



Cigarette Waste Receptacle Grant Application

Applicant Contact Information

Name:	Position/Job Title:
Email Address:	Phone:

Business Information

Business Name:	
Physical Business Address:	City/State/Zip:
Mailing Address (if different)	City/State/Zip:
Number of Employees:	Site Manager (if applicable):
Business Type (check all that apply):	
<input type="checkbox"/> Retail	<input type="checkbox"/> Services
<input type="checkbox"/> Food service establishment	<input type="checkbox"/> Other (please specify): _____

How many receptacles are you requesting for your establishment?

Program Criteria

1. Describe how the cigarette waste receptacles will be used at your establishment. Please include, at a minimum, the following information: Where will the units be installed? What is the primary use of the area and how heavily is it used? Do you currently have a problem with cigarette litter in that area? Is the area adjacent to a waterway?

2. Please detail your plan for maintaining the cigarette waste receptacles. Include who will be responsible for monitoring and emptying the units and how often it will be serviced.



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Program Criteria (cont'd)

3. Will the cigarette waste receptacles be placed in an area primarily used by staff, customers, or both?

Staff

Customers

Both

4. Why is your business interested in installing one or more cigarette waste receptacles?

5. Does your business currently have any cigarette waste receptacles? If yes, how many?

6. If you answered yes to #5, what is the approximate distance between the nearest existing cigarette waste receptacle and your proposed location for the new receptacles?

7. How will your establishment communicate the importance of preventing cigarette litter to customers and staff? A toolkit of outreach resources for the #NoButtsAboutIt campaign (signs, social media graphics, etc.) will be provided to all applicants.

8. Sign me up to receive the askHRgreen.org e-newsletter: Yes No

9. Would you like to become a Bay Star Business? Yes No

10. Is your business interested in additional educational resources from askHRgreen.org? If yes, check all that apply:

Best Management Practices for Animal Services

Wild Geese Management

Best Management Practices for Kitchen Staff

Recycling and Waste Reduction

Best Management Practices for Automotive Services

Indoor and Outdoor Water Conservation

Best Management Practices for Lawn Care Providers

Green Landscaping Tips



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Cigarette Waste Receptacle Agreement

By signing below we acknowledge that our business management team as well as on-site staff are committed to completing the routine maintenance items listed below. We also acknowledge that failure to perform such maintenance will be grounds for removal of the cigarette waste receptacles. The City/County may remove the receptacle(s) at any time due to change in management, lack of use, and/or failure to maintain the station.

By signing below the applicants agree to the following:

- Once cigarette waste receptacles are awarded, it must be installed within 14 days.
- Applicants will use some method to educate staff and customers about the installation, purpose and use of the cigarette waste receptacles.
- Once installed, each cigarette waste receptacle will be monitored regularly for the following items:
 - Receptacle is anchored to the ground or weighted with sand.
 - Receptacle lid is fitted properly to base.
 - Receptacle is not allowed to become overfull and is emptied regularly.
- The City/County does not accept liability for injury resulting from the use of receptacles or improper installation of receptacles. Receptacles shall be used at the business' own risk.

Application must be signed by two employees of the business, preferably one person from management and one person who will be on-site to oversee maintenance of the receptacle.

Name:

Position:

Phone:

Email:

Signature:

Date:

Name:

Position:

Phone:

Email:

Signature:

Date:

**Please submit completed form via email to HRGreen@hrpdcva.gov or mail to
 askHRgreen.org
 Attention: Cigarette Waste Receptacle Grant Program
 723 Woodlake Drive
 Chesapeake, VA 23320**