

Bridgewater Township
Clean Communities Mini-Grant Program
Application Packet Spring 2020



Keep it Clean, Keep it Green!



SPRING APPLICATIONS DUE ON OR BEFORE MARCH 1, 2020

Bridgewater Township
Clean Communities Mini-Grant Program

Program Overview

Bridgewater Township's Clean Communities Mini-Grant Program is part of the New Jersey Clean Communities statewide, comprehensive, litter-abatement program created by the passage of the Clean Communities Act in 1986. The Act provides a funding source for the program by placing a tax on fifteen categories of businesses that may produce litter-generating products.

Bridgewater Township is required to implement litter abatement programs that incorporate the elements of cleanup, enforcement and education. The Act also provides guidelines on the use of funds. Municipalities and counties must file statistical reports with the New Jersey Clean Communities Council, Inc. every grant year. Statistical reports track the expenditure of funds and the progress of local programs.

Bridgewater Township conducts a fall and a spring clean up on properties throughout the township. Organizations can earn up to \$500 for a clean up. The Township gives out up to 20 mini-grants in the fall and in the spring. Any group that did not receive a fall grant will be given priority in the spring. Bridgewater Township's Clean Communities Mini-Grant Program is subject to change based on availability of funds.

Please direct all questions to Jodi Schneider at jschneider@bridgewaternj.gov or by phone at 908-725-6300 ext. 5080 or Christine Madrid at cmadrid@bridgewaternj.gov or by phone at 908-725-5750.

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2020 Mini-Grant Guidelines

1. All organizations must submit a completed mini grant application, proof of non-profit status form, and individual release forms for all individuals participating in the clean up. Bridgewater will review and evaluate each proposal based on the criteria in the application. All applications should be emailed to Christine Madrid at cmadrid@bridgewaternj.gov.
2. All clean ups must be conducted in Bridgewater Township.
3. All organizations must complete a *Mini-Grant Summary Report* and email it to jschneider@bridgewaternj.gov within 7 days of the completion of the clean up. The mini-grant will be awarded for fully completed assignments only. There will be no award for partially completed assignments. The Summary report must be submitted for funds to be dispensed.
4. A minimum of ten (10) members are required for each mini-grant assignment. The organization **must provide at least one (1) adult supervisor for every five (5) youth participants under the age of 18**. All participants must sign individual release forms prior to participation in any Bridgewater Township clean up project. Each participant will be expected to work a minimum of three (3) hours.
5. The organization is responsible for providing transportation to and from the clean up site.
6. All recyclable items must be sorted out and put into separate clear bags.
7. Assignments (date and locations) will be given by the Township's designated Clean Communities coordinator and may consist of parks, schools, roadways, open space, or any combination. All groups are required to complete the assignment on the day scheduled. Any group that has an insufficient number of participants or not enough time to complete the assignment will be rescheduled once. Please notify the Clean Communities coordinator as soon as possible to reschedule the assignment. It cannot be guaranteed that the same location will be given.
8. Clean-up Supplies and materials (trash bags, gloves, safety vests) will be provided by Bridgewater's Clean Communities coordinator. Items will be made available before the clean up at the Bridgewater Municipal Complex. It is the responsibility of the organization to arrange for pick up prior to assignment.

Bridgewater Township reserves the right to reject any proposal or to award the grant in whole or in 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.

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Safety Procedures for All Participants

(The following are general program guidelines. Every location is unique no matter how prepared participants are and every precaution should be taken to ensure a safe and enjoyable experience.)

- All participants must read and understand the guidelines.
- Carpool or Vanpool to the pick-up site. Park vehicles completely off the road way, and a safe distance from travel lanes.
- Upon arriving at the work site, erect the official provided “Litter Patrol Ahead” sign in advance of the pick-up site off the roadway.
- Each participant cleaning a roadway must wear a reflective safety vest.
- Familiarize yourself with emergency procedures such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance.
- Be sure to inform leader of known allergies and physical infirmities prior to participation.
- The leader must have a first aid kit on site.
- Bring a water supply. Avoid potential problems from over-exertion and heat by drinking water and taking rest breaks.
- Wear long-sleeve, light colored shirts, jeans or long pants, leather or heavy-soled shoes or boots and gloves.
- Consider use of sunscreen, tick repellent or barrier creams.
- Be alert for bees, wasps, hornets, fire ants, snakes and any other wildlife.
- Pay special attention to the handling of broken glass. Participants must be careful not to step or knell on broken glass.
- Do not work on unstable or slippery ground.
- All unsafe behavior, for example, standing or jumping on guide rails, drainage pipes or concrete walls, horseplay and demonstrations must be avoided.
- Alcohol is forbidden on pick-up sites.
- Be sure you are visible to motorists
- Don't schedule pick-up events in the evening or at night.
- Stay clear of construction areas.
- Evaluate whether pick-up should be discontinued due to decreased visibility, inclement weather or unsafe traffic conditions.
- Do not attempt to move large debris, do not touch dead animals, do not attempt to pick up hazardous material.
- Notify authorities (local/state police) if anything is found that presents a clear and present danger or obvious criminal activity.

