



**MIDDLETOWN TOWNSHIP
CLEAN COMMUNITIES – MINI GRANT PROGRAM**

APPLICATION & SAFETY RULES

*Thank you for participating in the Middletown Township Clean Communities Mini Grant Program!
Your participation is vital in protecting our environment and keeping Middletown beautiful.*

MINI-GRANT REQUIREMENTS

- Only nonprofit groups/organizations are eligible to participate in this program (W9/501c3 forms required).
- Your organization must originate or be located in Middletown, New Jersey.
- Application and W-9 form must be completed and mailed back **at least two months** prior to clean up.
- All cleanup sessions are scheduled from 9AM – 11AM, unless otherwise noted. Please be on time.
- The Township reserves the right to assign clean up locations based on age range & group size.
- The Team Leader who signs up, should be at the cleanup as our main point of contact. That person will collect paperwork and sign the purchase order. If they cannot make it, please assign someone else.
- There will be a Public Works employee and/or a Police Officer at each site.
- Carpool to your location whenever possible.
- Release forms must be completed for every person participating in the clean up. We will collect all paperwork on-site before the cleanup begins.
- Once you have received the purchase order in the mail, please sign as the “claimant” and return to:

**Department of Public Works
Attn: Clean Communities Mini-Gant Program
52 Kanes Lane
Middletown, NJ 07748**

*Each organization must have a valid bank account so the check can be properly deposited.
Checks can not be issued until all paperwork is signed and returned.*

SAFETY TIPS

A Public Works employee will hold a brief safety meeting prior to the clean up. Litter supplies

will be distributed once the entire group arrives. Please keep in mind the following:

- Please dress accordingly. **No shorts. No open-toed shoes. No flip flops.** We strongly suggest long pants and boots/sneakers.
- Please be cognizant of the weather on the day of your cleanup and dress accordingly.
- The Township will provide gloves, safety vests, insect repellent and bottle water at each clean up. All participants are required to wear gloves, but are welcome to bring their own if preferred.
- Groups must designate one adult who will be responsible for the Sharps Box. The Sharb Box will be provided by the Township to dispose of any sharp or dangerous items found during the cleanup.

We look forward to working with you!



MIDDLETOWN TOWNSHIP
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APPLICATION

(\$500 PER 2-HOUR CLEANUP)

Name of Nonprofit Organization/Group: _____

TAX ID #: _____

Organization Mailing Address (where purchase orders and checks will be sent):

Contact Person / Group Leader: _____

Contact cell phone #: _____

Contact E-mail address: _____

How would you best describe your organization?

- _____ Boy/Cub Scouts _____ Girl Scouts
- _____ Church Group _____ Civic Group
- _____ Environmental Club _____ Youth Athletics
- _____ School/PTA _____ Other (describe)

Cleanup Date Choices:	Time: (circle one)
<i>First:</i> _____	AM/PM
<i>Second:</i> _____	AM/PM

Number of participants* anticipated at cleanup: _____

Has your group previously participated in a mini grant program? _____ If yes, Vendor #: _____

Submit complete application via e-mail / fax to: emaggio@middletownnj.org / 732-671-0039

FOR INTERNAL USE ONLY

Location of clean up: _____

Date: _____ W9 form: _____ 501c3 certificate: _____ Previous cleanup? _____