



Cuyahoga County Sustainable Stores Grant for Retail Communities

APPLICATION CONTENT

(This is NOT the application.)

Please complete the application online [here](#).

- Announce Date: Friday, April 26, 2024
- Application Deadline: Friday, June 28, 2024, 4:00PM
- If you have questions about this application, call 216.698.4706

Municipalities, chambers of commerce and non-profits located in Cuyahoga County may apply for up to \$8,000 in partnership with a minimum of three retail stores of all types (convenience, grocery, supermarkets, shops, service stations and drug stores) and/or choice food pantries to eliminate the use of plastic checkout bags and establish the bring your own bags habit in their community.

As you complete this application, please keep in mind the objectives of the Sustainable Store Grant for Retail Communities are:

1. Support retailer efforts to eliminate plastic checkout bags from the checkout;
2. Educate consumers and retailers about the Bring Your Own Bags strategy to reduce plastic waste;
3. Distribute reusable bags in retail environments.

The three grant objectives must be addressed in your grant proposal. Project requirements and options are outlined in this application and on the grant webpage. To ensure that you successfully meet the grant objectives in your proposal, it is recommended that you call 216.698.4706 to discuss the project before completing this application.

Questions with an asterisk (*) require a response.

Applicant Information

Municipality/Organization Name*

Please list the name of the organization applying on behalf of other businesses.

Target Area for Grant Use

Type in an address to zoom to your target area. Use the shape tools on the right of the map to draw in your target area. Alternatively, you can describe the location in the text box below.

If it's easier, use this text box to describe the Target Area(s) for this Grant.

Is this area served by public transit?* <Yes/No>

Municipality/Organization Phone Number* *Please enter in this format: 216-555-5555*

Municipality/Organization Website *ex.) <https://www.cuyahogacounty.us/>*

Does your Municipality/Organization use social media? <Yes/No>

If Yes, provide link to Facebook, Instagram, Other

Will your municipality/organization receive any funding, unrelated to this grant, from Cuyahoga County in 2024?* <Yes/No>

Contact Information

The following Contact Information should be the person responsible for implementing the grant.

- **Contact Name***
- **Contact Title***
- **Contact Phone***
- **Contact Email***
- **What is your preferred contact method?***

Retailers Engaged in this Proposal

At least three retailers and/or food pantries must be entered.

<This section requires you to enter this information for 3+ businesses separately>

Business Name*

Business Address*

1.) Type of Bags Currently Offered In-Store*

Plastic, Paper, Reusables for Sale, Other

For each choice, it will ask how many of each are used/sold in each week

2.) Do you provide any incentives to customers who bring their own bag?*

<Yes/No>, If yes, please describe

3.) Do you charge a fee for paper or plastic bags?*

<Yes/No>, If yes, how much/are there exceptions

4.) What percentage of your customers don't take a bag?*

Enter a number between 0-100.

Project Description

Overall Project Title

What is the name of the overarching project?

Brief Project Overview

Please provide 3-5 sentences describing the project.

Please Note:

Projects must align with the objectives of the Sustainable Store Grant for Retail Communities, therefore, projects must include the following activities.

- Proactively Communicate the BYOBags Message within the Community & to Retail Customers
- Sell or Give Away Reusable Bags

Projects may also include the following project elements:

- Develop an Incentive Program for Bringing Reusable Bags
- Purchase Paper Bags-A Short Term Back Up Option as Retailers Transition

Project Activity Details

For each activity, please provide the requested information.

REQUIRED: Proactively Communicate the BYOBags Message with the Community & to Retail Customers

- Describe the plan, including how you will inform your community and retail customers.
- List all materials – signs, fliers, postcards, etc. – you plan to use in your customer education program and how they will be used/distributed.
- Tell us whether you plan to use the county's BYOBags templates or create your own message. Please be aware that messages must be pre-approved by the Department of Sustainability to be eligible for reimbursement.
- Pre-Printed BYOBags signage in sizes (4.25x5.5, 8.5x11, 11x17, 14x20) are available for retailers. If the project would benefit from these, indicate how many of each will be requested.
- Will you utilize social media, electronic or printed newsletters, promote the project at events, etc.?

