



2024-25 Keep Louisiana Beautiful Greener Grounds Grant Application

Application Deadline: May 15, 2024

Purpose and Description

Keep Louisiana Beautiful's (KLB) mission is to promote personal, corporate, and community responsibility for a clean and beautiful Louisiana. Through programs and a statewide network of affiliates and partners, KLB provides tools and resources to prevent litter, reduce waste, increase recycling, and beautify spaces. For more information visit keeplouisianabeautiful.org

Grant Purpose: Louisiana is home to more than 400 festivals and events annually. Across the region, locals, and tourists come together to celebrate the state's vibrant offerings of food, music, history, and culture. With these events often comes a completely avoidable and solvable issue: litter.

This grant works to ensure the waste inevitably created by outdoor events does not threaten the environment. Keeping event sites clean not only enhances the attendee experience but stops the detrimental cycle of mismanaged waste becoming litter that will clog Louisiana's storm drains or enter the waterways, an issue that will ultimately harm the state's coastline, wildlife and water quality.

Keep Louisiana Beautiful partnered with French Quarter Festivals, Inc. to create Greener Grounds Guidebook and Workbook. This grant provides funding, along with the Greener Grounds guidebook and workbook, to educate event organizers on practical ways to manage and plan operations resulting in better waste reduction, increased recycling and litter prevention at large Louisiana outdoor events

Grant Type:

-Reimbursement grant up to \$10,000 for 3,000+ attendee-per-day events; up to \$5,000 1,000+ attendee-per-day events

-A minimum 15% in-kind, cash match, or equivalent volunteer hours value is required

-Completion of the workbook is a condition of grant reimbursement. Workbook can be found at [Greener Grounds Grant - Keep Louisiana Beautiful](#)

Eligible to Apply:

-Municipalities and Parishes that organize large-scale community special events

-Not-for-profit large outdoor events - festivals, fairs, concerts, and parades

-Non-profit applicants must submit IRS Determination Letter

-Outdoor events with a minimum of 1,000 attendees per day

- Event attendance must be open to all Louisiana citizens
- The event must be in Louisiana and must be held outdoors
- The event must be held after execution of the GA and before the final report is due with enough time to complete the Greener Grounds Workbook and all final report requirements
- All applicants must submit Form W-9
- All applicants must be in good standing with the Louisiana Secretary of State
- All applicants must be a State Certified Vendor. Register: doa.la.gov/doa/osp/vendor-resources/
- Application must be submitted by the deadline and be completed in its entirety

Funding Guidelines

The following are considered **eligible** grant expenses:

- Trash receptacles – permanent or disposable
- Recycling receptacles – Clear Stream, permanent or disposable
- Trash/Recycling bins and bags
- Waste Station signage and banners
- Litter prevention and recycling signage and banners
- Litter prevention and recycling education to attendees
- Promotions strictly regarding litter prevention, recycling, and waste reduction efforts at event
- T-shirts for volunteers working waste stations and grant efforts - not to exceed 10% of total grant budget
- Water and food for volunteers working waste stations and grant efforts-not to exceed 10% of total grant budget
- Litter removal supplies such as litter grabbers, shovels, and rakes

The following are considered **ineligible** grant expenses:

- Rental of dumpsters, roll-offs, or other large solid waste and recycling containers
- Expenses related to servicing the collection containers
- Transportation, handling, and/or tipping fees associated with waste, recycling and composting

Terms and Requirements

Failure to abide by all the requirements and/or submit the completed final report by May 31, 2025, will result in non-reimbursement for this grant and ineligibility during the next grant cycle. To be awarded a grant, applicants agree to the following:

-A Grant Agreement (GA) must be signed between the KLB Executive Director, the Louisiana Department of Culture, Recreation and Tourism's Appointing Authority and the grant recipient before reimbursable work can begin on the grant project. Grant recipients must abide by the approved grant budget as documented in the GA.

-All grant recipients must attend a mandatory informational webinar before KLB will issue a GA.

-A minimum 15% cash match, in-kind donation or equivalent volunteer hours value is required.

-Community engagement and volunteer support are required.

-Grantees must review the Greener Grounds Litter Prevention and Waste Reduction Manual.

-Grantees must adopt litter prevention and waste reduction practices for the event. Examples include glass (back of house), plastic bottle and aluminum can recycling, composting, creation of Waste Stations with proper signage and maintenance schedule.

-Grantees must Complete the Greener Grounds Workbook and upload it with the final report and reimbursement request. The entire planning committee should complete the workbook together.

-A grant award acknowledgement letter must be sent to the grantee's state representatives and senator. A copy must be submitted with the final report.

