

**Alameda County
Source Reduction and Recycling Board's**

**Application Packet for the
2009-2010 StopWaste
Business Waste Prevention Fund
Competitive Awards**

*Monetary Awards
for Businesses and Institutions
in Alameda County that
Use Materials Efficiently*



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2009-2010 StopWaste Business Waste Prevention Fund Competitive Awards

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Summary

The StopWaste Business Waste Prevention Fund Competitive Awards program (BWPF) is for organizations that are planning to reduce their solid waste stream by using materials more efficiently. Businesses and institutions may apply for monetary awards and technical assistance.

The purpose of the StopWaste BWPF is to reward businesses for using materials more efficiently, thereby reducing the amount of materials used and/or the amount going out of the facility as waste. Projects eligible for awards include, for example, redesigning a manufacturing process to more efficiently use raw materials, switching from disposable products to reusable ones, significantly reducing the use of disposable products, eliminating packaging, and reusing materials on-site. These are just a few examples; many other projects are eligible.

Projects of all sizes are encouraged. Award requests will be considered up to \$80,000. Applications will be accepted on an ongoing basis until available funds for the current fiscal year have been exhausted.

1. Background

StopWaste.Org is the Alameda County Waste Management Authority & Source Reduction and Recycling Board operating as one joint powers public 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.

StopWaste.Org now sponsors a variety of programs that decrease the quantity of materials going into landfills from businesses and residents. Working with businesses and institutions is especially important, as they produce about two-thirds of the materials landfilled.

Many businesses recycle. But more and more are now going one step further by reducing the amount of material they handle in the first place, or by using materials more efficiently. Some businesses have taken this route for environmental reasons, but others are doing so to reduce costs. Some companies have been able to reduce labor, material, and disposal costs simultaneously. Reducing waste at the source, or "source reduction", has proven to be an effective way to improve operations and gain competitive advantage.

For the StopWaste BWPF program, we are especially interested in projects that are innovative and applicable to other businesses. The exact project doesn't need to be replicable, only the idea. The BWPF is for new or planned projects. In general, StopWaste.Org is interested in supporting projects that 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.

Beyond the benefits for individual businesses, the anticipated long-term benefits of source reduction projects to Alameda County include protecting our environment, conserving natural resources, extending the life of local landfills, and stimulating local economic activity.

2. *Source Reduction or Waste Prevention*

What it Is. "Source reduction" or waste prevention is one of four broad approaches to reducing the quantity of material wasted in the formulation, production and distribution of products. Whereas the other methods—recycling, composting, and transformation into fuel or chemicals—address alternative techniques for disposal of wastes besides discarding the materials in a landfill, source reduction refers to strategies that **prevent the waste from being generated in the first place**. Using materials more efficiently cuts costs, preserves resources and reduces the need for disposal. Because "source reduction" is defined in terms of net results rather than as a specific process, it is possible in some cases that what one person sees as a composting or recycling project, another will identify as source reduction. One way to judge whether or not a project will achieve source reduction is to determine if there will be less waste overall to dispose of, including that discarded at your customers' sites. If you are unclear whether your project qualifies as source reduction, contact StopWaste.Org staff (see "For More Information").

For the purposes of the StopWaste BWPF, a waste prevention project is one that reduces, avoids, or eliminates waste before it is generated. Several types of business functions particularly lend themselves to waste prevention. These include manufacturing, food service, and shipping and distribution. For example, to reduce, avoid, or eliminate waste:

- redesign a manufacturing process to reduce scrap waste,
- redesign how supplies are received to reduce shipping waste,
- find a use within the company for a previously wasted material,
- redesign how products are warehoused to reduce packaging,
- switch to bulk containers,
- light-weight a product or its box to reduce the amount of fiber or paper used,
- shrink the product's box to reduce the need for inserts,
- consolidate shipments,
- switch from a disposable product to a reusable one,
- switch to a product that is inherently used more efficiently, e.g., from C-fold to roll paper towel dispensers,
- hone estimates of perishables to avoid spoilage waste, and
- salvage and reuse products from a deconstructed building.

