



MIDDLETOWN TOWNSHIP
CLEAN COMMUNITIES – MINI GRANT PROGRAM

2021 INSTRUCTIONS & SAFETY RULES

- Only nonprofit groups/organizations are eligible to participate in this program (W9/501c3 forms required).
- Your organization must originate or be located in Middletown, New Jersey.
- All cleanup sessions are scheduled from 9AM – 11AM, unless otherwise noted. Please be on time.
- Locations are released approximately 48 hours before the cleanup date.
- The Township reserves the right to assign each group by age range & group size for particular roadways.
- The Team Leader who signs up should be at the cleanup as our main point of contact. That person will collect paperwork and sign the purchase order. If they cannot make it, please assign someone else.
- There will be a Public Works employee and/or a Police Officer at each site.
- Public Works Employees will hold a brief safety meeting and give out litter supplies once everyone from your group arrives.
- Please dress accordingly. **No shorts. No open-toed shoes. No flip flops.** We strongly suggest long pants and boots/sneakers.
- We will have insect repellent and bottled water available at each cleanup.
- Carpool to your location whenever possible. There may be limited parking on certain roadways.
- If you need to reach someone on the day of your cleanup, please arrange to have a Public Works employee cell phone number prior.
- Release forms must be filled out from every person participating in the clean up. We will collect all paperwork on site before the cleanup begins.

- Once you have received the purchase order in the mail, please sign as the “claimant” and return to:

Department of Public Works
Attn: Jessi Ticino
52 Kanes Lane
Middletown, NJ 07748

- Each organization must have a valid bank account set up so the check can be properly deposited. Checks cannot be issued until all paperwork is sign and returned.

Thank you for helping keep Middletown clean!

Jessi Ticino

Clean Communities & Sustainability Program Coordinator
 Department of Public Works & Engineering
 732-615-3223
 jticino@middletownnj.org

All Clean Ups are on Saturdays, from 9:00 AM to 11:00 AM

CLEAN UP DATES	RAIN DATES
May 1, 2021	May 15, 2021
June 5, 2021	June 19, 2021
July 17, 2021	July 24, 2021
August 7, 2021	August 21, 2021
September 18, 2021	September 25, 2021
October 2, 2021	October 16, 2021
November 6, 2021	November 20, 2021



MIDDLETOWN TOWNSHIP
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2021 MINI GRANT APPLICATION

(\$500 PER 2-HOUR CLEANUP)

Name of Nonprofit Organization/Group: _____

TAX ID #: _____

Organization Mailing Address (where purchase orders and checks will be sent):

Contact Person / Group Leader: _____

Contact cell phone #: _____

Contact E-mail address: _____

How would you best describe your organization?

- _____ Boy/Cub Scouts _____ Girl Scouts
- _____ Church Group _____ Civic Group
- _____ Environmental Club _____ Youth Athletics
- _____ School/PTA _____ Other (describe)

<u>Cleanup Date Choices:</u>	<u>Time:</u> (circle one)
<i>First:</i> _____	AM/PM
<i>Second:</i> _____	AM/PM

Number of participants* anticipated at cleanup: _____

Has your group previously participated in a mini grant program? _____ If yes, Vendor #: _____

Submit complete application via e-mail / fax to: jticino@middletownnj.org / 732-671-0039

FOR INTERNAL USE ONLY

Location of clean up: _____

Date: _____ W9 form: _____ 501c3 certificate: _____ Previous cleanup? _____