

City of Fort Lauderdale Sustainability Incentive Grant Neighborhood Event Form



Neighborhoods can earn points for sponsoring events and activities in their own community where the public is invited to attend. Regular HOA meetings do not qualify. **EXAMPLES:** neighborhood garage/yard sales and clean-ups, annual neighborhood events, etc. Maximum of five event points per fiscal year.

PROCEDURE:

BEFORE EVENT	1. Complete the top section of this form PRIOR to the event date.
	2. E-mail form with the top section completed to the City's Office of Recycling PRIOR to the event date.
AFTER EVENT	3. Complete the final section of this form for your records.
	4. Attach the marketing materials and photo documentation to this form.
	5. Keep the form and its attachments until the SIG Application is due in October.

HOA Name	
GYR Representative	
Event Name	
Event Date	
Brief Description of Event	

CHECKLIST:

1. Date notified City's Office of Recycling (must be in advance of event date)	DATE: _____
2. Requested materials from City's Office of Recycling at least 2 weeks in advance. (Display boards, handouts, recycling banners, table covers, recycling containers)	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Encouraged event coordinator to include recycling statement: "This Event Recycles"	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Provided and monitored recycling containers at event	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Disposed of recycling materials properly	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Amount of recycling collected (# full bags, bins, carts)	_____ <input type="checkbox"/> Bags <input type="checkbox"/> Bins <input type="checkbox"/> Carts <input type="checkbox"/> Other
7. Distributed recycling/sustainability information at event	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. DOCUMENTED event recycling efforts with marketing materials and event photos	<input type="checkbox"/> YES <input type="checkbox"/> NO