Benefits. Waste prevention can have many benefits beyond reducing the amount of materials wasted. Documented benefits to the company of specific projects have included:

- reduced labor costs,
- less demand for capital,
- improved worker safety,
- less paperwork and less paper used,
- a more efficient use of floor space,
- less use of natural resources,
- more efficient economy,
- reduced pollution,
- appreciative employees,
- appreciative customers (i.e., good public relations), and
- a competitive edge in the marketplace.

For example, one company significantly cut its costs by switching from single-use corrugated boxes to reusable corrugated boxes. Another company realized immediate savings when it switched from shrink-wrap to reusable rubber pallet bands. These examples and others are briefly described in the "Waste Prevention Success Stories" included in this application packet.

Partnerships. Waste prevention projects often benefit from partnerships. For example, a manufacturer and vendor may need to work together to devise a new distribution system. Or a wholesaler may need to work with its largest accounts to establish a convenient return system for its new reusable shipping containers. A number of businesses may need to work together to gain the attention of one supplier. Such partnerships are encouraged as part of the StopWaste BWPF.

StopWaste.Org also offers the following:

- A structured subsidized technical assistance program to assist proposers with various aspects of organizational development (fiscal management, business plans, Board development, etc.) in order to meet grant funding requirements. Contact Meri Soll at our office or via e-mail at msoll@stopwaste.org for further information on this program.
- Low interest loans to private and non-profit entities to help reduce waste in Alameda County. Qualifying projects include source reduction, recycling, composting, processing or recycled product market development efforts. For more information on the Revolving Loan Fund, please contact the Loan Fund Administrators at (510) 763-4297.

3. Eligible Organizations and Projects

The Organization. To be eligible for a StopWaste BWPF grant, you must be:

- (1) a private company or organization, public agency, or institution,
- (2) located in Alameda County, and
- (3) in compliance with all federal, state and local land use, regulatory and permit requirements.

Partnerships are welcome. One entity is to take the lead as the applicant; the others will be considered partners. Partners do not need to be located in Alameda County.

The Project. To be eligible, your project must:

- (1) focus on waste prevention, and
- (2) have been implemented since January, 2009 or be implemented soon, and result in verifiable waste prevention by the end of June, 2011.

For your own benefit, you may choose to institute other efficiency measures at the same time, such as water-efficiency or energy-efficiency, but the focus of this program is on the solid waste or materials use prevention aspects of your project.

Current Grantees. Proposers with open, unfinished grants from this agency should contact their assigned grant manager prior to preparing a proposal for this awards program.

Target Materials. Projects involving all types of materials are eligible. However, projects that will reduce the use of certain types of materials will be given additional consideration. These materials include paper (cardboard, mixed paper, newspaper, other paper), plastics (film plastics, mixed plastics), wood (unpainted and

painted) and crushable inerts, ferrous metals, and composite materials. These materials have been targeted because they either account for a large portion of the materials being landfilled in Alameda County or are especially problematic for recycling.

The Funding. The StopWaste BWPF will fund all or partial equipment and labor costs, and other costs that are essential to the implementation of the project, such as educational materials for employees or customers. Projects of all sizes are encouraged. Award requests will be considered up to \$80,000. Proposals requesting higher levels of funding within this range will be scrutinized for significant impacts commensurate with the Award request. StopWaste.Org reserves the right to provide partial funding of any project. The specific level of funding awarded to each project and types of costs included will be determined during the application review process.

4. Ineligible Projects

Strictly recycling projects are not eligible. In addition, the projects below are not eligible for StopWaste BWPF grants:

- buying computers to reduce paper use,
- composting on-site, and
- donating food.

While buying computers to reduce paper use is not eligible, buying other electronic equipment that reduces paper use may be. For example, purchasing and using a duplexing printer or copier and substantially reducing the amount of paper used may be eligible. In order to be eligible, the actual reduction must be easily measured and documentable. If you have a question about the eligibility of your project, contact StopWaste.Org staff (see For More Information).

