



# **Mini-Grant Program**

## **Application Packet Fiscal Year 2018-2019**

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## **Table of Contents**

Table Of Contents.....	2
Background.....	3
Eligibility Requirements And Project Criteria.....	3
Ineligible Uses Of Grant Funds .....	4
Grant Amount.....	4
Application Submittal Information .....	5
General Conditions.....	5
Evaluation Process.....	6
Evaluation Criteria.....	6
Grant Awards .....	6
Proposal Content And Organization .....	7
Form A: Application Cover Page .....	8
Form B - Project Summary & Narrative.....	10
Form C - Project Budget.....	13
Form D – Required Documents And Signatures.....	14

## **Background**

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StopWaste is a public agency responsible for reducing waste in Alameda County. The Agency is jointly governed by three boards; The Alameda County Waste Management Authority, The Alameda County Source Reduction and Recycling Board and the Energy Council.

The Alameda County Source Reduction and Recycling Initiative Charter Amendment (Measure D) was adopted by the voters in November 1990. Measure D sets forth countywide goals for the reduction and diversion of non-hazardous solid wastes from landfill, creates a framework for comprehensive source reduction and recycling programs, imposes a surcharge on landfilled wastes to fund these programs, and establishes a Source Reduction and Recycling Board (Recycling Board) to oversee the distribution of funds and the conduct of countywide programs.

This Mini-Grant Program was developed as a complement to the Alameda County Source Reduction and Recycling Board primary grants program. The Mini-Grant Program is designed to more effectively meet the needs of a wide variety of potential applicants who need access to a relatively small amount of money, within a brief period of time, for a specific and limited purpose. The Mini-Grant Program is looking for innovative projects which will increase individual and community involvement in source reduction efforts; decrease the amount of waste generated and sent to the County's landfills, and encourages the development, marketing and use of recycled products.

Applications will be accepted and evaluated on a "first come-first served basis" throughout the year. The minimum award amount is \$1,000 and the maximum is \$5,000.

For information on additional grant opportunities from StopWaste, please [visit our website](#).

## **Eligibility Requirements and Project Criteria**

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- Funding is available for private firms, non-profit organizations and individuals.
- Consistent with the goals of the [Agency's Strategic Plan](#) and [Alameda County Source Reduction and Recycling Plan](#) any proposed projects must be in the areas of source reduction, waste prevention, reuse, recycling or market development *and have an impact in Alameda County, California*. Funds may be used for the following project areas, with priority given to reuse/repair, upstream and food waste prevention projects:
  - A) Reuse / repair and projects that encompass [circular economy principals](#).
  - B) Project start-up costs such as materials, equipment, signage, etc.
  - C) One time educational outreach programs that promote source reduction, waste prevention, reuse, recycling and buy recycled in Alameda County, California. Educational projects should estimate outreach potential (number of people reached, behavior change impact, etc.)

- D) Waste prevention projects, projects of this type should be able to demonstrate the amounts/types of materials prevented from being generated.
- E) Waste diversion projects that directly divert materials from the waste stream through system changes or other process modifications. Waste diversion projects should calculate a cost per ton for implementation.
- F) Other focus areas may be considered, as approved by StopWaste staff.

- Proposals submitted must conclude within one year after project initiation. A final report is due at the conclusion of the project, and a mid-term progress report may be required.
- To be eligible for funding, proposed projects must be in compliance with all federal, state and local land use, regulatory and permit requirements; and must either be based in Alameda County, divert discarded materials generated in Alameda County, or involve educational campaigns targeting Alameda County residents or businesses.
- StopWaste Member Agencies are not eligible for funding.
- Applicants may only be awarded one grant per fiscal year and only one grant award may be open with any recipient at any given time.
- All projects, unless specified in the application, must have a cost per ton calculation.

## **Ineligible Uses of Grant Funds**

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

- Repayment of existing debt or pre-existing tax liens or obligations
- Payment of organizational overhead
- Legal fees
- Loan or bank fees
- Subsidization of existing contracts
- On-going staffing expenses
- Garbage and/or recycling collection costs

## **Grant Amount**

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The minimum Mini-Grant award is \$1,000, and the maximum is \$5,000. An applicant may not receive more than one grant per fiscal year.

