

2024 DuPage County Document Shredding Funding Program

INTRODUCTION & PURPOSE

It is the goal of DuPage County's Environmental Committee ("County") to support recycling efforts by providing County residents access to document shredding services. The Committee is offering a sponsorship contribution of \$500 to local governments that are able to host a document shredding event with priority being given to first-time participants. Cool DuPage Partner communities will receive first consideration and will qualify for up to \$650 in sponsorship funding toward an event. County funding for the sum of all events is not to exceed \$8,500.

ELIGIBILITY

Any unit of local government may request funding. Local governments may partner with other organizations but must be a main host/contributor for the event. Communities will be notified if the County is able to fulfill their request for funding. Communities will receive email confirmation on their funding status. Only communities receiving a funding commitment from the County will be eligible for reimbursement.

CO-SPONSORSHIP AMOUNTS

Local governments may request up to \$500 toward shredding services. Cool DuPage Partner communities may request an additional \$150 not to exceed \$650 in shredding event funding.

ELIGIBLE EXPENDITURES

All funds must be used only for shredding services. Services must be provided at no cost to **any** DuPage County resident.

DETAILS

- Funding recipients should provide the location, staffing, vendor and complete all of the logistics in hosting an event. Events must take place prior to November 30, 2024.
- The funding recipient agrees to allow any DuPage County citizen/household to participate regardless of their incorporation status. The entity could expand their program to small businesses at their discretion.
- **Event details are required to be provided to the County as soon as finalized to maximize advertising opportunities.** Please share social media posts with the County and @CoolDuPage so the information can be further distributed.
- Funding recipients **must include a statement in promotional materials that partial funding/sponsorship was provided by DuPage County.**

REQUEST AND AWARDS

Local governments may request funding via email austin.knight@dupagecounty.gov or by writing to DuPage County Environmental Division, Attn. Austin Knight, 421 N. County Farm Rd., Wheaton, IL 60187. It is the County's goal to spread the events out both geographically and throughout the year. Communities are encouraged to submit a request (even if a date has not been identified) for funding by January 19, 2024, however requests for funding will take place on a rolling basis until all funding is allocated.

The County endeavors to fund as many events as possible within the allotted expenditure not to exceed \$8,500.

REPORTING & INVOICING

Communities should provide:

- A short synopsis of event participation
- Estimated amount of paper collected, if at all possible
- Proof of expenditure/invoice from document shredding company
- A written reimbursement request or invoice from the local government entity to DuPage County c/o Environmental Division payable
 - The invoice should include the amount and address for the check to be sent to.

All reporting and invoicing documents can be mailed or emailed to austin.knight@dupagecounty.gov or by writing to DuPage County Environmental Division, Attn. Austin Knight, 421 N. County Farm Rd., Wheaton, IL 60187.