StopWaste award funds may *not* be used for the following purposes:

- Repayment of existing debt or pre-existing tax liens or obligations
- Legal fees
- Loan or bank fees
- Subsidization of existing contracts

StopWaste.Org offers grants and loans for specific recycling activities. Information on the grants and loans can be obtained by calling StopWaste.Org offices toll-free at 1-877-STOPWASTE, or via the website at www.StopWaste.Org.

5. Sharing Information

While StopWaste.Org respects business concerns about proprietary information, it is seeking projects and information helpful to other businesses, institutions, and agencies. Grant recipients will be required to submit progress and final reports. A written case study may be published for any project and made available to other businesses and agencies. StopWaste.Org staff will work with each grant recipient to ensure the confidentiality of truly proprietary information.

THE APPLICATION

6. Application Content and Organization (Applicant's Checklist)

Unless otherwise noted, your application must include all of the following forms and supporting documents in order to be deemed complete for consideration. The forms, which each contain specific instructions, are included as appendices in this package. Complete proposals in Microsoft Word or PDF formats may be submitted by email.

Forms A-D and Narratives.

- Form A: Application Cover Page
- Form B: Applicant's Statement of Qualifications
- Form C: Project Summary
- Form D: Project Budget and Budget Narrative
- Project Narrative

Attachments.

- For each project partner (if any), a Letter of Commitment* (see bottom of this page).
- At your discretion, documentation or drawings, such as charts, graphs, and photographs (limit: 3 pages). (optional)

Attachments to Original Application Only. These items can be attached to the original application or treated as a separate attachment.

- Financial Statement for the most recently completed fiscal year (audited, if available).
- Governing Board roster, indicating officers, addresses and affiliations.
- Resumes of key staff (limit: one page per person).
- Company brochure or information about products/services (limit: five pages)

****Letters of Commitment.*** Include a Letter of Commitment from each project partner (each significant participant outside your organization). In the letter, the partner should acknowledge its role in the project and state its commitment to successfully completing the project, and to continuing the project beyond the Award funding if appropriate.

7. *Submittal Requirements*

- ❑ Applications will be accepted on an ongoing basis until available funds for the current fiscal year have been exhausted. The deadline for each fiscal year funding cycle is April 30th.
- ❑ Complete proposals in Microsoft Word or PDF formats are encouraged to be submitted by email. Alternatively, one (1) complete copy of the application forms, narratives, and timeline, with all relevant documents attached can be mailed or faxed. All applicants will be notified by email of the receipt of their applications.

Submit applications to:

Email: partnership@stopwaste.org

Fax: (510) 893-2308

Mail: StopWaste Business Waste Prevention Fund Awards
StopWaste.Org
1537 Webster Street
Oakland, CA 94612

- ❑ If submitting an application in hard copy, print all materials, unless otherwise noted, on 8 1/2" x 11" recycled paper with at least 30% post-consumer content. The original proposal may be printed single-sided if your equipment is not capable of duplexing. **No plastic covers or fancy bindings, please.**
- ❑ Organize the application in the order outlined under Section 6 (Application Content and Organization) above. Attach any oversized documents (e.g., financial statements, brochures, and drawings) to the end of the application.
- ❑ The applicant is responsible for all costs incurred in the preparation of an application. To maintain a fair competitive basis and to reduce waste, applications are not to include bindings, folders, expensive papers or elaborate art work.

8. *Technical Assistance*

StopWaste.Org staff are available to provide technical assistance to applicants while they are preparing an application. If you would like feedback on your project idea or technical assistance, call Justin Lehrer at (510) 891-6500, or send an e-mail message to jlehrer@stopwaste.org.

If you receive a StopWaste BWPF award, StopWaste.Org staff will also be available for consultations while you are implementing your project.

9. *General Conditions*

All materials submitted become the property of StopWaste.Org, and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements. In specific instances, certain financial information may be deemed confidential and not subject to public disclosure. Prior arrangements may be made for the return of such information.

StopWaste.Org may modify the specifics of this Application Packet at any time during the application period and may, where necessary allow applicants adequate time to submit additional requested information. StopWaste.Org reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the application, to accept or reject any or all applications 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 the awards.

