

Sponsor: Koonce



RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, ALABAMA, that the attached 2025 Grants Application by the City of Florence to the Muscle Shoals National Heritage Area for grant funds to be used for a Household Hazardous Waste Day to be held on May 17, 2025, in the amount of \$7,500.00 with \$7,500.00 matching grant funds, is hereby approved, ratified and confirmed.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, ALABAMA, that the Mayor is hereby authorized to execute and submit the Application and any other necessary documents for the procurement of the grant funds on behalf of the City.

ADOPTED this _____ day of _____, 2025.

CITY COUNCIL

APPROVED this _____ day of _____, 2025.

MAYOR

ADOPTED & APPROVED this _____ day of _____, 2025.

CITY CLERK - TREASURER

Muscle Shoals National Heritage Area

2025 Grants Application



Instructions: To submit the application, create your own text document using the format and headings from this form. (Copy and paste works well). Save completed document to your computer. Combine completed application form, narrative, and the three attachments into one document. Name that document YOURORGANIZATION NAME2021. Email to ebRhodes@una.edu, Refer to [Grant Guidelines](#) for additional information.

Application date: 2/18/25

Grant amount requested: 7,500

Name of organization applying for grant: City of Florence

Project name: Household Hazardous Waste Day

Project location: Florence-Lauderdale Coliseum

Project start & end dates: Saturday, May 17, 2025; 8 am – 11:am

Name, email & phone number of project director:

Rachel Koonce

rmansell@florenceal.org

256-760-6494

256-627-0970

Name & title of person who will sign contract:

Mayor Andrew Betterton, City of Florence

Organization mailing address for grants correspondence:

City of Florence

PO Box 98

Florence, AL 35631

Organization physical address, if different:

Florence City Hall

210 West College Street

Florence, AL 35630

Organization email & phone number:

abetterton@florenceal.org

recycle@florenceal.org

256-760-6400

Organization website & social media:

Florenceal.org

Facebook: City of Florence, Alabama

Brief “elevator-pitch” description of grant project:

Household Hazardous Waste (HHW) is any unwanted household product labeled as flammable, toxic, corrosive, or reactive and requires special disposal. If these products are handled or disposed of incorrectly, **they can pose a threat to human health, animals, and the environment.**

On May 17, the First HHW Day event will be hosted at the Florence-Lauderdale Coliseum from 8-12. Residents will have access to properly dispose of products, including aerosols, flammable liquids, paints, oxidizers, pesticides, fertilizers, corrosives, mercury, batteries, lightbulbs, oils, antifreeze.

HHWD is a Call-To-Action Event for residents to protect our environment while learning how to reduce and handle hazardous waste in homes. Proper disposal of HHW is costly and will only be possible with partnerships like the Muscle Shoals National Heritage Area community grant.

NOTE: Please refer to [Grant Guidelines](#) for additional information.

GRANT APPLICATION NARRATIVE

Provide the following information using these headings, subheadings & bullet points.

A. GOALS, ACTIONS & OUTCOMES

1. Executive Summary

What do you do if you have a can of old paint or a few bottles of unwanted chemicals? How do you handle the many old chemicals found when cleaning a garage?

Residents generate between 20-30 pounds of Hazardous Waste a year, and there is not an easy, safe solution for disposal. Currently, the only recommendations have been to use it, let it evaporate, or allow it to dry into a solid before disposing at the landfill. An HHW company can properly handle these items, but it is costly.

To provide this environmental conservation event, we propose utilizing MXI Environmental Services (MXI) for collecting, packaging, transporting, and disposing of household hazardous waste (HHW) materials. MXI will provide the labor and materials required to complete the project's scope by processing the wastes through a permitted facility. This company has completed services for Hoover, Auburn, Cullman, the State of Alabama, and many others. The attached quote/agreement from MXI to host a community Hazardous Waste Day is not to exceed \$30,000, and includes a list of items to be collected as well as references.

The \$30,000 budget will require several partnerships of vested stakeholders. The budget includes \$12,500 in matching funds from the City of Florence Water Department/Solid Waste Department and possibly TVA. On May 17, the City of Florence will host the first HHW Day event at the Florence-Lauderdale Coliseum from 8-12. Residents will have access to properly dispose of products, including aerosols, flammable liquids, paints, oxidizers, pesticides, fertilizers, corrosives, mercury, batteries, lightbulbs, oils, and antifreeze.

By properly disposing of hazardous waste, participating residents will take action in conserving our environment and will be given educational tips about handling and reducing the amounts of hazardous waste in the future.

Thank you for your consideration of funding the first HHWD event in our area on May 17!

2. Purpose of Grant (Brief descriptions, lists, spreadsheets)

- Provide residents with a responsible, environmentally safe way to dispose of HW for environmental conservation
- Provide education on reducing and safely disposing of HHW in the future
- The City will continue to provide environmental conservation awareness and education

3. Evaluation (About 200 words)--How will project success be defined & measured?

The event itself has been an ongoing need in the community, and hosting a dedicated day/time for residents to dispose of collected chemicals will be a tremendous success. We expect significant participation to include 300-400 residents. MXI will provide a detailed report of the materials collected and processed as well.

