



# **Grant Program Overview & Application Packet**

Fiscal Year 2017-2018

**DEADLINE:**

**Monday, March 19, 2018**

**5:00 PM**

StopWaste  
1537 Webster Street, Oakland, CA 94612  
(510) 891-6500 • [www.StopWaste.org](http://www.StopWaste.org)

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## Background

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StopWaste is a public agency responsible for reducing waste in Alameda County. We help local governments, businesses, schools, nonprofits and residents reduce waste through:

- Reuse, Source Reduction and Recycling programs,
- Market Development,
- Technical Assistance and Funding Support,
- Public Education.

We are governed jointly by three boards, the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council.

The Grants Program provides funding to organizations for innovative projects that will increase individual and community involvement in reuse, recovery, 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. The anticipated long-term benefits to Alameda County are protection of the environment, conservation of natural resources, extension of the life of the landfills, and the stimulation of economic activity through the growth of conservation-related practices.

## Funding and Focus Areas

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Proposed projects should complement the strategies laid out in the [Source Reduction and Recycling Plan](#) as well as the Agency's Guiding Principles which were developed to help reach the goals set forth in Agency's [Strategic Work Plan](#). Priority guiding principles include an emphasis on upstream activities such as waste prevention, reuse and repair over traditional discards. All applications are reviewed for consistency with these documents.

Funding for FY 17/18 Grants Program is limited, therefore the funding request for any of the focus areas listed below should not **exceed \$20,000**. Exceptions to the \$20,000 maximum funding may be available if proposed project is a new or a significant enhancement of an existing program with the potential for substantial waste reduction and diversion impacts in Alameda County. Applicant *must contact* Meri Soll at [msoll@stopwaste.org](mailto:msoll@stopwaste.org) or (510) 891-6500 to discuss a project proposal to request additional funds over \$20,000 **prior to submitting an application**. Projects requesting greater than \$20,000 will be scrutinized for significant impacts commensurate with the grant request.

Applicants are encouraged to review a [list of previously funded grants](#) to better understand the types and amounts of projects funded in the past five years.

In-depth descriptions for all FY 17/18 Grant Program Focus areas including project types and examples for each focus area can be found on the StopWaste website under the [Focus Area Overview](#). A brief synopsis for grant focus areas are listed below Applicants can request funding from only **ONE** of the following focus areas:

- **Reuse** – Projects that increase the recovery and reuse of materials that would otherwise be disposed in Alameda County landfills. Reuse is defined as using an item over again in its current form without significant processing that alters its materials structure. This grant focus area is dedicated to support reuse organizations in need of supplemental funding. Funding to be utilized for on-going expense such as staff salaries, operating costs, education and outreach activities. *(Focus area does not include food waste recovery, see Food Waste Reduction focus area)*
- **Food Waste Reduction** - Projects that prevent food from going to waste and/or recover edible surplus food to feed people.
- **Nonprofit / Municipal Partnership Projects** This partnership allows a nonprofit organization to work directly with an Alameda County city to design programs that align with StopWaste's priorities.
- **Waste Prevention/Source Reduction** – Defined as projects that reduce the amount of waste generated before recycling or composting activities.

Priority will be given to the above focus areas, however funding is available for other project types, listed below:

- **Recycling and Composting Based** – Projects that increase the recycling and composting of materials by nonprofit activities and projects.
- **Other** – Projects that do not correlate with the above categories but are related to Recycling and Strategic Workplan goals.

Generally, organizations with open grants will not be considered for funding until after the completion of their existing grant. Proposers with open grants from StopWaste who would like to apply for additional funding should contact their assigned grant manager prior to preparing an application for this grant cycle. Applicants who have been awarded grants in past years should not presume award of funding for every year.

## Eligibility Requirements

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To be eligible for funding, proposers:

- Must be in compliance with all federal, state and local land use, regulatory and permit requirements.
- Projects must not duplicate existing Agency programs or services.
- Projects must be based in Alameda County, divert discarded materials generated in Alameda County, or involve educational campaigns targeting Alameda County residents or businesses.
- Applicants must be a private nonprofit organization with federal, tax-exempt status under section 501(c). The single exception to this is for the Food Waste Reduction and Reuse grant focus areas, which have funding available for both for-profit and non-profit entities.

## Projects Not Eligible

- **Projects requesting less than \$5,000.** The Agency offers a Mini Grant funding program which offers funding to a wide variety of potential applicants (including for-profit entities) who need access to relatively small amounts of money (up to \$5,000) for a specific and limited purpose. Applications are accepted on a rolling basis and the program remains active until all funds have been dispersed for the fiscal year. Visit the [mini grants webpage](#) for more information.
- **Schools: Public and Private.** Public and for profit private schools are not eligible for funding through the Grants grant program. StopWaste has a dedicated schools program that includes a variety of resources to implement the 4Rs in schools. Contact Angelina Vergara at (510) 891-6500 for more information.