All inquiries or requests for clarification of the StopWaste BWPF process are to be directed to Justin Lehrer, at (phone) 510-891-6500, (fax) 510-893-2308, or via email: jlehrer@stopwaste.org. As StopWaste.Org funds are awarded on a competitive basis, no request will be considered outside this application process. The decisions of StopWaste.Org are final. There is no appeals process for applications that are not accepted for funding.

EVALUATION AND AWARDS

10. Evaluation Process

The applications will be reviewed and evaluated on a competitive basis by StopWaste.Org staff members. Outside experts may be consulted as needed. During the review process, staff may contact applicants for additional information or to conduct a site visit. However, an expression of interest by staff should not be construed as an indication of forthcoming approval.

StopWaste.Org staff will conduct an initial administrative review to verify that the application contains all requested information and documentation. Additional technical or financial information may be required from an applicant, who will then have a specified amount of time to comply. If the requested information or materials are not submitted within the requested time frame, the application will be dropped from further consideration.

Following the initial administrative review, StopWaste.Org staff will evaluate the project on its merits according to the Evaluation Criteria below. Staff will then forward their recommendations to the Recycling Board for review. The Recycling Board will make the final decision on the StopWaste BWPF Awards.

11. Evaluation Criteria

Following the initial administrative review, each application will be evaluated according to the following criteria.

Minimum Criteria

1. Business. The applicant is a business, agency, or institution.
2. In Alameda County. The business is located in Alameda County.
3. Waste Prevention. The project will result in actual prevention of waste.
4. Implementation Timeline. The project has been implemented since January, 2009 or will be implemented soon and will result in verifiable waste prevention by the end of June, 2011.

Technical Criteria

1. Project Design. The project is well designed and viable. It is well thought-out, the business and its partners are capable of completing it, and the project has a high chance of success.
2. Material Use. Given the type and size of the business, the project will substantially reduce the amount of materials used, or will substantially decrease the amount going out from the facility as waste.
3. Model for Others. The project is a good model for other businesses. It will provide an idea, technology, or product that is readily transferable or adaptable to others.
4. Commitment. The applicant has demonstrated that it is committed to completing the project, and if applicable, is committed to continuing it beyond this award funding. Each partner has furnished a Letter of Commitment.
5. Information Sharing. The business and its partners are committed to sharing information with the Recycling Board and others.
6. Innovation. The project is innovative. It has not yet been done in this form or by this industry in this area, or includes unique aspects for this business sector.

Projects will receive bonus points for involving one or more of the StopWaste BWPF target materials.

12. The Awards

All applicants will be notified of the results of the review process and StopWaste.Org's decisions within three months after submission of the application. For successful applicants, funds will be available for expenditure only after a funding agreement/contract between the Recycling Board and the Award recipient is signed and fully executed. 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.

StopWaste.Org reserves the right to revoke any Award for which a contract is not executed, due to delays on the part of the Award recipient, within two (2) months of the Award. Funded projects must be initiated within three (3) months of execution of the contract or Award funds will revert back to StopWaste.Org, unless specific approval is granted by the StopWaste.Org staff for delays due to extenuating circumstances.

13. Contract Specifications

A standard contract or funding agreement will be entered into with each Award recipient. Several provisions included in a standard Recycling Board contract are summarized below.

- ***Records Retention and Access.*** The Contractor (Award recipient) is to maintain complete financial records to assure proper accounting of funds and contract performance for five years. The Contractor is to permit StopWaste.Org access to the premises, furnish program and fiscal information upon request, and provide access to the Contractor's records.
- ***Insurance Requirements.*** "During the life of the agreement, the Contractor is to maintain the following minimum insurance:

1. Comprehensive general liability insurance with a combined single limit for bodily injury and property damage of 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.
4. Personal liability insurance. The limit of liability shall be not less than \$1,000,000.

Upon request, Contractor shall submit to StopWaste.Org certificates of insurance for the policies listed above. The certificates shall provide that the insurer give written notice to the StopWaste.Org at least 10 days prior to cancellation of or any material changes in the policy.”

