

# SUSSEX COUNTY

  

## CLEAN COMMUNITIES MINI-GRANT PROGRAM

### PROGRAM OVERVIEW

#### 1. What is the Clean Communities Program?

The Sussex County Clean Communities Program is part of a statewide comprehensive strategy to clean up and prevent litter on beaches, parks, streets, recreation areas, construction sites, cities and towns. The Clean Communities Act provides grants to municipalities and counties for litter pickup and removal programs. This money results from the taxation of litter-generating products at the manufacturing, wholesale, distribution and retail levels.

#### 2. The approach is a three-fold attack on litter:

**Clean Up**: promoting public lands cleanup programs by community volunteers.

**Enforcement**: adoption and enforcement of anti-littering laws.

**Education**: establishing an education program within the community for adults and children. This office has a slide presentation and video available for education purposes.

#### 3. County Mini-Grants:

Funds are made available to non-profit agencies/groups to clean up targeted county parks and roadways. Clean up site must be approved by Sussex County Clean Communities. Grant awards are dependent on the number of volunteers. Categories are as follows:

| <u>Number of Volunteers</u> | <u>Mini-Grant Award</u> |
|-----------------------------|-------------------------|
| 10 – 25                     | \$200                   |
| 26 – 40                     | \$300                   |
| > 40                        | \$500                   |

# SUSSEX COUNTY CLEAN COMMUNITIES

## MINI-GRANT GUIDELINES

1. All organizations must submit a mini-grant application and receive prior approval from the Division of Health before conducting a cleanup.
2. All participants must wear safety protective gear (vests, gloves and etc.)
3. Each organization must complete a Mini-Grant Summary Report (Pg 8).
4. Grant awards will be based on the number of volunteers. The maximum award will be \$500. ALL SUPPLIES PLUS THE LITTER REPORTS MUST BE RETURNED BEFORE YOUR PAYMENT CAN BE MADE!
5. Each organization is responsible for transportation to and from the designated clean up site.
6. Each organization must agree to provide a **minimum** of 10 workers.
7. The organization will agree to provide an adult supervisor for every 10 youth workers (under age 18).
8. Each participant will be expected to work a minimum of 3 hours.
9. All recyclable items must be sorted and put into separate clear bags.
10. Each project will require a minimum coverage of 2 miles of county road right-of-way or 20 acres of county property/parkland.
11. The date(s) of work must be approved by the County Clean Communities Coordinator.
12. Each organization must affirm that they are a Bonafide non-profit group (see Non-Profit Status Form) and all participants must sign individual release forms prior to participation in any Sussex County cleanup project.

# SUSSEX COUNTY CLEAN COMMUNITIES MINI-GRANT APPLICATION

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime phone #: \_\_\_\_\_

Contact Email address: \_\_\_\_\_

Location of Proposed Clean-Up (if known):

Municipality: \_\_\_\_\_

Location: \_\_\_\_\_  
(roadway, park, county property)

If you are unsure of a clean-up site, contact your County Clean Communities Coordinator. The Clean Communities Program reserves the right to determine what area(s) will be served. We will attempt to approve the area requested by the applicant.

Date of Proposed Clean Up:

\_\_\_\_\_   
Date

\_\_\_\_\_   
Rain Date

How would you describe your organization?

\_\_\_\_\_ Church Group

\_\_\_\_\_ Civic Group

\_\_\_\_\_ Cub/Boy Scouts

\_\_\_\_\_ Brownies/Girl Scouts

\_\_\_\_\_ Environmental Group

\_\_\_\_\_ Youth Athletics

\_\_\_\_\_ School/PTA

\_\_\_\_\_ Other (describe)

Expected number of participants: \_\_\_\_\_

Submit completed application to: Attn: Anita DeMatteo (adematteo@sussex.nj.us)  
Division of Health  
Office of Environmental Health  
201 Wheatsworth Road  
Hamburg, NJ 07419

# CLEAN COMMUNITIES PROJECT CHECK LIST

1. Compile a roster of all participating youth workers and adult supervisors. Please attach this list to the summary report and return to the Sussex County Clean Communities Program Coordinator after you have completed the clean up. **Remember that you need a minimum of 1 adult for every 10 youth workers.**
2. To facilitate payment, establish a bank account in the name of your group/organization if you have not already done so. All Mini-Grant checks will be issued in the group/organization's name.
3. Designate a contact person who can be reached **during the day**. Specify their daytime telephone number AND email address on the application.
4. Select a primary date and backup rain date at the time you schedule your clean up date. Make all participants aware of these dates.
5. Designate an individual who is available DURING THE DAY to pick up all the items needed for clean up. Gloves, garbage bags and safety vests are available at the Lafayette Garage Sunset Inn Road, Lafayette NJ. **Please call 973-579-0370 first to make an appointment!**
6. Contact your local newspaper for media coverage. Weekly newspapers are always looking for local interest stories.
7. Before beginning your clean up, instruct all participants that they should not pick up anything which they believe to be potentially hazardous (i.e. medical waste, unknown liquid/chemical substances, etc.) REMEMBER: Participants should wear gloves at all times.
8. Make your clean up a learning experience. Ask children who participate in the program to write about their experience and send them to the address listed above. We value your input.

## **SOME SUGGESTIONS FOR A SUCCESSFUL PROGRAM**

1. Suggested clothing for workers:
  - a. Long pants (blue jeans recommended).
  - b. Long sleeve shirt/coat.
  - c. Some type of work boot or shoe (Minimum ankle high suggested).
  - d. Work gloves.Note: During the cold weather, dress warmly in layers. Three hours outside is a long time!

2. Lunch/refreshments are the responsibility of the group. Please check with your local Clean Communities Coordinator to be certain.

Some suggestions are:

- a. Have workers bring a bag lunch and the group can provide the beverages.
  - b. Have some group members bring out lunch/snack food to the work site.
  - c. Get a local merchant (deli, pizza place) to donate food and beverages.
  - d. Plenty of cold drinks in the summer, hot drinks in the winter. What you can provide is what will be available. You may not be near a store.
3. It is also a good idea to use the bathroom before reporting to the work site. There will probably NOT be any restroom facilities on site.

# NON-PROFIT STATUS FORM

The undersigned, being a duly authorized representative of \_\_\_\_\_, (hereafter known as APPLICANT) hereby affirms that the APPLICANT is a bonafide non-profit group. Further, if awarded a Clean Communities Mini-Grant, the APPLICANT agrees to:

- a) Utilize no less then 10 persons to actively participate in the PROGRAM of litter pick up and removal.
- b) Provide adult supervision for all PROGRAM participants under the age of 18 years. There shall be no more than 10 youth participants for every adult supervisor.
- c) Schedule the PROGRAM for no less than three hours in duration.
- d) Provide all transportation necessary to implement the PROGRAM.
- e) Provide the County with the following information within two (2) weeks, following the completion of the PROGRAM:
  - 1. A one-page narrative describing the clean up activities, including any problems your group may have experienced or suggestions to improve the PROGRAM.
  - 2. Completed Mini-Grant Summary Report (enclosed).
- f) Sign and return the attached Waiver of Liability ***PRIOR*** to conducting a clean up program.
- g) Provide the County of Sussex with proof of liability insurance relative for said activity.

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

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

Group/Affiliation: \_\_\_\_\_