4. Budget Tables & Narrative

- Table I--Expenses – Use this table to show specific proposed line-item expenses that this grant award will cover. “Total expenses” must be the same amount as your requested grant award. *(Text in table is example only. Delete/replace example text.)*

Table I--Expenses Charged to Award

Expense(s) charged to award	Description	Quantity	Total item expense
<i>Labor</i>	<i>Waste Company to handle collected hazardous waste</i>	<i>1 @ \$7,5000</i>	<i>\$7,500</i>
			<i>\$7,500 total expenses</i>

- Table II--Match Contributions – Use this table to show cash & in-kind contributions to be used as one-for-one match for your requested award. Value volunteer hours at \$23 per, \$12.50 for students participating as an enrolled-course requirement & professionals at their verifiable hourly rate. Indicate specifically what will be match & what will be overmatch. (Applications receive extra points for overmatch.) “Total match” must be the same amount as “total expenses” in Table I. Include a letter signed by your organization’s financial officer or authorized representative verifying amounts & sources of matching funds. *(Text in table is example only--delete/replace example text when submitting application.)*

Table II--Match Contributions

Matching contribution(s)	Description	Quantity	Item total to be claimed as match	Item total to be claimed as overmatch
<i>Labor</i>	<i>Waste Company to</i>	<i>1 @ 12,500</i>	<i>\$7,500</i>	<i>\$5,000</i>

	<i>handle collected hazardous waste</i>			
<i>Volunteer labor</i>	<i>Event volunteers</i>	<i>48 hours @ \$23/hr</i>	<i>NA</i>	<i>\$1,104</i>
			<i>\$7,500 total match</i>	<i>\$6,104 total overmatch</i>

- Table III--Total Award Budget--Use this table to summarize your total grant-award budget. (Text in table is example only--delete/replace example text when submitting application.)

Table III--Total Award Budget

Requested grant award--\$ \$7,500
 Total project budget (Table I total expenses + Table II total match)--\$15,000
 Total overmatch (Table II)--\$6,104

- Budget narrative -- Explanation/description of each expense & matching contribution. Include vendors' quotes for services listed in Table I-Expenses.

B. ATTACHMENTS TO SUBMIT WITH APPLICATION

- IRS determination letter indicating 501(c)(3) tax-exempt status if relevant, IRS W-9 form
- If grant request is \$5,000 and over, include State of Alabama Disclosure Statement, signed & notarized (mail original to MSNHA).
- Vendors' quotes for services listed in Table I-Expenses.
- A letter signed by your organization's financial officer or authorized representative verifying amounts and sources of the matching funds.
- Appropriate budget documentation from "Budget narrative" bullet point above.

Timeline and checklist

- 1) Create a document using the format & headings from the application (copy & paste). Complete application & save to your computer. Combine application & attachments into one document. Name it YOURORGANIZATION2021. Email to ebRhodes@una.edu by 5 p.m. day of deadline. You may submit a draft up to 30 days before the deadline for MSNHA staff to check for completeness.
- 2) Things to remember about your application:
 - Your project must be located within the MSNHA.
 - Your project must relate to MSNHA's mission & one of its three themes.
 - This is a reimbursable grant--you pay for expenses first & then we reimburse you.
 - This is a 1:1-matching grant--you invest in your project at an amount at least equal to the award you're requesting. Match can be in-kind contributions or additional expenses--don't use what's charged to the grant award as match.
 - We designed the budget tables to help you provide the information we need. We'll automatically discard applications not using the tables.
 - Expenses & match must meet our guidelines. (See Grant Guidelines.)
 - Expenses & match must be incurred between the specified start & end dates.

3) We'll email you immediately to verify receipt of your application & within 120 days to notify you of the funding decision. Funding is always contingent on approval of final report.

For more information

Emily Rhodes, grants administrator, Muscle Shoals National Heritage Area
UNA Box 5231 Florence, AL 35632-0001 ebrhodes@una.edu

Muscle Shoals National Heritage Area

University of North Alabama
One Harrison Place, UNA Box 5231
Florence, AL 353632-0001

msnha.una.edu 256.765.5028



Checklist for Grants Application

Before you submit your application, make sure you've included these required items:

- Fully completed grants application, using specified headings, subheadings & budget table. Include budget documentation as noted.
- Signed & notarized copy of State of Alabama Disclosure Statement, if necessary. Also mail original, with clearly legible notary's seal, to MSNHA.
- Vendors' quotes for services listed in Table I-Expenses.
- Copy of IRS determination letter indicating 501(c)(3) tax-exempt status if applicable.
- Copy of IRS W-9 form.
- Letter signed by your organization's financial officer or authorized representative verifying amounts and sources of the one-to-one matching funds.

Congratulations! You're almost there!

Combine everything into one document
named YOURORGANIZATION NAME2021
and email it to ebrhodes@una.edu