- **Acknowledgement of StopWaste.Org Support.** All publicity or promotional materials concerning the project during the term of the Agreement must be submitted to StopWaste.Org for review and approval prior to distribution. StopWaste.Org is to be acknowledged as a supporter in all such materials.
- **Payment and Reporting Schedule.** Funds must be used by the award recipient in accordance with the final budget on which the award was based. Any changes within the final budget, either before or after signing the contract, must be approved in advance by StopWaste.Org.

Expenditures will be reimbursed not more often than once a month. Ten percent of the total funds will be withheld pending submission of a final report. Under special circumstances, a significant percentage of the award funds may be released for start-up costs prior to receipt of invoices. Turnaround time for payment is approximately two to three weeks after an invoice has been received and approved by staff.

14. Monitoring Program

StopWaste.Org conducts an ongoing monitoring program designed to provide timely and pertinent information regarding the status and progress of funded projects. The monitoring process helps determine the progress that grant recipients have made toward achieving their grant objectives, provides a means for identifying problems which may need to be addressed, and assures fiscal accountability relative to the disbursement of public funds. In addition, project monitoring provides information that is useful in fine-tuning and modifying the StopWaste.Org's Award policies and procedures.

Project monitoring is accomplished through a variety of activities that may include site visits, phone interviews, third-party contacts and periodic progress reports. The extent, nature and implementation of monitoring activities are tailored to each project. Site visits are scheduled in advance with the Award recipient.

15. For More Information

StopWaste.Org encourages all businesses in Alameda County to consider using materials more efficiently and applying waste prevention practices that can benefit operations and improve the bottom line. For more information about waste prevention or the StopWaste Business Waste Prevention Fund Awards, call Justin Lehrer at (510) 891-6500, or send an e-mail message to partnership@stopwaste.org .

StopWaste Partnership Business Waste Prevention Fund

FORM A

Application Cover Page

Applicant Information

Applicant: _____

Type of Organization: corporation sole proprietorship partnership
 government agency other

Year Established: _____ Federal ID Number: _____

State and Date of Incorporation: _____

Address: _____

City, Zip Code: _____

Phone Number: _____ Fax Number: _____

Fiscal Agent (if applicable): _____

Contact Person for Project: _____ Phone Number: _____

Email Address: _____

Project Information

Project Name: _____

Amount Requested: \$ _____ Total Project Budget: \$ _____

Project Duration: _____

Project Service Area: _____

Other Participating Agencies/Organizations: _____

Certification

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 Awards application is submitted with the full knowledge and endorsement of the governing board of this organization which is empowered to enforce compliance with all contract conditions.

Signature(s): _____

Name and Title: _____

Date: _____

StopWaste Business Waste Prevention Fund

FORM B

Applicant's Statement of Qualifications

Applicant: _____

Additional pages/attachments may be used if additional space is needed to answer the following questions.

1. Number of years of experience applicant has had in providing the services or products described in this proposal, or related operations: _____

2. Number of years applicant has been in business under the present business name: _____

List related prior business names, if any, with location and time frame for each:

3. Is the company/agency currently in compliance with all local, state and federal permit, zoning and safety regulations? Yes No (If No, explain): _____

4. Within the past three years, has the company/agency been cited for any violations of local, state or federal permit, zoning or safety regulations? Yes No (If Yes, explain): _____

5. Are there currently any unpaid liens or judgments of any nature filed against the company or its principals? Yes No (If Yes, explain): _____

6. Are there any commitments, potential commitments or pending litigation which may impact assets, lines of credit or otherwise affect the applicant's ability to successfully complete the proposed project? Yes No (If Yes, explain): _____

7. Has the applicant failed or refused to complete any contract or grant award in the past three years? Yes No (If Yes, explain): _____

8. Does the company have a valid and current business license? Yes No
If Yes, from which jurisdiction? _____
License number and date of issue _____

9. Who administers your organization's fiscal system?
Name: _____ Phone: _____
Title: _____ Best time to call: _____

10. Indicate the accounting firm that prepares your organization's annual audit.
Name: _____ Phone: _____
Address: _____

11. Please indicate relevant key contracts and grants that you currently hold, and any others that have been completed in the last three years. Indicate name of grantor and contact person, services provided under contract, amount, and contract dates.

