



2017 Park Recycling Bin Grantee Agreement

****FOR REFERENCE ONLY- RESPONSES MUST BE SUBMITTED ONLINE****

Congratulations on receiving a Park Recycling Bin Grant.

Please carefully read each portion of this agreement. By completing this survey, your organization is indicating that they agree to the terms of the grant and commit to fulfilling all of the requirements. If you have questions about any aspect of this agreement, please contact Giulia Manno at 202.688.0602 or gmanno@kab.org. If you would like to have a copy of your agreement, please print each page before continuing onto the next page.

*** 1. Please provide us with your contact information.**

Name:

Organization:

Email Address:

Phone Number:

2. Please indicate if there has been a change in the primary point of contact from the original application or if we should anticipate communicating with a different person in the coming year:

* 3. Please confirm the address you would like the bins delivered to (must be a physical address)

ATTN:

Address:

Address 2:

City/Town:

State:

ZIP:

* 4. Are you able to accept bins delivered on pallets?

☐

Yes

☐

No - We do not have the ability to offload or handle large pallets

* 5. What capability do you have to receive deliveries? (Select all that apply)

☐

We have a traffic - free area to offload from large trucks

☐

We have a loading dock

☐

We have a pallet jack

☐

We have a forklift

☐

Someone is available at this location to meet truck during regular business hours

☐

Someone can help manually offload boxes or individual bins

☐

Other (please specify)

* 6. Day of delivery phone (if driver needs to contact someone en route)

7. Is there other relevant delivery information to communicate to the shipping company?

* 8. Grantee understands delivery instructions will be coordinated with the shipper based on the details listed above. In the event the truck is unable to unload the bins because of inaccurate information, there may be special delivery charges that would be the responsibility of the grant recipient to pay. If circumstances require changes to these details after submitting this agreement, please contact Giulia Manno at gmanno@kab.org or (202) 688 0602.

☐ Yes, I understand and accept responsibility for the accuracy of the above delivery details.

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Confirm Details of Grant Being Award

The email notification you received announcing the award included a spreadsheet with your organization's name, the number and style of bins being awarded.

- * 9. The spreadsheet emailed to you listed the number of bins that have been awarded. Please confirm the number shown on the spreadsheet.

- * 10. Do you accept this number of bins?

- ☒ Yes, we accept this number of bins
- ☐ Not sure, we have questions about this number



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Dr Pepper Snapple/KAB Park Recycling Bin Grantee Agreement

Grant recipients are required to submit a brief web-based report on three occasions: six months, one year and two years after receiving the bins. KAB will send a reminder notice on each occasion with a link to the online report form.

By accepting a grant of recycling bins, the grantee understands and agrees to the following:

- * 11. Granted recycling bins will be used for the purpose stated in the application. Where substantial changes are warranted, the grantee must notify and receive authorization from KAB in advance.

☐ Yes

- * 12. The grantee agrees to send a news release to local media notifying the public of the receipt of the grant and/or the bins. Sample news release templates will be provided to the grantee.

☐ Yes

- * 13. Any promotional communications should acknowledge receipt of the grant from Dr Pepper Snapple and Keep America Beautiful.

☐ Yes

- * 14. The grantee is required to track and report the quantity of cans and bottles collected in the recycling bins during the first two years after receiving the bins. Where actual weights are not available, the grantee is nonetheless expected to develop a system to track approximate quantities by volume using a volume-to-weight conversion.

☐ Yes

- * 15. Please explain the process your organization will use to track and record the weight of the recyclables collected from the bins.

* 16. The grantee agrees to report an estimated number of people that had access to the bins during the reporting timeframe.

☐ Yes

* 17. The grantee also agrees to report any media attention generated the program.

☐ Yes

* 18. The grantee agrees to provide a list of where the recycling bins are placed.

☐ Yes

* 19. Approximately when would you intend to issue the news release? This is for our informational purposes, it is OK if the timing changes.

☐ In the immediate future

☐ This spring at an exact time to be determined

☒ After the bins arrive (in most cases in May or June)

☐ Not Sure

☐ Other (please specify)

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Thank you for completing this bin grant agreement. Bins will be generally be delivered within 4-8 weeks. Specific delivery information will be provided by email as it becomes available. Contact Giulia Manno at 202.688.0602 or gmanno@kab.org with further questions.