



# Massachusetts Department of Environmental Protection Sustainable Materials Recovery Program

## Grant Details: Regional Small-Scale Initiatives

Grant Applications Due **June 1, 2026**, at 11:59 PM ET

Changes from the previous grant cycle are conveyed in both yellow highlights and bold text.

### Overview

This grant will provide funding for the purchase of designated materials and services (“items”) that will sustain existing regional waste reduction programs or facilitate new, low-cost initiatives.

### Eligible Applicants

- This grant is available to regional applicants only, as described in the SMRP [Minimum Eligibility Requirements](#).
- Eligibility is limited to those with a core mission of solid waste and recycling management.

### Program Structure

The potential award amount will be calculated based on the population of the regional group according to the table below. The applicant does not enter this amount.

Population	MassDEP Funds
Up to 15,000	\$1,000
15,001 – 25,000	\$1,250
25,001 – 50,000	\$1,500
50,001 and above	\$2,000

### Use of Grant Funds

Recipients of Small-Scale payments will be required to expend the funds on designated activities and equipment that will enhance the performance of their waste reduction programs in accordance with the Grant Scope of Work. Applicants will choose from a list of Approved Spending Categories; see [Approved Spending Categories](#) for Recycling Dividends Program and Regional Small Scale Initiatives funds. Use of state contracts is encouraged, whenever possible. Grantees will procure all products and services and then request reimbursement from MassDEP within the fiscal year. Requests for reimbursement must be submitted to MassDEP as per the Grant Checklist that will accompany the award.

### Questions

Beginning April 1, 2026, MassDEP will accept grant questions via [online form](#). The deadline for submitting questions is **Friday, May 1, 2026, at 5:00 PM ET**. Official responses to these questions will be shared and posted to the [SMRP Grant Website](#) no later than Friday, May 8, 2026.

# **Attachment 1**

## **Award Checklist**

# Checklist for Regional Small-Scale Initiatives Grant Award

This document contains important grant deadlines and requirements.

## Instructions for Regional Contact:

Note the following deadlines and requirements for this grant:

- Return the signed Grant Scope of Work via email to [Micaela.Guglielmi@mass.gov](mailto:Micaela.Guglielmi@mass.gov) by **January 15, 2027**.
- Do not expend funds for which you intend to seek grant reimbursement until AFTER the Grant Scope of Work has been fully executed by both MassDEP and the grantee.
- All funds must be spent and invoices received by MassDEP no later than **June 30, 2027**.

Acceptable forms of signature are:

1. Traditional “wet signature” (ink on paper, scan, and email),
2. Electronic signature that is either hand drawn using a mouse or finger if working from a touch screen device, OR
3. Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.

## STEP ONE: USE OF GRANT FUNDS

Please review the list of [Approved Spending Categories](#). Items/activities are listed in the category deemed most appropriate in cases where there is overlap.

## STEP TWO: GRANT SCOPE OF WORK

The Grant Scope of Work must be signed by one of the individuals listed on the Authorized Signatory Listing form, which you have filed with MassDEP. If the person(s) listed on the form has changed (e.g., a new Mayor has been elected), the municipal official with the same title may sign the Grant Scope of Work and a new Authorized Signatory Listing form **IS NOT REQUIRED**.

Contact [Micaela.Guglielmi@mass.gov](mailto:Micaela.Guglielmi@mass.gov) with any questions.

**GRANT SCOPE OF WORK BETWEEN THE  
COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION (“MassDEP”)  
AND THE [GRANTEE NAME] (“Grantee”)**

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the [Grantee Name] (“Grantee”) a Sustainable Materials Recovery Program Grant (“Grant”) for Regional Small-Scale Initiatives valued at up to [Award Amount] (“Grant”). Grantee shall comply with the specific terms and conditions described below in the performance of the Grant and in the attached Project Scope of Work. MassDEP and Grantee shall collectively be referred to as the Parties.

**DURATION OF THE GRANT:** This Grant shall expire on **June 30, 2027**. Invoicing and reporting deadlines are described below.