## **Application Submittal Information**

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There is no deadline for the Mini-Grant Program applications and applications will be accepted year-round until funds have been fully disbursed. Applicants are strongly encouraged to review proposed project with staff prior to submittal. Please contact Meri Soll at 510/891-6500 or email her at [msoll@stopwaste.org](mailto:msoll@stopwaste.org).

Preference is for applications to be submitted electronically in a PDF format to [msoll@stopwaste.org](mailto:msoll@stopwaste.org). Exceptions can be made on a case by case basis.

Mini-Grant applications take approximately 4-8 weeks to process depending upon when they are received. If the project is approved for funding, the grant recipient will receive a funding agreement for signature.

Should the grant recipient fail to sign the agreement, provide proof of insurance coverage, sign or provide W-9 forms, within 60 days of notification of grant award, funding shall terminate. Implementation of the program/project identified in the application must start within 60 days of the fully executed contract notification, unless previously stated in the grant application, or the funds will revert to the Authority.

All costs incurred in the preparation of a proposal are the responsibility of the applicant.

## **General Conditions**

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All materials submitted become the property of StopWaste, 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.

For inquiries or clarification of this mini-grant Program, contact Meri Soll at (510) 891-6500 or via e-mail at [msoll@stopwaste.org](mailto:msoll@stopwaste.org).

## **Evaluation Process**

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Mini-Grant applications will be accepted until all of the funding for the current fiscal year has been disbursed. Proposals will be reviewed and evaluated by staff members. During the 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. However, an expression of interest by staff should not be construed as an indication of forthcoming grant approval.

## **Evaluation Criteria**

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All submitted proposals 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 and technically feasible. Projects that encompass reuse, repair, food waste prevention and/or circular economy principals will be given priority.
- 2) **Outcomes** - Objectives clearly stated, specific, realistic, and measurable.
- 3) **Organizational Capacity** - Management and staff qualified to implement project and achieve stated objectives.
- 4) **Financial Viability** - Organization demonstrates sound fiscal management; project budget is realistic and cost effective.
- 5) **Impact** - Extend of contribution to solid waste reduction and diversion in Alameda County; transferability of successful waste prevention/recycling tasks and strategies.
- 6) **Additional evaluation factors** - Assessment of proposals may also include consideration of such issues as geographic distribution of services, demographic diversity, extent of collaborative and community support and public education potential.

## **Grant Awards**

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All applicants will be notified of the results of the grant review process and the Agency decisions after the receipt of their proposals. For successful applicants, funds will be available for expenditure only after a funding agreement/contract between the Agency and the grantee is signed and fully executed, and required insurance coverage and W-9 forms are provided. The Agency will not be liable for any project costs incurred prior to the legal execution of the contract, unless mutually agreed upon in writing.

Should the grant recipient fail to sign the agreement, provide proof of insurance coverage, sign and provide W-9 forms, and implement the program within 60 days, unless previously stated in the grant application, funds will be de-obligated and revert back to StopWaste.

## **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.

- Form A:* Application Cover Page
- Form B:* Project Summary & Narrative
- Form C:* Project Budget
- Form D:* Required Documents & Signatures
- Governing Board roster, indicating officers, addresses and affiliations
- List of key project personnel involved in the project
- Letter(s) of support from project partners, if applicable
- Submittal of proof of insurance
- Proof of federal non-profit status (if applying as a non-profit) or proof of incorporation in California (if applying as a corporation)

## Form A: Application Cover Page

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### Applicant Information

Applicant: \_\_\_\_\_

Type of Organization:       Corporation       Sole Proprietorship       Partnership  
    Non-Profit       Other

Year Established: \_\_\_\_\_ Federal ID Number: \_\_\_\_\_

State and Date of Incorporation: \_\_\_\_\_

Address: \_\_\_\_\_

City, ZIP Code: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Project Information

Project Name: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Total Project Budget: \_\_\_\_\_

Total Organizational Budget: \_\_\_\_\_

Project Duration: \_\_\_\_\_ to: \_\_\_\_\_

Project Service Area: \_\_\_\_\_

Other Participating Agencies/Organizations: \_\_\_\_\_

**Project Type & Focus Area**

- Waste Prevention
- Reuse/Repair
- Recycling
- Compost/Organics
- Outreach/Education
- Other

