

WILLINGBORO TOWNSHIP

CLEAN COMMUNITIES MINI-GRANT PROGRAM

PROGRAM OVERVIEW

1. What is the Clean Communities Program?

The Willingboro Township 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.

3. Township Mini-Grants:

Funds are made available to non-profit agencies/groups to clean up targeted Township parks and roadways. Grant awards are:

Number of Volunteers

15 or more

Mini-Grant Award

\$500.00

WILLINGBORO TOWNSHIP CLEAN COMMUNITIES

MINI-GRANT GUIDELINES

1. All organizations must submit a mini-grant application and proposal. Attach a Current bank statement and Non-Profit Status Form. The Township of Willingboro will review and evaluate each proposal based on the criteria in the application
2. All cleanups must be conducted on **Township property**.
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 \$500.00.
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 15 workers.
7. The organization will agree to provide an adult supervisor for every 5 youth workers (under age 18).
8. Each participant will be expected to work a minimum of 4 hours.
9. All recyclable items must be sorted and put into separate clear bags for recycling by the County.
10. Each project will require a minimum coverage of 2 miles of township roadway within a park or a playground and/or a park within Willingboro Township.
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 Willingboro Township cleanup project.**
13. The Township reserves the right to reject any and all proposals or to award the grant in whole or part. The Township has the authority to award grants to the organizations best meeting the criteria and guidelines set forth in the Clean Communities mission.

WILLINGBORO TOWNSHIP 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, township 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: Patti Conrad (pconrad@willingboronj.gov)
Department of Public Works
25 Industrial Drive
Willingboro, New Jersey 08046

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 Willingboro Township Clean Communities Program Coordinator after you have completed the clean up. **Remember that you need a minimum of 1 adult for every 5 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:
**Willingboro Public Works Department
25 Industrial Drive, Willingboro, NJ 08046**
Please call (609) 877-2200 Ext. 1051 first to make an appointment!
6. Designate an individual to serve as photographer on the day of the clean up. We would appreciate copies of any pictures taken. These pictures will be used in our Clean Communities Scrapbook and by the Willingboro Township Public Information Office.
7. Contact your local newspaper for media coverage. Weekly newspapers are always looking for local interest stories.
8. 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.
9. 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. Four 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.
4. Transportation to the clean-up site is the responsibility of the participant or group. No transportation will be provided by the Township, Department of Public Works, Officers or Employees.

NON-PROFIT STATUS FORM

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

- a) Utilize no less than 15 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 5 youth participants for every adult supervisor.
- c) Schedule the PROGRAM for no less than Four (4) hours in duration.
- d) Provide all transportation necessary to implement the PROGRAM.
- e) Provide the Clean Communities Coordinator 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 Willingboro Township with proof of liability and automobile insurance (for transportation) for said activity.

Signature: _____

Name (print): _____

Title: _____

Group/Affiliation: _____

CLEAN COMMUNITIES MINI-GRANT PROGRAM

INDIVIDUAL RELEASE

DATE: _____

I understand that participation in the Clean Communities Program involves activities which may pose a potential risk of personal injury. Some examples of these activities include handling sharp or heavy trash; working outdoors in weather that can turn unexpectedly hot, cold, windy, or stormy; and walking on surfaces which can conceal sharp or hazardous objects. I assume any and all risks associated with participation in the program for myself, my heirs, executors and administrators and hereby waive and release the Township of Willingboro, Department of Public Works and Recycling, its Director, officers and employees from all claims, liability, risk of loss or injury and damages of any kind including wrongful death associated with or arising out of my participation in the Clean Communities Program. I certify that I have reviewed and understand this release and the Clean Communities packet materials prior to my participation in the Program. I understand that while those materials contain instructions intended to protect me from injury, even my full compliance with those instructions will not guarantee that no injury will occur.

**MUST BE EXECUTED BY EACH PARTICIPANT, HIS/HER PARENT OR GUARDIAN.
IF A SIGNATORY IS LESS THAN 18 YEARS OF AGE
THIS MUST ALSO BE SIGNED BY A PARENT OR GUARDIAN!!!**

PRINT NAME & ADDRESS

Signature

Parent/Guardian

Group/Affiliation

WILLINGBORO TOWNSHIP CLEAN COMMUNITIES PROGRAM

Department of Public Works
25 Industrial Drive
Willingboro, New Jersey 08046
(609)877-2200
Fax (609)835-0782

MINI-GRANT SUMMARY REPORT

MUST BE SUBMITTED UPON COMPLETION OF CLEANUP PROGRAM!!

PROJECT DATE: _____

GROUP NAME: _____

NO. PARTICIPANTS: _____

HOURS WORKED: _____

Please ESTIMATE to the best of your ability:

The total area from which litter was picked up:

Miles: _____ or Acres: _____

The total number of bags and estimated weight of TRASH (NON-RECYCLABLES) collected:

Number of Bags: _____ or Weight (in lbs.): _____

The total number of bags and estimated weight of RECYCLABLE litter collected:

	Total # Of Bags	Weight (in lbs.)
Commingled (glass/alum/plastic)	_____	_____
Wood	_____	_____
Other (please specify)	_____	_____
Total	_____	_____

Description of clean up: _____

Township Of Willingboro
Clean Communities Mini Grant Program



Conduct a Neighborhood Clean Up and
Earn \$500.00 for your Group/Organization

