameras and want to incorporate our recognition into the "Cameras watching you" sign that's also acceptable. You can produce the signage yourself in-house or use grant funding to pay for its production. If you would like to see examples of other communities' signage, we can send you a few samples. If you've received funding in the past and already have a permanent sign on-site, sending a picture of the current signage is sufficient. No additional signage is required.

**\*\*This is a commonly overlooked item that MUST be completed before reimbursement is issued. Please plan for and include expenses related to recognition to the District in the planned budget for your project.**

- 7) Products/Services Needed: Provide a list of products and/or services to be purchased. Give a brief description of the items.**

This is where you tell us what you plan on purchasing for your project. You don't need to have all the purchasing decisions made before you apply. If you know specifically what you want to purchase, then list it. If not, general descriptions of what you will be purchasing are acceptable.

<b>Examples:</b>		
<b>Product/Service</b>	<b>Vendor</b> <small>*if already chosen</small>	<b>Description</b>
Surveillance cameras		2 video cameras, 1 license plate camera
Electricity upgrades		Electrical upgrades need for additional lighting/ cameras
Parking lot lights	ZZ Illuminating	2 additional lights for recycling area in parking lot

<b>Examples:</b>		
<b>Product/Service</b>	<b>Vendor</b> <small>*if already chosen</small>	<b>Description</b>
Concrete pad		Approx. 10'x10' concrete pad under recycling dumpsters
Asphalt resurfacing		Asphalt resurfacing of entrance and exit to recycling site
Signage		Permanent sign for recycling drop-off site/acknowledgement
Fencing	ABC Fencing	Fence around recycling dumpsters

- 8) Financial Information: Please complete a summary of project costs that will equal the grant request. Enter estimated cost based on expense categories below. Drop-off Improvement Grants REQUIRE a 10% financial match from the community applying for funding.**

**CHANGE FROM PREVIOUS YEARS!**

In prior years, applicants had to list each item they planned to purchase separately in this section. In an effort to simplify the application, you are now only required to estimate costs separated by category. Fill in the sections applicable to your specific project and leave the other categories blank.

- **Staff wages are NOT an ALLOWABLE expense for reimbursement. If your staff is assembling or installing items purchased with grant funds, we CANNOT reimburse you for their time.**
- Equipment vs supplies: Equipment is more permanent, typically more expensive, items. Supplies are items that need to be replaced or replenished more frequently. For example: Cameras, fencing, gates would be equipment. Litter grabbers for a cleanup or materials necessary to host summer children's educational activities would be supplies.
- If you don't have pricing for the items in your project, estimations are fine. Estimate high to make sure you get reimbursed for the full amount you are eligible for. If you think a project may be around \$14,000, you can ask for the full \$15,000 just in case there are cost overruns. We'll reimburse based on the amount you actually spend.

**Calculating your 10% match:** The 10% match is based on the amount of funding **you are asking for grants to supply, NOT the overall cost of the entire project.** For example: A project that costs \$11,000. You would apply for a \$10,000 grant. Your match would be \$1,000, which is 10% of \$10,000. For easy math, divide your entire project cost by 1.1, that would be the amount you can request in grant funds (up to \$15,000). The remaining expense would be your required minimum match.

<b>Example 1: Concrete pad</b>			
<b>Category</b>	<b>Total Cost \$</b>	<b>Grant Funds Requested \$ (total cost/1.1)</b>	<b>Grantee Remaining Cost \$ (Grant funds*.10)</b>
Equipment			
Supplies			
Disposal Costs (tires/trash)			
Advertising (newspaper/online ads)			
Education/Outreach			
Signage	\$100	\$90.91	\$9.09
Contract Services	\$16,400	\$14,909.09	\$1,490.91
Other			
"Other" description:			
	Total Project Cost \$16,500	Total Grant Request *max \$15,000 \$15,000	Total Remaining Cost \$1,500

<b>Example 2: Automatic gate</b>			
<b>Category</b>	<b>Total Cost \$</b>	<b>Grant Funds Requested \$ (total cost/1.1)</b>	<b>Grantee Remaining Cost \$ (Grant funds*.10)</b>
Equipment			
Supplies			
Disposal Costs (tires/trash)			
Advertising			
Education/Outreach			
Signage (acknowledgement of grant signage at site)	\$100	\$90.91	\$9.09
Contract Services (purchase and installation pd to vendor)	\$7,500	\$6,818.18	\$681.82
Other			
"Other" description:			
	Total Project Cost \$7,600	Total Grant Request *max \$15,000 \$6,909.09	Total Remaining Cost \$690.91

<b>Example 3: Cameras, lights, fencing</b>			
Category	Total Cost \$	Grant Funds Requested \$ (total cost/1.1)	Grantee Remaining Cost \$ (Grant funds*.10)
Equipment (cameras & lights)	\$2,900	\$2,636.36	\$263.64
Supplies			
Disposal Costs (tires/trash)			
Advertising			
Education/Outreach			
Signage (acknowledgement of grant signage at site)	\$100	\$90.91	\$9.09
Contract Services (electrical upgrade, installation of cameras, & lights, fencing installation)	\$13,500	\$12,272.73	\$1227.27
Other			
"Other" description:			
	Total Project Cost \$16,500	Total Grant Request *max \$15,000 \$15,000	Total Remaining Cost \$1,500

**9) Additional documents (optional): Attach additional documents (equipment quotes, additional background info, site pictures, etc.)**

If you already have quotes from suppliers/contractors, or want to include pictures of the site, or drawings of the work to be performed, attach them here. These attachments are not required but will give you the opportunity to provide more information about your project. **If you are asking for grant funds to purchase surveillance cameras for your recycling sites, you MUST attach a letter of support from local law enforcement showing their intention to follow-up on dumping complaints at the site.**

**Questions?**

If there are any questions regarding this application, please feel free to contact the Geauga-Trumbull Solid Waste Management District for assistance. Applications can be completed online as well as emailed, faxed, or mailed to:

Gauga-Trumbull Solid Waste Management District	Fax: (330) 675-2672
5138 Enterprise Dr. NW	Phone: (330) 675-7967
Warren, OH 44481	Email: <a href="mailto:jenn@startrecycling.com">jenn@startrecycling.com</a>

**APPLICATION DEADLINE: FRIDAY, JANUARY 30, 2026**

**Go to [www.StartRecycling.com/community-grants](http://www.StartRecycling.com/community-grants)  
to download applications or apply online**