

Tips for a Successful Project

Some suggestions for implementing your project

- To facilitate payment, establish a bank account in the name of your group/organization if you do not already have one. All Mini-Grant checks will be issued only in the group or organization name.
- Contact the Clean Communities Coordinator to see if any equipment or promotional materials such as tee shirts, rulers, etc. will be available to distribute to clean up participants.
- Contact your local newspapers for media coverage. Weekly newspapers are always looking for interesting stories.
- Make your clean-up a learning experience. Ask children who participate in the Project to write to us about their experiences so we can use their input in up-coming projects.
- Follow the enclosed Safety Guidelines.
- Read through the Summary Report before you begin your clean-up. Designate someone to keep track of all the litter and recyclables you pick up on clean up day. This will make it easier to complete the Summary Report when the project is finished.
- Keep a photocopy of your completed Summary Report.
- **Please note:** The payment voucher you will receive asks for a Social Security or Federal ID Number. The number you provide here should be a TAX-EXEMPT NUMBER. If a personal Social Security number is given, the grant money will be considered income, as per the IRS, for the individual whose Social Security number is given.