-A press release announcing the award of the KLB grant must be sent to the local media. A copy must be submitted with the final report.

-Two social media posts must be made:

1) Within 30 days of the GA being executed, announce on grantee social media channels the award of a KLB Greener Grounds Grant and how the grant will help the community. Tag Keep Louisiana Beautiful - on Facebook and Instagram tag @keeplouisianabeautiful and - on Twitter tag @keeplabeautiful.

2) At the grant project's end, make a second social media post with photographs highlighting its impact. Photos of both media posts must be uploaded in the final grant report.

-Changes in the grant scope and/or budget as outlined in the GA must be pre-approved by KLB.

-Grantees must include the KLB logo on all grant-related print materials, banners, t-shirts, signs and other marketing and promotional materials.

-A completed final grant report that includes the completed Greener Grounds Workbook, photographs, copy of press release, copy of acknowledgement letters, photos of social media posts and reimbursement request with proper receipts and documentation must be submitted to KLB by May 31, 2025. The report may be submitted before the deadline upon project completion but will not be accepted after May 31, 2025.

-Applicants must register for, conduct, and submit a report for a KLB Love the Boot Week event tentatively

scheduled for April 18-27, 2025.

Grant Cycle: The grant cycle begins once the grantee attends the mandatory grant virtual meeting and the Grant Agreement is signed by KLB's Executive Director, the Louisiana Department of Culture, Recreation and Tourism's Appointing Authority and the grantee. The grant cycle ends for all grantees on May 31, 2025.

Timeline

- Application Deadline: 5/15/2024
- Award Notification: Late July 2024
- Mandatory Virtual Meeting for all grant awardees: Late July 2024
- Final grant reports and reimbursement requests due on or before May 31, 2025
- Grant Period Ends May 31, 2025

Contact Information

Name of Organization

Upload Organization Form W9

If non-profit upload IRS
Determination Letter

Applying Organization
is in good standing
with Louisiana
Secretary of State
 Yes No

State Certified Vendor Number

Address

Address Line 1

Address Line 2

City

State

Zip Code

Primary Contact or Director Name

First

Last

Primary Contact or Director Email
Address

Primary Contract or Director Cell Phone
Number

Secondary Contact Name

First

Last

Secondary Contact Email Address

Secondary Contact Cell Phone Number

Outdoor Event Information

List the full name of the event you are applying for funding for. i.e. Krewe of Fun, Festival of the Cool and Kind

Physical location of the event.

Date of the Event

The event is held in what parish?

How old is this event?

How is your event organized?

- All Volunteer Committee Combination of Staff and Volunteers
 All Paid Staff Members Paid Contract Organizers

Select the type of event

- Festival Music Concert Parade
 Fair Race Community Event

How many people will attend or participate in this event.

Outdoor Event Description

Give a detailed description of the purpose of the event, the targeted audience and participants.

Give a detailed description of how the grant funds will be used to prevent litter, reduce waste, and/or increase recycling at your event.

How will you generate awareness and publicity for the litter prevention and waste reduction plans?

Amount of funding request.

\$0.00

Grants funding levels are based on the attendance of the event.

- You may apply for up to \$10,000 if your event has 3,000+ attendees per day.
- You may apply for up to \$5,000 if your event has 1,000+ attendees per day.

Budget - Cash or In-kind Donation Match or Volunteer Hours

Select only "Cash Match" OR "In-kind Match" for each line item, not both. For Cash Match list the \$ amount for each donor separately. For In-kind Match, list the total In-kind \$ value for each donor. If claiming volunteer hours towards match, list "Volunteer Hours" in item description and multiply number of hours by \$27.39 (Independent Sector LA rate) to get the dollar amount to be entered in the "In-kind Match" column. You are required to have at least a 15% in-kind match, cash match or equivalent volunteer hours value.

Item description	Cash Match	In-kind Match	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
	Total: \$0.00	Total: \$0.00	Grand Total: \$0.00

Budget and Budget Justification

All budget items must be related to the project and clearly identified in the project description. Direct costs and administrative costs/fees are prohibited. Reimbursements requests will be approved based on budget items aligning with budget requests, so include detailed item descriptions. For example, if you are planting a garden, along with creating line items for plants, create budget line items for soil, mulch, etc. that you wish to be reimbursed for. See Funding Guidelines in the Purpose and Description section at the beginning of the application for allowed budget items and percentages.

Item description	Quantity	Unit Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
			Grand Total: \$0.00

Submission

I verify that the information contained in this application is true and accurate. I verify that I have the authority to submit this application.

Authorizing Official Name

First

Last

Authorizing Official Email

Authorizing Official Signature

Please use your mouse or touch screen to sign manually.

Date