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## COMMUNITY CLEANUP FUND PROCEDURES & GUIDELINES

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### OVERVIEW

Each CSWD member community government is allocated an annual grant, based on the size of their population, for community cleanup and waste reduction or prevention projects. CSWD will maintain a separate account for each community. Unspent funds will be carried forward and added to the yearly allocated amount for the new fiscal year to each community until it reaches its maximum allowed limit of five times the town’s yearly allocation. The municipality’s CSWD Commissioner is automatically designated the community’s Fund Contact on an annual basis.

If both Commissioner and Alternate positions are vacant, the Selectboard must approve any CCUF request for that town.

At the beginning of the fiscal year, CSWD staff will notify the CSWD Commissioners, city/town Clerks, and Public Works departments regarding funds available and the procedures for requesting them. Staff will include CCUF balance reports in the monthly financial reports provided to the Board of Commissioners.

Communities are allocated Community Cleanup funds based on population at the following rates:

Population	Annual CCUF Allocation	Fund Limit
under 3,000	\$500	\$2,500
3,000 – 10,000	\$1,000	\$5,000
10,001 – 20,000	\$1,500	\$7,500
Over 20,000	\$2,000	\$10,000

Communities may collaborate on projects. Projects may be located on private or public property. If on private property, the project must be deemed beneficial to the community at large and the municipality must attest to the financial need of the property owner.

CSWD staff is available to provide technical assistance to help maximize the efficiency of a cleanup or waste reduction project or event.

### HOW FUNDING CAN BE USED

Funds may be used for any or all of three purposes:

1. Cleanup projects
2. Waste reduction events or projects
3. Waste prevention events or projects
4. To supplement [Waste Reduction reimbursement grants](#) for qualifying purchases or projects

### **CLEANUP PROJECT EXAMPLES**

These projects involve the cleanup of solid waste at public or private property where the project is deemed beneficial to the community at large. Funds may be used for reimbursement of disposal, labor, container rental, and/or transportation costs associated with solid waste removal.

#### **Some examples of cleanup projects:**

- Cleanup of illegal dumpsites and roadside trash (tires, appliances, mattresses, general trash);
- Demo and disposal of a foreclosed property;
- Dumpster rental, disposal fees, and labor costs for Green Up Day or a “Stream Clean Up” event;
- Demolition and disposal costs for public building renovations.

### **WASTE REDUCTION OR PREVENTION PROJECT EXAMPLES**

These projects involve the prevention or reduction of solid waste in member towns/cities.

#### **Examples of eligible prevention or reduction projects:**

- Containers and signage placed to prevent future illegal disposal on public property;
- Purchase of trash and recycling stations for public parks, beaches, parking lots and other public spaces. These can be funded in conjunction with the [Waste Reduction Container Grants](#);
- Marketing, planning, and operating costs for cleanup or waste reduction projects or events, e.g., clothing swaps, reuse sheds, or repair cafes held by town/city. These can be funded in conjunction with the [Waste Reduction Project Grants](#).

### **PROJECT PROPOSAL AND FUND DISPERSAL PROCEDURES**

1. The town/city Contact determines if a cleanup project in their community is eligible for Community Cleanup Funds based on the guidelines above. The town/city Contact then summarizes and submits the cleanup project via the online Project Request Form (<http://cswd.net/forms-publications/community-cleanup-fund-request-form/>) with cost estimates.
2. CSWD staff conducts a preliminary review and submits the proposal to the town/city’s CSWD Commissioner for approval. Ideally, the cleanup project commences after confirmation of project approval from the Commissioner, but flexibility can be granted and funds may be used for projects approved after completion.
3. Once the work is complete, the town/city Contact submits receipts to [Finance@cswd.net](mailto:Finance@cswd.net) and CSWD reimburses the member town. Funds used for cleanup projects will be disbursed directly to the member town or city and not to service providers.

Funding may be provided after the event without prior approval in the event of an emergency, such as clean up from a natural disaster or if an illegal dumpsite poses an immediate threat to human health or the environment. All other guidelines must be followed, and proper documentation must be provided after the cleanup event.

Requests for funding that exceeds a community’s available funds must be approved by the Board of Commissioners. Exceptions to these Guidelines must be approved by the Executive Director.