## Ineligible Uses of Grant Funds

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Grant funds through this program may not be used for the following purposes:

- Funding for any staffing position (full or part time) in excess of 50%.
- Repayment of existing debt or pre-existing tax liens or obligations.
- Payment of organizational overhead exceeding 15% of project budget.
- Legal fees.
- Loan or bank fees.
- Subsidization of existing contracts.
- Fines or penalties.
- Payment for any activities before contract execution.

## General Conditions

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Applicants will be expected to estimate the quantity of materials that will be recycled, reused, recovered, re-distributed or otherwise diverted. Education and outreach programs are expected to estimate the number of people educated through various means.

Applicants are encouraged to familiarize themselves with existing StopWaste programs and priorities before submitting applications. We are looking for projects that build upon existing efforts but that are not duplicative of current programs and projects. The [StopWaste website](#) and [Source Reduction and Recycling Plan](#) contain information on current programs conducted by the Agency.

Proposers are strongly encouraged to contact Meri Soll at (510) 891-6500 or [msoll@stopwaste.org](mailto:msoll@stopwaste.org) for more information on the program PRIOR to submitting an application. Food Waste Reduction grant requests should be directed to Cassie Bartholomew at [cbartholomew@stopwaste.org](mailto:cbartholomew@stopwaste.org).

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. 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.

This packet may be modified at any time during the application period and may, where necessary, allow applicants adequate time to submit additional requested information. StopWaste 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.

Each applicant understands that there is **no appeal process** for proposals that are not accepted for funding and that all decisions are final.

Any equipment funded at \$15,000 or more will be subject to a lien filed by the Recycling Board.

## Sustainability of Projects

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StopWaste aims to invest in projects that demonstrate a commitment to sustainability that do not rely on continuous ongoing support from the Grants funding source. In the application, projects are expected to demonstrate how funding to support the project from one or more of the following sources will be achieved:

- **Grants from private foundations, other public agencies, and businesses.** Include a realistic fundraising plan based on knowledge of these funding sources, priorities and their track records.
- **Absorption of the project into the overall budget of the organization,** becoming part of the core services delivered by the applicant organization.
- **Memberships, events, or group or individual contributions.** Include realistic assumptions, timelines, and experience with this type of fundraising.
- **Sale of a product or service.** Income from the proposed activity. Project needs to demonstrate realistic assumptions regarding quantities of units sold, pricing, timelines, and ability to deliver product or service and experience with the relevant markets.

## Evaluation Criteria

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Proposals are reviewed and evaluated on a competitive basis by StopWaste staff members. Outside experts may be consulted as needed. 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 conduct 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. Projects are reviewed using the following criteria:

1. **Project Conception** – Proposal is clear and comprehensible; project activities are well defined and technically feasible; milestones and timeline are realistic; project is innovative, non-duplicative of existing services, meets one or more of the target/focus areas, and complements one or more strategies from the Agency's Recycling and Strategic Plans or Guiding Principles/Priority focus areas.
2. **Outcomes/Measurement** - Objectives clearly stated, specific, realistic, and measurable through an identified methodology; project monitoring and evaluation strategies thoughtfully planned.
3. **Leadership and Organizational Capacity** –Management and staff are qualified to implement project and achieve stated objectives; facilities, equipment, resources, and community support are adequate and appropriate. Proposers without demonstrated project management experience should consider phased projects so that organizational capacity can be proven. *Organizational capacity is one of the most critical indicators of future project success.*
4. **Financial Viability** - Organization demonstrates sound fiscal management; project budget is realistic and appropriately leverages other resources; project is cost effective, financially feasible and sustainable; there is adequate oversight and accountability of project income and expenses.
5. **Impact** - Significant contribution to solid waste reduction and diversion in Alameda County; transferability of successful waste prevention/reuse/recycling tasks and strategies, economic development, public education or technical advancements; desirable and sustainable benefits.
6. **Business and Marketing Strategy** – Business plan and/or marketing strategy developed which supports the proposed project. Proposed products/services are clearly articulated, including targeted clients and strategies, markets and delivery strategy, promotion, and supply chain issues.

**Additional Evaluation Factors** - Assessment of proposals may also include consideration of such issues as innovation, geographic distribution of services, increased diversion, replicable, demographic diversity, extent of collaborative and community support, public education potential and matching funds.

## Grant Awards

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All applicants will be notified of the results of the grant review process and StopWaste decisions approximately two to three months after the receipt of their application. It can take up to a total of six months after submittal of an application for contract execution and start of project.

There is no appeals process for proposals that are not accepted for funding by staff and/or a StopWaste Board and all decisions are final.

For successful applicants, funds will be available for expenditure only after a funding agreement (contract) between StopWaste and the grantee is signed and fully executed. StopWaste will not be liable for any project costs incurred prior to the legal execution of the contract.