Applicant specifies that all answers and information provided above are complete and accurate. Applicant also agrees to allow the Agency to contact listed contractors for information relative to the applicant's performance, to run a credit check, and to provide the Agency with any other materials deemed necessary to fully determine the applicant's ability to perform the services proposed under this application.

Signature(s): _____

Name and Title: _____

Date: _____

Note: If more than one company/agency is collaborating in the service(s) to be provided, each participant must complete this form.

StopWaste Business Waste Prevention Fund

FORM C

Project Summary

Applicant: _____

Briefly describe the specific purpose for which you are requesting funds. Include project design, primary activities and anticipated outcomes.

Your response should be *single-spaced, minimum 10-point type and limited to the space allocated below*. Please elaborate on this summary in the Project Narrative.

StopWaste Business Waste Prevention Fund

FORM D

Project Budget and Budget Narrative

Applicant: _____

Provide a 12-month budget, unless your project is for less than one year. If allotted space is inadequate, an additional page may be attached, following the same format. Each of the budget items listed below must be supported by an explanation in the *Budget Narrative* section of this form.

Funding Request is for \$ _____ for ____ months. Total Project Budget \$ _____

Total Organization Budget: current FY \$ _____ Prior FY (actual) \$ _____

Request is _____ % of project budget, and _____ % of organizational budget

Organization operates on a: calendar year fiscal year. FY dates: _____

Personnel Expenses		Proposed Budget	Funding Request
Salaries and Wages			
Title	% time on project		
	%	\$	\$
	%	\$	\$
	%	\$	\$
	%	\$	\$
	%	\$	\$
Employee Benefits (% of salaries)	%	\$	\$
Consultants and Contract Services		\$	\$
Total Personnel Expenses		\$	\$

Non-Personnel Expenses	Proposed Budget	Funding Request
Space (rent, utilities, phones, maintenance)	\$	\$
Equipment (rental, lease, purchase, maintenance)	\$	\$
Supplies & Materials	\$	\$
Staff Travel/ Meetings	\$	\$
Insurance/Permit Fees/Licenses	\$	\$
Other Costs (explain in Budget Narrative):	\$	\$
Total Non-Personnel Expenses	\$	\$

Total Project Expenses	\$	\$
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Project Income

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

Earned Income (fees, sales, interest, contracts, etc.)	Amount	Committed	Anticipated
	\$		
	\$		
	\$		

Contributions (groups, individuals, events)	Amount	Committed	Anticipated
	\$		
	\$		
	\$		
	\$		

Grants and Contracts	Amount	Committed	Anticipated
	\$		
	\$		
	\$		

Other	Amount	Committed	Anticipated
	\$		
	\$		
	\$		

Total Project Income	\$		
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In-Kind Contributions

List in-kind and other non-cash contributions (volunteer services, materials, equipment, etc.) below. Please do not show them as income.

Budget prepared by: _____

Phone: _____

Budget Narrative

In the space below, please provide back-up detail for each of the **major** expense items in your project budget. It is not necessary to provide back-up detail for every listed expense. Indicate the applicable factors and the basis for allocating specific costs to the project where more detail than the previous pages is deemed necessary. You may also wish to explain any unusually large expenditures or any significant change in organizational revenues or expenses from one year to the next. Your response should be single-spaced, with a minimum 10-point type.

Project Narrative

Please provide detailed but concise responses to the following items relative to your organization and the proposed project. You should describe all the steps necessary to plan and implement the project, taking into account the requirements of this application. Use no more than *four double-sided, single spaced pages* 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. Indicate the qualifications of your organization to provide the proposed services and note any similar projects previously implemented by your group. Indicate your geographic area of operation.

2. Statement of Need

Identify the issue or need your project seeks to address. Focus on how you will utilize waste prevention strategies to address this need. Include any pertinent data that you have available to support your request.

