

StopWaste.Org
StopWaste Partnership Mini-grant Program

FORM A

Application Cover Page

Applicant Information

Applicant/Organization Name: Sample Multi-tenant Office Building Owner/Management Co.

Type of Organization: corporation sole proprietorship partnership non-profit
 government agency other

Year Established: 1996 Federal ID Number: XX-XXXXXX State and Date of Incorporation: CA 1996

Address: 200 Pleasant Bay Drive

City, Zip Code: Alameda, CA 94502

Main Phone Number: XXX-XXXX Fax Number: XXX-XXXX

Contact Person: Mary Manager Title: Property Manager

Contact Phone: 510-XXX-XXXX Email: mary.manager@company.com

Name/Title Authorized to be Signatory of Grant Contract: Mary Manager, as agent of Corporate Towers, LLC

Project Information

Project Name: Recycling Expansion at Corporate Towers

Amount Requested: \$ 5,000.00 Total Project Budget: \$ 9,152.15

Project Duration (Start up and Completion Dates): May 2008-July 31, 2008, then on-going

Project Service Area: Corporate Towers at 200 Pleasant Bay Drive, Alameda, CA

Certification

In submitting this application, I attest that I have read and understood the terms and requirements for release and use of the mini-grant funds. I certify that the information contained in this proposal is true and accurate to the best of my knowledge and belief. I further certify that this grant application is submitted with the endorsement of the governing board of this organization, which is empowered to enforce compliance with all contract conditions.

Signature(s): _____

Name and Title: Mary Manager, Property Manager, as agent of Corporate Towers LLC

Date: December 3, 2008

If submitting this application electronically, please fax (510-893-2308) or mail this page (Form A).

StopWaste Partnership Mini-grant Program

FORM B

Project Summary & Narrative

Applicant: Corporate Towers

Project Summary

Briefly summarize (2-3 sentences) the specific purpose for which you are requesting funds.

Currently, we are mostly recycling paper and cardboard material. We would like to implement a comprehensive recycling program to include bins and signage in all major tenant areas as well as at each tenant/employee desk. We will also use grant funds to implement tenant education through seminars, handouts, giveaways and contest prizes. The janitorial staff will also be included in the education campaign.

Project Narrative

Please provide responses to the following items relative to your proposed project either below or on a separate sheet of paper. Use no more than *two pages, double sided*, for your proposal narrative, with the sections sequentially numbered and titled as indicated below.

1. Agency or Business Overview

Corporate Towers is a beautiful office/industrial campus located in Alameda consisting of 3 buildings, ranging in size from 34,000-101,000 square feet. Waste/Recycling removal costs are paid through collections from Tenant impounds based on pro-rata share calculations. Approximate employee count is 700.

2. Statement of Need

Currently, we recycle paper and cardboard only. We do recognize that we can improve recycling efforts by increasing both the number and types of items that can be collected. Availability of proper disposal bins is essential to the launch of such program, as well as offering on-going education and rewards to encourage individuals to participate. Also, we would like to offer a convenient method for Tenants to recycle bottles and cans. We hope to achieve a cleaner environment and at the same time reduce waste costs.

3. Baseline Data

a) *What is the current level of garbage service collection?*

Trash disposal is 105 yards per week, collected by XYZ Waste Company.

Building 1: 4 x 5cy bins, 5 times/week

Building 2: 1 x 5cy bin 3 times/week

Building 3: 1 x 2cy bin 5 times/week

b) *What is your current level of recycling? What materials are collected? How often are they picked up?*

Recycling disposal is 36 yards per week. Mixed collection (Bottles/cans, mixed paper, cardboard) by XYZ Recycling Service level is:

Building 1: 2 x 3 cubic yard bins, 3 times/week

Building 2: 2 x 2 cubic yard bins, 3 times/week

SAMPLE MINI-GRANT APPLICATION FOR OFFICE BUILDINGS

Building 3: 1 x 3 cubic yard bin, 1 time/week

- c) *Identify the estimated amount by which you expect to reduce your garbage service by implementing this waste reduction and recycling project.*

Our trash service should be reduced by at least 25-50% in the first 12 months, or approximately 50 tons.