Types and amounts of materials to be diverted from landfill: (if applicable)

**Outreach Strategy:** (if applicable)

Target Audience: \_\_\_\_\_

Outreach Message:

Outreach Activities:

Outreach Goal: *(how many people will be reached by your project?)*

## Form B - Project Summary & Narrative

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Applicant: \_\_\_\_\_

### Project Summary

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

### Project Narrative

#### 1. Agency or Business Overview

*Briefly describe the purpose and primary activities of your organization or business, your geographic area of operations and the primary sources of financial support for your organization.*

#### 2. Statement of Need

*Identify the issue or need your project will address.*

### **3. Project Description**

- a) *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 any applicable permits, licenses or insurance coverage which must be secured for this project.*

### **4. Project Evaluation and Accountability**

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

## 5. Cost Effectiveness

*Describe why the project is an efficient use of public funds and resources. How does your project impact the waste stream in Alameda County?*

## 6. Sustainability Plan

*How will your organization sustain the project once this funding is complete? Do you expect to generate any income with the project? If so, describe how these funds will perpetuate the project in the future.*

## Form C - Project Budget

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Applicant: \_\_\_\_\_

Funding Request is for \$ \_\_\_\_\_ for \_\_\_\_\_ months

Total Project Budget: \$ \_\_\_\_\_

Total Organizational Budget (current fiscal year): \$ \_\_\_\_\_

List all activities and costs associated with the funding request (maximum \$5,000)

Item	Cost
<b>Total</b>	<b>\$</b>

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.

Income type	Amount	Committed or Anticipated

Budget prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Form D – Required Documents and Signatures**

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### **1. Insurance Requirements**

It is a **requirement** of StopWaste that any individual or firm selected to receive a mini grant maintain the following minimum insurance during the term of the mini grant contract:

- A. 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 \$2,000,000.
- B. 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.
- C. Statutory workers' compensation and employer's liability insurance** as required by state law.

Applicant shall submit to StopWaste certificates of insurance for the policies listed above. The certificates shall provide that grantee give written notice to StopWaste 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.

*Depending up on the scope of services agreed under the terms of the contract, the following insurance coverage and forms may also be required:*

- D. Professional liability insurance:** The limit of liability shall be not less than \$1,000,000. (Depending on the scope of services agreed to under the terms of a contract, this requirement may be waived at the discretion of Agency staff.)

#### **E. Statement of Economic Interest**

The individual or firm's project manager may be required to submit a Statement of Economic Interest Form (Form 700) as required by the State Fair Political Practices Commission. For a copy of a Form 700, please see the California Fair Political Practices Commission website at <http://www.fppc.ca.gov>

### **3. Acknowledgment**

"All publicity or promotional materials concerning the Project, including press releases, feature stories, public service announcements, brochures and product literature produced during the term of this Agreement must be submitted to the StopWaste representative(s) for review and approval prior to distribution. StopWaste shall be acknowledged as a supporter in all aforementioned materials for the duration of this Agreement."

#### 4. Standard Funding Agreement

By submitting this application, you certify that:

- You have reviewed the Agency's standard funding agreement available on the [StopWaste website](#) and, if awarded funding, your organization will comply with all of the terms set forth in the funding agreement. You will not request any changes to the basic agreement, items 1 – 10, Exhibit B and Exhibit C
- You understand that Exhibit A of the funding agreement will be customized to the grant project in regards to scope of services, deliverables and time lines associated with funding request but that no other changes to the standard funding agreement will be made.
- You understand that failure to comply with any of these requirements will result in StopWaste's refusal to enter into a Grant contract with your organization.

#### 5. Certification

Your signature below indicates that you and your organization understands and will comply with StopWaste's insurance policy requirements and standard funding agreement and will submit a Statement of Economic Interest Form if requested by StopWaste staff

Your signature below certifies that the information contained in this proposal is true and accurate to the best of my knowledge and belief. You further certify that this grant application is submitted with the full knowledge and endorsement of the governing board of this organization that is empowered to enforce compliance with all contract conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_