3. Project Description

- a) Describe the project for which funds are requested, including program design and organization, specific tasks and activities, and essential equipment involved in implementation.
- b) Indicate program goals and outcome objectives. Objectives should relate to the *anticipated impact* of the project, and should be specific, realistic, timely and measurable.
- c) Define the targeted focus of your project, e.g. materials, waste generating activities or sectors. List all key quantitative data that will be tracked, and describe how this data will be gathered and recorded.
- d) If applicable, quantify the amount of material(s) that will be diverted from landfill and/or the amount and type of materials that will not need to be purchased due to the implementation of the proposed project.
- e) List the personnel, with position titles, who will work on the project. Indicate their relevant past experience and their primary responsibilities under this Award.
- f) List any applicable permits, licenses or insurance coverage which must be secured for this project.

4. Project Timeline

Present an implementation schedule for the project. Indicate probable starting and ending dates, significant milestones, and a realistic estimate of the time needed to complete the various tasks identified in the project description. Please allow sufficient time for unforeseen delays. You may use one additional sheet of paper if a chart or graph format would better represent the chronology, duration and interdependence of the required tasks.

5. Project Evaluation and Accountability

Obtaining quantitative data and project analysis is an important aspect of Business Waste Prevention Fund for StopWaste.Org. Indicate how program performance will be monitored and measured and how you will determine the success of the project in the following areas:

- a) Output - the amount and extent of work performed
- b) Outcomes - the desired impact of the project as stated in your program objectives

6. Cost Effectiveness

Briefly describe why the project is an efficient use of public funds and resources. Where applicable, state the estimated cost savings in solid waste diversion or use of materials, the extent of savings or economic activity generated through the use of waste prevention strategies, the number of jobs created by this project, etc.

7. Cooperative Efforts

Describe any cooperative or collaborative efforts with other organizations functioning in the targeted area or providing a similar service or product. List other project participants and indicate how resources are shared and service duplication avoided.

8. Long Term Self-Sufficiency

(for continuing/ongoing projects)

Discuss how the project will become financially viable and self-sustaining after the expiration of the current Award. How will future expenses be met? If the project is ongoing, or will be replicated elsewhere in the County, indicate if you anticipate requesting future support for this project from StopWaste.Org.

StopWaste Waste Prevention Fund Projects

Projects that received funding, lowered operating expenses, and prevented waste.

Waste Prevention in Real-Time

PeopleSoft installed four digital **multi-function units** (combination of printer, copier, and FAX) to replace 32 office machines, and added eight **duplexing modules** to existing printers. This pilot project will reveal the effectiveness of two different technologies for preventing paper waste. If implemented facility-wide, the project will prevent 44 tons of office paper waste and save \$400,000 a year, mainly in reduced office machine leasing costs.

A New Twist to Candy Manufacturing

American Licorice Company upgraded their production line by replacing an older inefficient drying system with a new spiral dryer. The old drying system didn't dry candy consistently. Imperfectly dried candy was scrapped. By uniformly drying candy the spiral dryer will eliminate 150 tons of candy-waste, reduce the amount of floor space necessary for the drying process, conserve energy, and cut costs by at least \$265,000 a year.

Efficient Plastic Film Manufacturing

Pechiney Plastic Packaging, Inc. uses a **re-pelletizer** to capture the plastic scrap from one production line and prepare it as the raw material for another product. This not only prevents 180 tons of plastic waste but reduces virgin material purchasing by \$200,000 a year.

Reusable Plastic Pallets

ANG Newspapers replaced disposable wooden pallets with **reusable plastic pallets** throughout their internal distribution system. This project eliminates 37 tons of wooden pallet waste and saves \$36,000 every year in pallet maintenance costs. The project improved the efficiency of ANG's distribution system by standardizing pallet size, and reduced the risk of accidents caused by broken pallets.

How Sweet it Is

Fleischmann's Yeast was using molasses as the fermentable sugar source in its yeast production. They identified and switched to a **more efficient sugar source** reducing the amount of feedstock

needed by 6 tons. In addition, this alternative sugar source was a waste sugar from a local food manufacturer; their supplier's waste became Fleischmann's feedstock.