4. Project Description

- a) *Briefly describe the project for which funds are requested, including program design and relevant tasks and activities.*
b) *Indicate program goals and outcome objectives.*
c) *Present your project timeline, with an implementation schedule and anticipated starting and ending dates.*
d) *List key project personnel.*

A) The goal at Corporate Towers is to increase the output of recyclables and to reduce the output of solid waste on campus. We would love to create a waste free campus.

We would like to utilize grant funding for:

- Tenant and janitorial education campaigns (meetings with refreshments and handout material).
- To purchase recycling bins for tenant employees to use desk side.
- To purchase recycling bins and signage for major tenant work areas (i.e. copy rooms and break rooms).
- To host contests with prizes to motivate individuals to participate.

We are anticipating additional project costs (outside of grant funding) for staff time and janitorial equipment (see table 2 under Project Expenses).

B) Our goal is to divert as much waste as possible from our campus and from landfills. We are pricing out recycling hauling at this time. We will use our recent Tenant Recycling Survey results to benchmark current systems and to help us identify where materials are needed in order to kick-off our campaign.

C) Tenant surveys have already been collected. Our next step is to contract for this service. Tenant employee contacts will be encouraged to attend a recycling seminar and will be given materials to take back to their individual offices to share with other company employees. New desk side and large area bins will be distributed with signage indicating what goes where. We will implement a contest to enhance individual participation. Total time to implementation should be approximately 3 months (May-July 2008).

D) Key personnel will be the Corporate Towers management staff:
Name, Property Manager and Name, Assistant Property Manager
Name, Chief Building Engineer, Welldone Engineering Services
Name, day porter, Clean-rite Janitorial and night janitorial staff
Tenant designated representatives.

5. Project Evaluation and Accountability

Indicate how program performance will be monitored and measured and how you will determine the success of the project.

On an on-going basis, Clean-rite Janitorial will provide documentation regarding the levels of trash and recycling disposal to include any findings of contamination or any unusual changes in levels of recycling. At the end of the first 6-month period, we will reassess our amounts of waste, survey our tenants and make necessary adjustments, and plan for recycling of food scraps. As a follow-up strategy, we will hold another tenant event to encourage increased participation. We will continue to assess outcomes annually.

SAMPLE MINI-GRANT
APPLICATION FOR OFFICE BUILDINGS

StopWaste.Org
StopWaste Partnership Mini-grant Program

FORM C

Project Budget

Applicant: Corporate Towers, Alameda, CA

Funding Request is for \$ 5,000.00 for 6 months.

Total Project Budget \$ 9,152.15

Project Expenses

List project expenses and specify how requested funds will be used:

TABLE 1 – project expenses

Item	Number to be purchased	Cost per Item	Total
23-gallon Slim Jims - Kitchen bins w/lids for bottles/cans and recycling	30	88.03	2,640.90
23-gallon blue recycling bins for copy areas	25	55.57	1,389.25
28 quart (medium desk side) plastic recycling bins	200	8.80	1,760.00
7–quart side saddles to go with existing 28 quart recycling bins	200	5.31	1,062.00
Prizes: Gift Certs (raffle and/or recycling game) \$25 for dinner \$10 for movie tickets	5	25	125.00
	10	10	100.00
Prizes: Gift Certs (raffle)	30	10	300.00
Prizes: for janitorial staff	5	25	125.00
	5	10	50.00
Decorations and supplies for launch	1	200	200.00
Ice Cream for launch	700	2.00	1,400.00
Total	N/A	N/A	\$9152.15

Project Income

If the funds requested do not constitute full support for your project, please list other sources of income. Indicate whether funds are committed or anticipated.

Excess costs above the grant funding are committed to be added to our operating expenses budget for Fiscal Year 08-09.

Budget prepared by: Mary Manager, Property Manager Phone: xxx-xxxx