Use this text box to fully describe how this activity will be implemented. Use the prompts above to guide your response.*

REQUIRED: Sell or Give Away Reusable Bags

Will the reusable bags be sold or provided free with a purchase? If the bags are sold, how much will be charged? If the bags are provided free with a purchase, describe the parameters.

Reusable bags must be distributed through a retail transaction of some sort, not as giveaways at community events.

- What is the estimated timeline for reusable bag distribution to begin?
- Will the bags be customized? If so, describe what will be conveyed on the bags. Keep in mind that the BYOBags logo is required on all customized bags – either printed directly on the bag or on an attached hang tag.
- Do you plan to order any standard BYOBags designed by the County?
- How many reusable bags do you intend to purchase?

Project Description continued

Use this text box to fully describe how this activity will be implemented. Use the prompts above to guide your response.*

OPTIONAL: Develop an Incentive Program for Bringing Reusable Bags

- Describe the plan in detail including how customers will participate in the incentive you plan to offer.
- How will the incentive program be communicated to customers?
- How frequently will the incentives be awarded?
- Incentives are not reimbursable. Describe how the cost of incentives will be paid for.

Use this text box to fully describe how this activity will be implemented. Use the prompts above to guide your response.

OPTIONAL: Purchase Paper Bags – A Short Term Back Up Option as Retailers Transition

- How many paper bags do you plan to purchase?
- How long does each retailer plan to transition from paper to reusables.
- Will there be a fee charged for each paper bag? If yes, will you waive the fee for customers who use a food benefit (WIC, EBT, etc.)?

Use this text box to fully describe how this activity will be implemented. Use the prompts above to guide your response.

Project Development

At least one documented planning meeting with retailers must take place in the project development phase before submitting this application. Describe how your retail community was engaged in the development of this project. Include details such as the meeting date, who was invited, who participated, as well as any other pertinent information you would like to share.

Please attach at least one of the following items to document the planning meeting that took place: sign-in sheet and/or meeting notes. <Required to attach at least one document>

Project Objectives, Timeline and Budget

- 1.) Eliminates Plastic Bags from the Checkout* <Yes/No>
- 2.) Educates Consumers and Retailers about the BYOBags strategy to reduce plastic waste;* <Yes/No>
- 3.) Distribute reusable bags in retail environments.* <Yes/No>

Describe how the project's success will be measured.*

What is the timeline for the project?*

Please provide target completion dates for the various activities. The recommended project completion date is December 31, 2024.

Keep in mind that the Grant Summary and Reimbursement Request must be received by February 28, 2025 at 4:00PM. If the project and reimbursement request are not complete by this date, the grant funds may be forfeited.

If you prefer to attach a document outlining the timeline, you may do so here.

Project Budget

Grant requests are capped at \$8,000 per application. If the total project cost is more than \$8,000, the grant applicant is responsible to pay the difference.

Indicate how the grant funds will be spent by listing the cost for each expenditure in the linked form below. For instance, if the project includes signage, contracting with a graphic designer and buying paper bags, list each item separately. Budgeted items should be based on actual quotes or estimates.

Please [click here and use this template](#) to enter budgeted items. Upon completion, upload the document below. <Attach Budgeting Spreadsheet>

If you are unable to access the form contact KStarinsky@CuyahogaCounty.us or call 216.698.4706, and we can accommodate you.

Attach Other Supporting Documents Here <Option to Attach Up to 4 Additional Documents>

In addition to the budgeting spreadsheet, attach additional supporting documents such as estimates, photos, project budget, plan drawings, etc. If you have trouble uploading any files, you may email them to KStarinsky@CuyahogaCounty.us or call 216.698.4706.

Please add any additional information you feel is important for this application.