

REQUEST FOR PROPOSALS FY 2025
MADISON COUNTY RESOURCE MANAGEMENT PROGRAM
\$2,500 MADISON COUNTY CLEAN COMMUNITIES LITTER GRANT

The Madison County Clean Communities Litter Grant Program is designed to assist units of local government in reducing litter and improving community cleanliness. This grant promotes environmental stewardship, engages residents in cleanup efforts, and fosters pride in shared public spaces.

GRANT PROPOSAL DEADLINE:

Applications must be submitted by **Friday, March 21st, 2025**. Late submissions will not be considered.

Reimbursement requests must be submitted once clean-up event services conclude and before Friday, October 17th, 2025.

MAXIMUM GRANT AMOUNT:

Individual grants will not exceed \$2,500 per applicant. Maximum 10 applicants annually for Max \$25,000 funding round.

MATCHING FUND REQUIREMENT:

Applicants must provide a **100% matching fund contribution**. Matching funds may include cash contributions, in-kind services, or other grant funds.

To Apply Please provide:

- **2025 Litter Grant Application (ATTACHED)**
- **Project Plan** which includes these parameters.
 - **Community Engagement:** Volunteer participation and community involvement.
 - **Project Feasibility:** Clear and achievable project plan.
 - **Budget Justification:** Reasonable project budget.

All grants are awarded on first come, first served basis.

REPORTING REQUIREMENTS:

Successful applicants must provide:

1. **Project Location:** Clear description of cleanup areas.
2. **Participants:** Number and roles of volunteers involved.
3. **Project Plan:** Detailed project timeline, materials, and publicity efforts.
4. **Post-Project Data:** Litter collected (bags/weight), significant findings, event photos, and participant testimonials.

RESOLUTION REQUIREMENT:

Grantee must provide at least one resolution from a park board, city council, or governing body approving/supporting the application. Other letters of support/referral from local officials are strongly encouraged, but not required. **NOTE:** If resolutions cannot be obtained by the grant submission deadline, please submit a letter stating when the resolution is expected to be passed and submitted.

PAYMENT SCHEDULE:

Grant funds will be reimbursed after project completion and submission of required documentation, including:

- Letter of request for payment on official letterhead
 - Proof of project expenses (receipts/invoices) [IF APPLICABLE]
 - Expense summary spreadsheet (template provided)
 - Photos and project outcome report
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CLEAN COMMUNITIES GRANT APPLICATION INSTRUCTIONS:

Submit one (1) original hard copy or email the application to:

Brandon Banks | Resource Management Coordinator
Madison County Building & Zoning Department
157 N. Main St., Suite 254
Edwardsville, IL 62025
Phone: 618-296-5237
Email: blbanks@madisoncountyil.gov
Website: www.madisoncountyil.gov

Please submit one (1) original hard copy of the proposal or submit via email to: blbanks@madisoncountyil.gov. Proposals should be typed and double-spaced. Please do not submit grant applications in binders, folders, or with other presentation methods. Simply staple the application in the upper left corner, with the pages in the order described below. Maps, diagrams, or other supplemental information should be provided on paper no larger than legal size.

A. Proposal Format - Please include each of the required items, in this order:

1. Application
2. Background/Project Plan (no more than 2 pages)
3. Grant Agreement/Board Resolution
4. Attachments (invoices, pictures, etc.)

B. Specific Instructions for each required component of the grant application:

1. **Application** - Use forms provided to fill out Portion A (Applicant Information) and Portion B (Budget Information).
2. **Project Plan**- This section should include information regarding:
 - a. The population served by the proposed project or program,
 - b. Matching funds must also be described to indicate source (i.e., general revenue, state/federal/foundation grant).
 - c. Use of funding/project
 - d. Education activities in support of this project should also be discussed in reasonable detail, when applicable.

**APPLICATION FOR MADISON COUNTY RESOURCE MANAGEMENT FY2025
\$2,500 CLEAN COMMUNITIES LITTER GRANT APPLICATION**

Date

Name of Organization

Address

City

Zip

Project Manager

Title

Phone

Email: _____

Project Title: _____

Project Summary (provide a 3-5 sentence summary of what your clean communities project will entail):

Please certify with your signature that the information contained in this application is accurate to the best of your knowledge and that you are authorized to execute this application.

Signature

Budget Summary: All grants require **100% applicant match** for amount of funding requested.

