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## East Portland Reuse, Recycle and Clean-up Program

2018/2019

### Program vision statement

The East Portland Reuse, Recycle, and Clean-up program is intended to expand awareness of, and provide opportunities for, recycling and reuse of household items no longer wanted, allow disposal of household bulky waste items, and assist seniors and people with disabilities with disposal of unwanted items.

This program is brought to you by the East Portland Community Office, funded by the City of Portland Bureau of Planning & Sustainability (BPS), and Metro, and supported by East Portland Neighbors. Participants are encouraged to engage in partnerships, collaborations, and creative relationship building projects related to the clean-up events.

### Who can apply?

Any group of community members with a clean-up activity taking place in the EPCO service area may apply for funding. Youth, faith-based organizations, business associations, school-based organizations, community organizations, mutual assistance associations, informal groups of neighbors and neighborhood associations are all welcome! Partnerships, collaborations, and creative relationship building projects are encouraged.



## **What types of clean-up activities are supported?**

- Community recycle, reuse, and household bulky waste events.
  - Community events that include a reuse-recycle swap table.
  - Bulky waste drop off for household items such as furniture.
  - Metal, electronics recycling event.
- Litter clean-up in shared public space.
  - Organize a team to remove litter from a shared public space - a business district street, a park, MAX stations, school grounds.
- Assisting with disposal of unwanted materials.
  - Organize a disposal day where volunteers do pick-ups of bulky waste for community members who don't have easy ways to dispose of these items themselves.
  - Pick up illegal dumping of bulky waste around your neighborhood with a group of volunteers.

Don't see your idea for a community clean-up activity on this list? We are open to creative proposals. Please contact us to discuss your idea.

## **What can the funds be used for?**

- Clean-up site rental
- Drop box rental and hauling – This pays for a trash hauling company to bring the large, metal “drop boxes” to the clean-up site at the start of the event, and then haul them to the dump or recycler after the event.
- Promotional flyers and advertising, including translation
- Equipment and supplies, for example, gloves, trash bags, portable toilets, other sanitation equipment
- Refreshments for volunteers

Don't see an item on this list? Ask us about other expenses.

## **Clean-up activities as fundraisers**

Groups are permitted to fundraise at their clean-up.

## **When does your clean-up event need to take place?**

Your clean-up event must take place between July 1, 2018 and May 15, 2019.

## **Disbursement of funds**

These are reimbursement funds. First you spend the funds, then turn in receipts for reimbursement.

Reimbursement happens within 3 to 4 weeks from the time you turn in your receipts. Some bills, such as the drop box hauling, can be paid directly by the sponsoring organization, East Portland Neighbors. Don't worry, EPCO staff will work with you on these technical details.

Do not spend funds you want to be reimbursed for until receiving confirmation that your funding request has been awarded.

If reimbursement is a financial hardship, please talk to us. Depending on your purchases there may be options.

### **Have questions?**

Email Angela Previdelli, Grants Program Specialist at [angela.previdelli@portlandoregon.gov](mailto:angela.previdelli@portlandoregon.gov) or call her at 503-823-5905.

### **How can we apply for funds?**

Email a completed Application Form to Angela Previdelli at [angela.previdelli@portlandoregon.gov](mailto:angela.previdelli@portlandoregon.gov) or mail it to:

East Portland Community Office  
1017 NE 117th Ave  
Portland, OR 97220

### **Requirements if funded**

- Select an event coordinator who will take responsibility for the planning and administration for the program.
- Provide the cell phone number and direct (not organization) email address of the coordinator.
- Acknowledge EPCO, Metro and BPS in promotional materials.
- Include a reuse/recycle aspect in your clean-up activity.
- Plan and implement your clean-up activity. We are happy to answer questions, provide advice and background information. However, you are responsible for all aspects of your own clean-up activity.
- If using Metro Disposal Vouchers, apply for them 30 days before the event.
- Keep records during and after the event
- Collect and keep all receipts.
- Report, using the current BPS (not Metro) form, within 15 days after the event.

**East Portland Reuse, Recycle & Clean-up**  
Application Form for 2018/2019

Please complete a separate form for each cleanup activity you are planning.

<b>Primary contact:</b>
<b>Organization or Group Name (if applicable):</b>
<b>Contact's phone number:</b>
<b>Contact's email address:</b>
<b>In one to three sentences, please describe your planned cleanup activity</b>
<b>Check the box that best describes your activity:</b> <input type="checkbox"/> Household recycle, reuse, and bulky waste event <input type="checkbox"/> Litter Clean-up in shared public space <input type="checkbox"/> Assisting those with limited to no ability to dispose of unwanted household materials <input type="checkbox"/> Reuse or Recycle focused "Reuse Fair" or "Community Share", "Swap & Share" or "Neighbor/Community Exchange" <input type="checkbox"/> Other:
<b>Where will your activity take place?</b>
<b>Expected date(s) of activity</b>
<b>The Bureau of Planning and Sustainability requires that all funded activities have a recycle and/or reuse event. Will your event include reuse or recycle? __Yes __No</b> <i>Not sure how to include reuse/recycle? Please ask us for help</i>
<b>Expected expenses:</b>
<b>Funding requested (up to \$1000)</b>

Need help filling out this form? Contact Angela Previdelli at [angela.previdelli@portlandoregon.gov](mailto:angela.previdelli@portlandoregon.gov) or by phone at 503-823-5905.

**Note** Once we have received your request form we'll collect additional information from you about your event, e.g., materials collected and the details of your recycling and reuse efforts so that we, as well as Metro and the Bureau of Planning and Sustainability, can help advertise and showcase your event.