



RECYCLING BUSINESS DEVELOPMENT GRANTS FREQUENTLY ASKED QUESTIONS

N.C. Recycling Business Assistance Center

Division of Environmental Assistance and Customer Service (DEACS)

Department of Environmental Quality

Who is eligible?

Recycling businesses in North Carolina are eligible to apply. A recycling business is defined as a business or nonprofit that accepts, collects, and/or recycles materials **from outside sources** to create a value-added feedstock, intermediary material, or end-use recycled product.

***Outside sources:** means accepting recyclable materials from external companies or organizations. For example, a manufacturer cannot apply for grant funding to recycle their own internal scrap materials.*

Do I have to apply for the full grant amount?

No. You can request any amount up to the maximum. The amount you request does not affect the competitiveness of your proposal.

When can I start spending grant funds?

Contracts typically begin on **March 1 of the following year** (anticipated March 1, 2026, for the current cycle). Expenses incurred before the start date of the fully executed contract are *not reimbursable*. Contracts must have signatures from both the grantee and the North Carolina Department of Environmental Quality (NCDEQ) to be fully executed.

When will I know if I'm awarded?

DEQ aims to send award notifications by January 2026.

What makes a strong proposal?

Successful proposals:

- Include clear data, appropriate details, and reference the project throughout.
- Explain how proposed purchases will directly improve or expand current operations.
- Include tangible expected results and the calculations behind them (e.g., additional tons diverted, new jobs created, operational savings expected).
- Justify the infrastructure or market need for the project.

- Demonstrate adequate business experience and planning to ensure the long-term success of the proposed project.

Is the grant program competitive?

Yes. Requests typically exceed available funds, and not all proposals receive funding. DEQ may also award a grant at a lower level than requested in order to support as many qualifying projects as possible. If partial funding is offered, applicants will have the opportunity to accept or decline. Those who accept must update their proposal to reflect the revised award amount.

What can grant funds be used for?

Eligible expenses include capital costs that expand or improve recycling capacity and efficiency. Examples include sorting machinery, shredders, balers, roll-off containers, carts, trailers, building improvements, trucks, and forklifts.

What can grant funds **not** be used for?:

Funds cannot be used for land purchases, salaries or labor costs, general operating expenses, marketing costs, or contract processing fees.

Do I need a vendor quote?

Yes. A quote is required for all budgeted items.

- Quotes don't need to be for the exact model purchased, but should reasonably reflect expected costs.
- Acceptable examples include listings for new or used equipment from a dealer or website.

How is the cash match calculated?

You must provide a **50% match** of the awarded grant amount.

- Example: If awarded \$50,000, you must provide a match of at least \$25,000, resulting in a project budget of \$75,000.
- Larger projects are acceptable; match may exceed 50%.
- Use our [Grant Calculator Tool](#) to help you plan your proposal.
 - **Note:** *Calculations generated by this tool are for informational purposes only and do not guarantee an award amount or funding decision.
Enabling this tool may require downloading this PDF*

When will funds be distributed?

All funds are provided on a **reimbursement basis**.

To request reimbursement, you must submit:

- Invoices for purchases made (approved budgeted items only).
- Vendor contact information.

- A cover letter on letterhead stating purchases made, amount spent, and requesting grant reimbursement (template available).

Additional notes:

- DEQ independently verifies purchases and payments with vendors.
- Purchases made prior to the contract start date or after the contract end date will **not** be reimbursed.
- DEQ reimburses up to 90% of eligible grant funds during the project. The final 10% is withheld until DEQ approves the final report.

What documents are required to apply?

Applicants must provide:

- A completed **Contact Form** (form provided in RFP).
- **Registration in NC e-procurement** through the [Electronic Vendor Portal \(eVP\)](#).
 - *If already registered, confirm the eVP address matches the facility where you want reimbursement sent.*
- A completed **Grant Proposal** form describing the project (form provided in RFP).
- A preliminary **Grant Budget and Timeline** (form provided in RFP).
- An **Official Vendor Quote** for equipment or work to be completed.
- A completed **Business Form** (form provided in RFP).
- Three required forms:
 - **No Overdue Taxes Certification** (with notarized signature).
 - **Conflict of Interest Policy.**
 - **Statement of Non-Debarment**
(Templates available [here.](#))
- **Nonprofits only:** IRS Federal Tax-Exempt Letter or 501(c) Verification.