Packaging Scrap Solution

When **Peerless Coffee** changed from packaging one size product to another, its old packaging machines had to be manually recalibrated. Throughout this calibration process, Mylar packaging flowed through the machines, ending up as waste. Peerless purchased **new packaging machinery** that can be calibrated electronically, preventing 9 tons of metalized Mylar packaging waste and saving \$100,000 each year in supply, labor, and disposal costs.

Clean and Green

Safeway switched from 55-gallon supply drums to a **bulk liquid storage tank** for cleaning solution. Buying cleanser in bulk gives Safeway a 15% price reduction, prevents the creation of 3 tons of plastic-drum waste a year, reduces spills and improves worker safety.

Paperless Office

The **East Bay Regional Park District** uses software to make business processes **paperless**, and to prevent the unnecessary printing and disposal of dated forms, publications, and letterhead.

Dry Hands, Low Costs

Alameda County Medical Center replaced multi-fold towels with **roll towel dispensers** in the restrooms at all three of its campuses. The project prevents 25 tons of paper towel waste a year and reduces labor required to refill the dispensers by 60%.

Reusable Cloth Gift-wrap

FabricWrap conducted a test market for **reusable cloth gift-wrap**. Approximately 467 tons of disposable paper gift-wrap is thrown out every year in Alameda County. FabricWrap's product provides an attractive reusable alternative that is competitively priced.

Other Waste Prevention Success Stories

Truckloads of Savings

New United Motors Manufacturing, Inc.

reduced cardboard consumption by 60% by purchasing, using and requiring suppliers to use **reusable shipping containers**. Almost all parts shipped to NUMMI are now transported in blue returnable containers, saving the company \$2.5 million and preventing 11,000 tons of waste a year.

Preventative Health Care

Many hospitals are reusing materials that were previously used once and thrown away. For Community Medical Center in Ocean County, New Jersey, reusing patient underpads prevented disposing of 630,000 pads per year and saved \$182,000. Pascack Valley Hospital in Bergen County, New Jersey saved \$50,000 per year by reusing patient care items, such as bedpans and basins. Switching to reusable sterilization containers saved still another \$50,000.

From Stretch Wrap to Rubber Bands

A manufacturer that moved boxed products from its production floor to its warehouse secured the loads by stretch-wrapping them to pallets. The stretch wrap was presenting operational and disposal difficulties, so the company purchased several hundred large rubber bands to replace it.

The new 3/4" x 92" bands can be used with standard 40" x 48" pallets. Easy to use, an operator can place two bands around the boxes in about 10 seconds. After transferring the boxes, the bands are removed and stored for reuse on the production line. The payback period for the new

system was a mere four days. Savings included reduced purchasing costs, reduced labor costs, reduced storage space, and avoided disposal costs. Employees find the bands easier to use, safer, and less time-consuming.

Target's Detrashing

Target's Softlines Detrashing program significantly reduced the company's packaging waste and cut labor costs. While the company saved \$45,000 in disposal costs in the first year alone, it saved \$4.5 million in labor costs. For every ton of packaging the company eliminated, it saved \$3,000 in labor costs and \$30 in disposal costs. The labor productivity benefits continue to be 100 times larger than the disposal savings.

More Cakes, Less Waste

As Just Desserts' business grew, it wanted to reduce its annual paper expenses and create a more efficient delivery system. Its cardboard boxes were used an average of only three times and because of oil stains, were not recycled.

The company switched to reusable plastic delivery trays, which can be used 350 to 400 times. The delivery trucks did not require retrofitting and the employees were pleased to find an increase in convenience. They found that the trays are easier to use; require less time to load, deliver, clean and store; and take up less storage space between uses. In addition, more product can be loaded into the delivery trucks and the number of baked goods broken during delivery has dropped.

StopWaste.Org would like to thank the California Integrated Waste Management Board, City and County of San Francisco, Community Environmental Council, New Jersey Department of Environmental Protection, and Source Reduction Forum of the National Recycling Coalition for these examples.