



SC DEPARTMENT of
**ENVIRONMENTAL
SERVICES**

Promotional/Educational Material Approval

S.C. Department of Environmental Services
Office of Solid Waste Reduction and Recycling, 2600 Bull Street, Columbia, SC 29201

Email: swgrants@des.sc.gov

Web: <https://des.sc.gov/community/recycling-waste-reduction/local-government-recycling/grant-funding-local-governments>

FOR USE BY GRANTEE: Please complete sections A and B and submit to SCDES. Attach a copy of the material for which you are requesting approval. *Note that all Promotional/Educational approval requests must be submitted to SCDES no later than December 1st of the grant year in which funds are requested.*

SECTION A

Grantee: _____ Grant Number: _____

Contact Name: _____

Grant Type: (Please check one.) Solid Waste Used Motor Oil Waste Tire/AD College

Telephone: _____ Fax: _____

E-mail: _____

SECTION B

Provide a description of item submitted for approval – including how it will be used. (Only one item per form.)

When do you need this item? _____

Estimated the amount to be spent on this item. \$ _____

I certify that all expenditures have been made in accordance with the terms and conditions set forth in the grant agreement and with any changes in scope that were previously approved by SCDES's Office of Solid Waste Reduction and Recycling.

Submitted By: _____ Date: _____

FOR GRANTS OFFICE USE ONLY

Approved

Approved Pending Changes (See below.)

Denied (See below.)

Notes:

Reviewed By: _____

Promotional/Educational Material Approval Form Instructions

PURPOSE: This form must be completed by all grantees prior to the purchase, design, printing and distribution of informational materials as approved by the Grants Section of SCDES's Office of Solid Waste Reduction and Recycling.

INSTRUCTIONS FOR SECTION A

1. **Grantee:** Provide the name the name of the local government (grantee).
2. **Grant Number:** Provide the number assigned to the grant for which you are requesting approval. The number is listed on the grant agreement.
3. **Contact Name:** Include the name of the person listed as the contact person on the grant agreement.
4. **Grant Type:** Check the box of the grant for which you are requesting approval.
5. **Telephone:** Provide the telephone number for the contact person.
6. **Fax:** Include the fax number for the contact person.
7. **E-mail:** Provide an e-mail address for the contact person.

INSTRUCTIONS FOR SECTION B

8. **Provide a description of item submitted for approval – including how it will be used.** Include a description of the item(s) and how it will be used. Attach a copy of the material for which you are requesting approval. Only one item per form may be requested.
9. **When do you need this item?** Provide an estimated date for when you will need this item.
10. **Estimated the amount to be spent on this item.** Include a dollar estimate.
11. **Submitted By:** Include the name of the person completing the form.
12. **Date:** Include the date the form was completed.