



2025-26 Keep Louisiana Beautiful Greener Grounds Grant Application

Application Deadline: June 20, 2025

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 funds efforts to ensure the waste created by outdoor events does not threaten the environment. Keeping event sites clean not only enhances the attendee experience but also 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.

KLB partnered with French Quarter Festivals, Inc. to create the Greener Grounds Guidebook and Workbook. This grant provides funding, along with the guidebook and workbook, to educate event organizers on practical ways to manage and plan operations resulting in improved 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 for 1,000+ attendee-per-day events.

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

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

Eligibility Guidelines:

-Municipalities and parishes that organize large-scale, outdoor community special events

-Non-profit organizations that host large, outdoor events such as festivals, fairs, concerts, and parades

-Non-profit organizations must submit an IRS Determination Letter

-Outdoor events must have 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 Agreement 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 at: doa.la.gov/oa/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 – permanent or disposable
- Trash/Recycling bins and bags
- Waste Station directional and instructional signage and banners
- Litter prevention and recycling signage and banners
- Litter prevention and recycling education to attendees
- Promotions strictly limited to the litter prevention, recycling, and waste reduction efforts at even.
- T-shirts strictly limited to volunteers working waste stations and grant related activities, not to exceed 10% of total grant budget
- Water and food strictly limited 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
- Expenses related to labor provided by non-profit organizations for servicing of the collection containers (receptacles, bins), not to exceed 15% of total grant budget.

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

- Rental of dumpsters, roll-offs, or other large solid waste and recycling containers
- Expenses related to labor provided by for-profit organizations for servicing of 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, 2026, will result in non-reimbursement for this grant and ineligibility during the next KLB grant cycle. To be awarded a grant, applicants agree to the following:

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

-All Grantees must attend a mandatory informational webinar before KLB will issue an Agreement.

-A minimum 15% cash, in-kind or volunteer hours value match 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; and 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 event planning committee should participate in completing the workbook.

-A grant award acknowledgement letter must be sent to 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 local media. A copy must be submitted with the Final Report.

-Two social media posts must be made:

1) Within 30 days of the Agreement being executed, Grantees must 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. Also tag @LouisianaLtGov

2) At the grant project's end, Grantees must make a second social media post with photographs highlighting the grant project's impact on the event. Tag the post as instructed above. Photos of both media posts must be uploaded in the Final Report.

-Changes in the grant scope and/or budget as outlined in the Agreement 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 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, 2026. The Final Report may be submitted before the deadline upon project completion but will not be accepted after May 31, 2026.

-Grantees must register for, conduct, and submit a report for a KLB Love the Boot Week event tentatively scheduled for April 2026.

Grant Cycle: The grant cycle begins once the Grantee attends the mandatory webinar and the Grant Agreement is signed by KLB’s Executive Director, DCRT’s Appointing Authority and the Grantee. The grant cycle ends for all grantees on May 31, 2026.

Contact Information

Name of Organization

Upload Organization Form W9

Upload IRS Determination Letter

Is the Organization 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 Contact 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? Choose:

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, and the targeted audience and participants.

Give a detailed description of the structure and layout of the event. (Example: 2-day music festival with 3 stages, 10 food vendors, 20 arts and crafts booths, and kids activity area held along 5 blocks in the downtown district, etc.)

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?

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

Apply for up to \$10,000 for events with 3,000+ attendees per day.
Apply for up to \$5,000 if your event has 1,000+ attendees per day.

Amount of funding request.

\$0.00

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 \$28.70 (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 adding recycling stations, don't create just one line item for recycling supplies. Create budget line items for recycling bins, recycling bags, waste station instructional signage, waste station directional signage, 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

<input type="text"/>	{ <input type="text"/>
First	Last

The Authorizing Official is the person who has the authority to approve this application and reimbursement terms and enter into a contract for the organization. Please note that, if different from the applicant, this individual will receive a copy of this grant application upon submission.

Authorizing Official Email

Authorizing Official Signature

Please use your mouse or touch screen to sign manually.

Date