After Pick-Up:

- Leave bags in a safe location for maintenance crews to remove.
- Do not remove work or safety gear until you are completely finished.
- Use proper hygiene and hand washing.

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Suggestions for a Successful Clean Up

1. Have participants wear long pants, long sleeves, work boots or ankle high shoes, and work gloves. During cold weather, dress warmly in layers. Four hours is a long time outside!
2. Have participants bring a bag lunch and plenty of water and beverages, bring snacks to share, and/or get local merchants (deli, pizza) to donate food and beverages.
3. Have participants use the restroom before they leave in case there are no restrooms at the clean up site.
4. Transportation is the responsibility of the group. No transportation will be provided by the Township.

***Have fun and take pride in
keeping your community clean.***

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Submission Checklist

Before Your Clean Up:

- Submit application to Christine Madrid at cmadrid@bridgewaternj.gov on or before the deadline:
 - Completed Clean Communities Mini-Grant Program Application page
 - Proof of Non-Profit Status page
 - Individual Release Forms (prior to your clean up date)

After Your Clean Up:

- Submit the following to Jodi Schneider at jschneider@bridgewaternj.gov no later than 7 days after your clean up date :
 - Clean Communities Mini-Grant Summary Report page
 - Clean Up Roster Form page(s)
 - One photo of your group at their clean up

**SPRING 2020 Bridgewater Township
CLEAN COMMUNITIES MINI-GRANT PROGRAM
APPLICATION***

Organization _____

Address _____

Contact _____

Phone Number _____

E-mail address _____

Project Location _____

Alternate Location _____

Clean- up Date _____

Alternate Date _____

Expected Number of Participants _____

Age Range _____

Number of Adult Supervisors _____

How would you describe your organization?

_____ Religious group

_____ Civic group

_____ Environmental group

_____ Cub/Boy Scouts

_____ Girl Scouts

_____ Youth Athletics

_____ School/ PTA/PTO

_____ Other (describe) _____

Make check payable to: _____

Mail check to this address: _____

****Please email your completed application along with your proof of non-profit status no later than March 1, 2020 to Christine Madrid at cmadrid@bridgewaternj.gov. All individual release forms must be turned in prior to your clean up date.***

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Individual Release Form

I understand that participation in the Bridgewater Clean Communities Program involves activities which pose a potential risk of personal injury. These risks include, but are expressly not limited to, the 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 all risks associated with participation in the program and hereby for myself, my heirs, executors and administrators agree to release, indemnify, and hold harmless the Township of Bridgewater, its Mayor, Officials, Township Council, Officers, Agents, and any such other employees from all claims, liability, including attorneys' fees and expenses, incurred by the Township and its officials and employees or other agents, 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 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, and in the event of such an injury I agree to release, indemnify and hold harmless the Township of Bridgewater as noted above.

**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

**Must be turned in for each participant prior to your cleanup.*

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Proof of 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 than 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 5 youth participants for every 1 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 Township with the *Mini-Grant Summary Report*, photos of the clean up, and a completed mini grant roster emailed to jschneider@bridgewaternj.gov within 7 days of the completion of the clean up.
- f) Sign and return the attached Waiver of Liability ***PRIOR*** to conducting a clean up program.
- g) Provide the Township with proof of liability insurance relative for said activity.

Signature: _____

Name (print): _____

Title: _____

Group/Affiliation: _____

SPRING 2020 Bridgewater Township CLEAN COMMUNITIES MINI-GRANT SUMMARY REPORT

***This form must be completed and submitted with a photo of your group completing the clean up and your clean up roster form in order to collect your grant funding.*

Name of Group/ Organization:	
Contact Person: (Name, Phone Number, Email)	
Exact Date Clean-up was completed:	
Location of Clean-up:	
Number of Adult Supervisors:	
Number of Participants:	
Time (#hours worked, minimum of 3):	
Number of man hours worked: (#participants x #hours)	
Number of bags of litter collected:	
Number of bags of recycling collected:	
Estimated mileage or acres cleaned:	
Photo of group completing clean-up: (attach)	

**Please email your completed report along with a photo of your clean up and the completed clean up roster form to Jodi Schneider at jschneider@bridgewaternj.gov.*