A. Grant Funding Requested:

\$ _____

Maximum \$2,500

B. Matching Funds Provided By Applicant:

\$ _____

C. Total Project Budget*:

\$ _____

*Grand Total = County Funding Requested (A) + Matching Funds Provided (B)

D. % of Match Provided by Applicant*:

B. BUDGET INFORMATION

TOTAL COST:

COUNTY FUNDING REQUESTED:

1. Project \$ _____
(Circle one)

\$ _____

List equipment (if applicable):

2. Matching fund amount: \$ _____ **Other grant fund amount (optional):** \$ _____

List source of fund*: _____

*Matching fund source includes any other grant monies or direct contribution utilized for this project. Examples include IEPA grant, Illinois Clean Energy grant, ILDCEO, Madison County PEP grant, CDBG, etc. If no additional grant funds are used, please list local jurisdiction as the sole funder.

ADDITIONAL MATCHING COSTS PAID BY APPLICANT (optional, not included above): Please include all additional costs that are not requested in this grant, but will be spent as part of the project:

EQUIPMENT:\$ _____

EDUCATION:\$ _____

LABOR:\$ _____

DISPOSAL/RECYCLING:\$ _____

TRANSPORTATION:\$ _____

OTHER:\$ _____

TOTAL ADDITIONAL COSTS: \$ _____

**MADISON COUNTY RESOURCE MANAGEMENT PROGRAM FY2025
\$2,500 CLEAN COMMUNITIES LITTER GRANT AGREEMENT**

1. The grant amount cannot exceed a total of \$2,500 awarded by the County, and applicants are required to provide 100% matching funds.
2. Upon acceptance of the application by the Building & Zoning Committee, the Finance Committee, the Grants Committee, and the County Board, the grantee agrees to submit a final invoice for the project to this office along with a request for the appropriate funds.
3. The grantee agrees to include the source of funding in any press releases, articles, or public dedication ceremonies regarding the programs/projects.
4. Grantee agrees to have full approval of application from local governing entity with documented resolution/recognition.
5. Changes or modification in the application by the grantee after a signed resolution negates the entire application unless written modification is reviewed and approved by the Resource Management Coordinator and/or the Building & Zoning Committee.

As project manager identified on page one, I have read the above stipulations and agree to honor them as written. Failure to honor any portion may result in forfeiture of equipment or reimbursement of grant funds.

Signature _____

Date _____

**MADISON COUNTY RESOURCE MANAGEMENT PROGRAM FY2025
\$2,500 CLEAN COMMUNITIES LITTER GRANT
GENERAL CRITERIA**

For all projects that are determined to be eligible for the Clean Communities litter grant program, will be granted on a first come, first serve basis. Ineligible or incomplete applications will be returned to the applicant and will not be considered. Building & Zoning staff will review eligible projects and award decisions.

- Applications will be funded based upon the eligibility and date submitted.
- Applications will only be accepted from municipalities, townships, park districts or partners thereof.
- Matching funds from federal, state, and foundation grants are preferred, but not required.
- Applications must be delivered to Madison County Building & Zoning staff during the 2025 fiscal year and before March 21st.
- All reimbursement requests must be requested **after the completion of the project and before October 17th, 2025**. No extensions will be permitted. *All payments will be made in full; partial payments will not be issued.*

ATTACHEMENT A: **ELIGIBLE EXPENDITURES**

The following items and services qualify for grant funding:

Supplies & Equipment:

- Trash bags, recycling bags, and containers
- Gloves (disposable and reusable)
- Safety vests, goggles, and first aid kits
- Litter grabbers, rakes, brooms, and shovels
- Portable restrooms for large cleanup events
- Hand sanitizer and wipes

Disposal Services:

- Dumpster rentals
- Waste disposal and recycling fees

Volunteer Support & Incentives:

- Branded T-shirts, hats, and badges
- Certificates of recognition and volunteer awards
- Gift cards or coupons from local businesses
- Snacks, meals, and beverages for participants

Promotion & Public Engagement:

- Social media advertising
- Event banners, posters, and flyers
- Community event marketing services

Project Management & Logistics:

- Equipment rental (trucks, trailers)
- Fuel reimbursement for project-related travel
- Project management and coordination fees

This is a list of allowable expenditures. It is not intended to be exhaustive, nor does it guarantee an award of funding. Please contact staff for review of any project not listed above. Creative projects are highly encouraged.