**RESPONSIBILITIES OF GRANTEE:**

1. Authority: The signatory of this Scope of Work is authorized by the governing body of Grantee to enter into this Grant Scope of Work on behalf of Grantee and accept and utilize this Grant.
2. Commonwealth Terms and Conditions: Grantee shall comply with the Commonwealth Terms and Conditions and other requirements set forth in Grantee’s executed Master Agreement.
3. Failure to Comply: If, in the judgment of MassDEP, Grantee fails to comply with any of its responsibilities as identified in the Grant Scope of Work, then, at the election of MassDEP, (a) Grantee may be deemed ineligible to participate for what time remains of the Grant period; and/or (b) title to all Grant materials purchased with these Grant funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years; and/or (d) Grantee shall repay the Grant funds to MassDEP within 90 days. MassDEP may provide written notice to Grantee of any such failure to comply. Such notice may provide a time period and manner for Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by Grantee is not a precondition to MassDEP’s right to select options (a), (b), (c) and/or (d) above. Grantee shall follow the instructions of MassDEP regarding possession of the Grant materials (e.g., collection container). The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, Grantee shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. Recycling in Practice: Grantee has established paper, bottle, and can recycling in all municipal buildings, offices and meeting spaces, including schools. Grantee shall continue such paper, bottle and can recycling during the term of the Grant.
5. Sustainable Purchasing / Environmentally Preferable Products (EPP) Procurement Policy: Grantee has adopted a Sustainable Purchasing or EPP Procurement Policy. The Policy is either bylaw or ordinance enacted by the decision-making entity of the municipality and includes a commitment to purchasing products and services offered through the Operational Services Department (OSD)’s Environmentally Preferable Products and Services Program; reducing waste by prioritizing reuse and donation of goods and equipment, and purchasing products that are durable, reusable and refillable; and adherence to Federal Comprehensive Procurement Guidelines, or other established criteria, for minimal accepted recycled content levels when purchasing office supplies.

6. Use of Grant Funds: Regional Small Scale Initiative funding can be utilized according to the list of MassDEP's [Approved Spending Categories for RDP & Small-Scale Initiatives Funds](#).
7. Procurement: The Grantee is responsible for all aspects of the procurement process. Grantees are encouraged to purchase equipment from State Contracts whenever possible.
8. Invoicing: All Grant funds are disbursed on a reimbursement basis only. The Grantee shall submit one request for reimbursement, no later than **June 30, 2027**, to MassDEP for approved expenditures accompanied by the following documentation:
  - Proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, extended price and shipping costs if any.
  - Digital photograph(s) of the installed equipment, if equipment is purchased (e.g., public space container, universal waste shed).
9. Publicity and Outreach: All outreach materials and publicity tools (i.e., press releases, media advisories, education materials) issued by Grantee in conjunction with, or as a result of, this Grant shall include the following language: "This project is funded in part by a grant from the MassDEP". MassDEP shall retain the right to utilize and disseminate all printed outreach materials and publicity tools and artwork produced by Grantee or Grantee's contractor as a result of this Grant. Grantee shall provide MassDEP with copies of all outreach materials and publicity tools developed (in an editable electronic format). Grantee should be prepared to provide a public presentation on the results or findings of the Grant at MassDEP's request.
10. Environmental Compliance: Grantee understands receipt of a grant from MassDEP does not in any way imply that Grantee is in compliance with applicable environmental regulations. This Grant Scope of Work shall not be construed as, nor operate as, relieving Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. Grantee's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
11. Addendums: Should MassDEP award additional Grant funds, an addendum to the Grant Scope of Work shall be provided to Grantee. The same terms and conditions apply to the addendum.

**IN WITNESS WHEREOF**, MassDEP and Grantee hereby execute this Grant Scope of Work.

**COMMONWEALTH OF MASSACHUSETTS**

\_\_\_\_\_  
John Fischer, Deputy Division Director, Solid Waste  
Department of Environmental Protection

\_\_\_\_\_  
(Date)

**GRANTEE/ORG NAME**

\_\_\_\_\_  
(Signature of Municipal Official Authorized to Sign)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

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**COMMONWEALTH OF MASSACHUSETTS**

\_\_\_\_\_  
John Fischer, Deputy Division Director, Solid Waste  
Department of Environmental Protection

\_\_\_\_\_  
(Date)

**GRANTEE/ORG NAME**

\_\_\_\_\_  
(Signature of Municipal Official Authorized to Sign)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)