



StopWaste Partnership Mini-grant
Application Packet

Fiscal Year 2010 - 2011

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STOPWASTE.ORG
Reducing the Waste Stream for Alameda County

StopWaste Partnership Mini-grant Program

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NOTE: This application and samples can also be accessed via our website at www.StopWaste.Org/Partnership/funding

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Background

StopWaste.Org is the Alameda County Waste Management Authority and the Alameda County Source Reduction and Recycling Board operating as one public agency. The Alameda County Waste Management Authority and Source Reduction & Recycling Board is a joint powers agency comprised of the County of Alameda, each of the fourteen cities within the county, and two sanitary districts which also provide refuse collection and recycling services. StopWaste.Org offers a wide variety of programs in the areas of waste prevention, market development, technical assistance and public education.

This StopWaste Partnership Mini-grant Program was developed as a complement to the StopWaste Partnership, a business technical assistance initiative that assists Alameda County businesses and public agencies in reducing waste and developing better overall environmental performance. The Program is designed to meet the needs of StopWaste Partnership clients who need access to a relatively small amount of money, within a brief period of time, for a specific and limited purpose. In general, StopWaste.Org is looking for innovative projects which will increase individual and community involvement in waste prevention efforts, decrease the amount of waste generated and sent to the County's landfills, and encourage the development, marketing and use of recycled products.

Eligibility Requirements, Project Criteria & Grant Amount

- This StopWaste Partnership Mini-grant Program is open to all StopWaste Partnership clients and other Alameda County businesses -- private firms, public agencies, and institutions. Schools serving K-12 children are not eligible for funding from this program. Non-profit organizations are also eligible for StopWaste.Org's Grants for Non-profits (see page 4 for more information).
- The minimum Mini-grant award is \$500, and the maximum is \$5,000. **For organizations that generate less than 15 cubic yards of garbage per week, the maximum Mini-grant award is \$3,000**, unless otherwise approved. Projects are encouraged to have at least some amount of matching funds contributed to the project by the applicant.
- The proposed project must be in the area of waste prevention, reuse, recycling or market development *and have an impact in Alameda County, California*. Proposed projects must also be in compliance with all federal, state and local land use, regulatory and permit requirements.
- A short summary is due at the conclusion of the project, and 10% of the grant funds are withheld until the summary is received.
- Applicants normally may only be awarded one Mini-grant per fiscal year and only one Mini-grant award normally may be open with any recipient at any given time, although exceptions can be made for separate Mini-grants for an applicant with multiple sites in Alameda County.
- Receipt of a Mini-grant will not impact eligibility for other funding programs of StopWaste.Org.

Ineligible Uses of Grant Funds

StopWaste.Org grant funds may *not* be used for the following purposes:

- New or on-going garbage, recycling or organics collection service fees
- Internal garbage containers

- Repayment of existing debt or pre-existing tax liens or obligations
- Payment of organizational overhead or subsidization of existing contracts
- Legal, loan or bank fees

Application Deadlines

Applications for the StopWaste Partnership Mini-grant Program will be accepted on a first-come, first-serve basis on or before the following deadlines, until the allocated amount (\$110,000) has been fully disbursed: **July 30, 2010, November 30, 2010, and April 30, 2011.**

StopWaste Mini-grant applications take approximately 4 to 6 weeks to process depending upon when they are received, although preliminary approval notification usually occurs within about 2 weeks.

Submittal Requirements

- Complete proposals in Microsoft Word or PDF formats are encouraged to be submitted by email to partnership@stopwaste.org. Alternatively, one (1) complete copy of the proposal, with all relevant documents attached can be faxed to (510) 893-2308 or mailed the offices of StopWaste.Org, 1537 Webster Street, Oakland, Ca. 94612, Attention: **StopWaste Partnership Mini-grant Program.**
- All materials, unless submitted electronically, are to be printed double-sided on 8 1/2" x 11" *recycled* paper with at least 30% post-consumer content.
- All costs incurred in the preparation of a proposal are the responsibility of the applicant.

Evaluation Process & Criteria

All submitted proposals which are in compliance with the requirements will be evaluated and rated, according to the following criteria:

1. **Project Conception** - Proposal clear and comprehensible with a realistic timeline; project activities well defined, technically feasible and includes education to employees and/or customers.
2. **Outcomes** - Objectives clearly stated, specific, realistic, and measurable.
3. **Organizational Capacity** - Management and staff qualified to implement project.
4. **Financial Viability** - Organization demonstrates sound fiscal management; project budget is realistic and cost effective.
5. **Impact** - Extent of contribution to solid waste reduction and diversion in Alameda County; transferability of successful waste prevention/recycling tasks and strategies.
6. **Bonus Points** – Waste prevention and/or incentive component for employees or customers is included.

During the application review process, program staff may contact the applicant for additional information or to clarify proposal content, and may elect to interview applicants or do a site visit prior to making a funding recommendation.

Staff recommendations will be presented to the Agency's Executive Director for final approval. Each applicant should understand that there is ***no appeal process*** for proposals that are ***not approved*** for funding.

Grant Awards

All applicants will be notified of the results of the grant application review process and StopWaste.Org decisions within approximately three (3) weeks after the receipt of their proposals,

provided all application and follow-up questions have been answered by the applicant. For successful applicants, funds will be available for expenditure only after a funding agreement/contract between StopWaste.Org and the grantee is signed and fully executed.

At the end of the contract, a short summary of the project will be required. Ten percent of requested grant funds will be withheld pending this final report about how the project progressed and diversion achieved.

