

**CT Department of Energy & Environmental Protection  
Beverage Container Recycling Grant Program Application**

***Part I – Cover Sheet***

<b>Applicant Information</b>	
<b>Is the applicant a business, a municipality, or a regional council of governments (COG)?</b> (a * denotes information requested from business applicants only)	Business <input type="checkbox"/> Municipality <input type="checkbox"/> COG <input type="checkbox"/>
<b>Applicant/Business Name</b> (legal business name or name of municipality/COG):	
<b>Applicant Representative/Business Owner Name</b> (will be main project contact):	
<b>*Ownership Share</b> (if not 100%, submit a letter from other owners indicating that they concur with the application):	
<b>Applicant/Business Owner Full Mailing Address:</b>	
<b>Applicant/Business Owner Phone:</b>	
<b>Applicant/Business Owner Email:</b>	
<b>Applicant/Business Website</b> (if available):	
<b>*FEIN or SS Number:</b>	
<b>*State Tax Registration Number:</b>	
<b>*Is your company owned, operated, or controlled 51% or more by an individual that meets any of the following characteristics</b> (please check all that apply):	Minority Owned <input type="checkbox"/> Woman Owned <input type="checkbox"/>
<b>*First-time redemption center owner:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Project Information</b>	
<b>Project Title:</b>	

<b>Total Project Costs</b> (i.e., full costs of the project, not just the costs covered by the grant):	
<b>Beverage Container Recycling Grant Funds Requested by Applicant:</b>	
<b>Project Location Address(es):</b>	
<b>Project Location(s) GIS coordinates:</b>	
<b>Is the Project an existing redemption center?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Please provide a description of the redemption services that will be provided at the Project Location(s)</b> (e.g., will reverse vending machines be utilized, will there be manual sorting, etc.):	
<b>Please provide an itemized description of how the Beverage Container Recycling Grant Funds will be utilized</b> (eligible uses include infrastructure, technology and costs associated with the establishment of a beverage container redemption center and for initial operations of such redemption center):	
<b>Eligibility Questions</b>	
<b>Is the project located in an urban center?</b> (for purposes of this grant program, “urban center” has the same meaning as “regional center” as contained in the <a href="#">state plan of conservation and development</a> )	Yes <input type="checkbox"/> No <input type="checkbox"/> Municipality: Additional information (if necessary):
<b>Is the project located in an environmental justice community?</b> (“ <a href="#">environmental justice community</a> ” is defined in CGS 22a-20a as a United States census block group, as determined in accordance with the most recent United States census, for which thirty per cent or more of the population consists of low income persons who are not institutionalized and have an income below two hundred per cent of the federal poverty level; or a distressed municipality, as defined in subsection (b) of section 32-9p)	<i>Environmental Justice Census Block:</i> <a href="#">Type address into this map to verify.</a> Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>Distressed municipality:</i> Yes <input type="checkbox"/> No <input type="checkbox"/> Municipality: Additional information (if necessary):
<b>*Does the applicant have any delinquent State, Federal, or Local taxes?</b> (if yes, submit a letter	Yes <input type="checkbox"/> No <input type="checkbox"/>

explaining the circumstances or confirmation of a payment plan)	
<b>*Do any owners/officers have any personal tax issues?</b> (if yes, please provide an explanation)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>*Has the applicant or its owners ever filed for bankruptcy?</b> (if yes, submit under separate cover)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>*Does the applicant or its owners have any outstanding, pending, or anticipated litigation, environmental, OSHA, or other issues outstanding?</b> (if yes, submit under separate cover)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>*Has the applicant received prior state financial assistance from other government agencies or departments?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate the program and agency:

## ***Part II – Project Narrative***

Please attach to your application a brief description (approximately one page), to the best of your ability, of how your project plans to address the following factors. DEEP understands that applicants may not be able to fully expand on all of these factors upon the time of application.

1. Proximity to already-existing redemption centers and other proposed new redemption centers;
2. Safe pedestrian access to the site;
3. Accessibility of the site to public transportation;
4. Population density within a 1-mile radius of the site;
5. Attributes that make the site and technology convenient for the customer;
6. Type of redemption technology to be deployed;
7. The volume of beverage containers sold within the likely service area of the redemption center.

### ***Part III – Business/Project Plan and Required Format***

Each Beverage Container Recycling Grant Program application must include a Business/Project Plan. Use the following format when writing this portion of the application. Be thorough in each section below to ensure enough information is provided about your business and the project being proposed.

1. **Cover Sheet** – Name of organization and contact information.
2. **Introduction** – Use this as an opportunity to introduce your organization to the reviewers.
3. **Project Summary** – Give a summary (fewer than 500 words) of what your project entails and what it's accomplishing for your business and your local community **during the next five years**.
4. **Brief Profile of Local Market** – Size, trends, existing redemption options, and user/customer profiles.
5. **Marketing Strategies** – How will the business market its services to customers? Indicate costs.
6. **Operational Plans** – Describe how redemption activities will be managed. Indicate organization, resources, costs, etc.
7. **Financial pro forma** – Including expected FTEs and hourly wages.
8. **Funding Requirements and Proposals** - Summarize funding requirements, possible sources, terms, etc.
9. **Implementation** - Explain the major decision points, timeline and actions required.
10. **Conclusion** - Indicate why the project will succeed and why it should be supported.

## ***Part IV – Additional Required Information***

All applicants must include the following information with their application, providing copies of legal documents or other supporting documentation where applicable:

1. Articles of incorporation/certificate of legal existence (for business owners only)
2. Copy/proof of lease or letter of intent to lease
3. Proof of Connecticut residency (for business owners only)
4. Proof of funds
5. Zoning approval or proof of steps taken to achieve zoning approval
6. Letters of support from local public officials, community groups, or businesses (if applicable)
7. Supporting materials for any questions in Appendix A (if applicable)

**Part V – Certification**

I, \_\_\_\_\_ (business owner/public official name), [owner/representative] of \_\_\_\_\_ (name of business/municipality/COG), certify that the information and facts contained in the above Beverage Container Recycling Grant Program application are true and complete to the best of my knowledge. I understand that falsified statements on this application in any detail shall be considered sufficient cause for disqualification from further consideration for financial assistance from the Beverage Container Recycling Grant Program. I understand that if it is determined that any funds were awarded to me as a result of false statements, I will be required to reimburse said funds to DEEP. I further understand that any false statement in the submitted information may be punishable as a criminal offense under sections 53a-157b and 22a-175 of the General Statutes of Connecticut, and in accordance with any applicable statute.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## ***Application Assistance***

For general questions about this application or the Beverage Container Recycling Grant Program, contact John Robinson at HEDCO ([johnr@hedcoinc.com](mailto:johnr@hedcoinc.com), 860-527-1301x231) or Laura Pointek at DEEP ([Laura.Pointek@ct.gov](mailto:Laura.Pointek@ct.gov), 860-424-3499) or send an email to [DEEP.RecyclingProgram@ct.gov](mailto:DEEP.RecyclingProgram@ct.gov).

For small business-related questions, or for assistance developing a business plan, there are external resources available, such as the [Connecticut Small Business Development Center](#).