StopWaste.Org reserves the right to revoke any grant for which a contract is not executed, due to delays on the part of the grantee, within three (3) months of the award. Funded projects must be initiated within four (4) months of execution of the contract or grant funds will revert back to StopWaste.Org.

Contract Specifications

A standard contract or funding agreement will be entered into following the grant award. Following are excerpts from a standard contract used by the Agency:

- Insurance Requirements

During the life of this Agreement, Contractor shall maintain the following minimum insurance:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
3. Statutory workers' compensation and employer's liability insurance as required by state law. Neither Contractor nor its carrier shall be entitled to recover any costs, settlements, or expenses of workers' compensation claims arising out of this Agreement.

For execution of the contract and upon request, Contractor shall submit to StopWaste.Org certificates of insurance for the policies listed above. The certificates shall provide that the Contractor give written notice to StopWaste.Org at least 10 days prior to cancellation of or any material change in the policy. *Under special circumstances, exceptions may be made to the minimum insurance requirements, but only upon prior agreement by StopWaste.Org.*

- Acknowledgment

During the term of this Agreement, **all publicity or promotional materials concerning the Project must be reviewed and approved by StopWaste.Org representative(s) prior to distribution.** This includes press releases, feature stories, public service announcements, brochures and product literature. StopWaste.Org shall be acknowledged as a supporter in all aforementioned materials for the duration of this Agreement.

Other Conditions

All materials submitted become the property of the StopWaste.Org, and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

The Agency reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, to grant full or partial funding of any request, and/or to cancel all or part of this grant solicitation at any time

prior to awards. StopWaste.Org will not be liable for any project costs incurred prior to the legal execution of the contract, unless mutually agreed upon in writing.

For inquiries or clarification on the StopWaste Partnership Mini-grant Program, contact Rachel Balsley at (510) 891-6500 or via e-mail at rbalsley@stopwaste.org.

Other Possible Funding

In addition to this program, StopWaste.Org offers the following services to meet the varied needs of potential applicants:

- StopWaste Partnership Business Waste Prevention Fund consisting of a competitive monetary awards program for businesses and public agencies that funds waste prevention; proposals from \$10,000 to \$80,000 are welcome. Visit www.StopWaste.Org/Partnership/funding or contact partnership@stopwaste.org or (510) 891-6500 for more details.
- StopWaste Partnership Incentive Payments made per ton for new waste reduction within a specified time frame for businesses and public agencies with the potential to reduce at least 50 tons of new discards per year from the landfill. Visit www.StopWaste.Org/Partnership/funding or contact partnership@stopwaste.org or (510) 891-6500 for more details.
- Revolving Loan Fund low interest loans up to \$240,000 to private and non-profit entities to help reduce waste in Alameda County. Qualifying projects include waste prevention, recycling, composting, processing or recycled product market development efforts. Visit www.StopWaste.Org/revolvingloanfund or contact Meri Soll at msoll@stopwaste.org or (510) 891-6500 for more details.
- The Grants to Non-Profits (GNP) Program provides funding to non-profit organizations for innovative projects that will increase individual and community involvement in source reduction and recycling efforts, decrease the amount of waste generated and sent to the County's three landfills, and encourage the development, marketing and use of recycled products. Contact Meri Soll at msoll@stopwaste.org or (510) 891-6500 for more details.

Proposal Content and Organization **(Applicant's Check List)**

Unless otherwise noted, a complete grant proposal must include all of the following forms and supporting documents to be eligible for consideration. *Complete proposals are encouraged to be submitted by email in Microsoft Word or PDF formats.*

One (1) copy of the following:

- Form A:* Application Cover Page
- Form B:* Project Summary & Narrative (two pages double-sided maximum)
- Form C:* Project Budget

StopWaste.Org
StopWaste Partnership Mini-grant Program

FORM A

Application Cover Page

Applicant Information

Applicant/Organization Name: _____

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

Federal ID Number: _____ State & Date of Incorporation: _____

Address: _____

City, Zip Code: _____

Main Phone Number: _____ Fax Number: _____

Contact Person: _____ Title: _____

Contact Phone: _____ Email: _____

Name/Title Authorized to be Signatory of grant contact: _____

Project Information

Project Name: _____

Amount Requested: _____ Total Project Budget: _____

Project Duration (Start up and Completion Dates): _____

Project Service Area: _____

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: _____

Date: _____

If submitting this application electronically via partnership@stopwaste.org and it's not a scanned signature, please fax (510-893-2308) or mail this page (Form A) so that we have the signature.

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FORM B

Project Summary & Narrative

Applicant: _____

Project Summary

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

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**

Briefly describe the purpose and primary activities of your organization or business and your geographic area of operations.

2. **Statement of Need**

Identify the issue or need your project seeks to address.

3. **Baseline Data**

a) *What is the current service level(s) of garbage collection? (i.e. what size bins and how often are they picked up or estimated volume or weight of garbage collected weekly, monthly or annually) Your garbage hauler or StopWaste representatives may be able to help you determine this if you don't know it already.*

b) *What is your current service level(s) of recycling (i.e. what size bins and how often are they picked up or estimated volume or weight of recycling collected weekly, monthly or annually)? What materials are collected?*

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

4. Project Description

a) *Briefly describe the project for which funds are requested, including program design, education or training planned for employees, customers or other project participants, and other 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 including their role(s) for this project.*

5. Project Evaluation and Accountability

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

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FORM C

Project Budget

Applicant: _____

Funding Request is for \$ _____ for _____ months.

Total Project Budget \$ _____

Project Expenses

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

Item	Number to be purchased	Cost per Item	Total

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.

Budget prepared by: _____ Phone: _____