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

funds will revert back to StopWaste, unless specific approval is granted by staff for delays due to extenuating circumstances.

Refer to the funding agreement overview at [www.StopWaste.org/npgrants](http://www.StopWaste.org/npgrants) for more information on the awards process.

## **Contract Specifications**

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### **Contract Execution**

The project begins only after full execution of the contract by all parties. StopWaste will not pay for any project costs incurred before execution of the contract. Please review StopWaste's standard funding agreement at [www.stopwaste.org/grants](http://www.stopwaste.org/grants). This is the Agency's approved funding agreement. Only Exhibit A of the funding agreement can be customized to the grant project as it relates to scope of services, deliverables and time lines associated with funding request. Items 1- 10 and all other Exhibits (except Exhibit A) cannot be altered. No other changes to the standard funding agreement will be made. All contracts tie grant disbursements to deliverables and performance measures. A standard contract or funding agreement will be entered into by both parties following the grant award.

### **Payment and Reporting Schedule**

Funds must be used by the grantee in accordance to funding agreement payment and deliverables schedule. Any changes to budget or deliverables must be approved in advance by StopWaste.

Expenditures will be reimbursed not more often than once a month with submittal of invoices and supporting documentation identified in funding agreement. A minimum of ten percent of the total funds will be withheld pending submission of a Final Report. Under special circumstances, a significant percentage of grant funds may be released for start-up costs prior to receipt of invoices.

Turnaround time for payment is approximately four weeks after an invoice has been received and approved. Payment requests greater than \$10,000 may take an additional two weeks to process. A schedule for Progress Report submittals will be established as part of funding agreement in consultation with StopWaste staff.

## **Monitoring Program**

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StopWaste 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 grantees 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 StopWaste's grant making 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 grantee.



## Application Process

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### Step 1: Complete and Submit Application

Applicants initiate the process by contacting Meri Soll at (510) 891-6500 (or Cassie Bartholomew for Food Waste Reduction grant questions) in order to ensure proposed grant funding activities are in alignment with program goals and requirements.

- Submissions should be made as a SINGLE PDF file and sent directly via email to [npgrants@stopwaste.org](mailto:npgrants@stopwaste.org) using the Subject Line: 2018 Grant Application. Links to external download sources for application materials will not be accepted. Email submissions will generate an auto response stating that the email has been received by our system. PDF file size must not be more than 10 Megabytes (MB).
- If unable to submit PDF and supporting documents electronically, you may submit a hardcopy of your application. All materials are to be printed double-sided on 8 1/2" x 11" recycled content paper. Do not use plastic covers.
- All hard copy proposals must be stapled, pages must be numbered consecutively in the order outlined under "Proposal Content and Organization." Oversized documents (e.g., financial statements, brochures) may be attached at the end of the proposal.
- All costs incurred in the preparation of a proposal are the responsibility of the applicant. To maintain a fair competitive basis, grant applications shall not include bindings, folders, and expensive papers or elaborate artwork
- **Submit application on or before Monday, March 19, 2018 no later than 5pm. Any applications received after 5:00 p.m. on March 19, 2018 - either electronically or mailed hard copy - will not be accepted.**
- Incomplete applications will not be considered.
- Faxed responses will not be accepted.

### Step 2: Internal Review

StopWaste staff will conduct an internal review of applications. Staff may request additional information, clarification on application content, and/or a site visit. Outside experts may be consulted as needed. The internal review will consist of a determination of the proposed project's alignment with the Agency's goals, targets, grant performance objectives, and evaluative criteria as follows:

- Funding Priorities
- Sustainability Goals
- Funding Preferences
- Project Conception and Organizational Capacity
- Eligibility Requirements

### **Step 3: Approval Process**

At the conclusion of the internal evaluation process, staff will recommend specific grants for funding. Recommended grants under \$50,000 will be processed administratively under the Executive Director's signing authority. Funding requests greater than \$50,000 will be brought to the Recycling Board for approval. The Recycling Board may approve funding or deny the application due to insufficient alignment with one or more of the Recycling Board's goals, targets, grant performance objectives, and evaluative criteria.

The Recycling Board makes the final decision as to whether to fund projects greater than \$50,000.

There is no appeals process for proposals that are not accepted for funding by the Recycling Board and/or the Executive Director, and the decisions are final.

### **Step 4: Contract Execution**

The project begins only after full execution of the contract by all parties. StopWaste will not pay for any project costs incurred before execution of the contract. Please review the [Grant Program Overview](#) for details on contract requirements and details.

All contracts tie grant disbursements to deliverables and performance measures.

### **Step 5: Ongoing Performance Reporting**

A grant manager will be assigned to each grantee to monitor schedule, project implementation and deliverable timetable and is available as a resource to the grantee.

Please note: The grant approval process can take up to six months from application to contract execution. Proposers should allow adequate time for the application review and approval process when planning projects.

## Proposal Content and Organization

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### Applicant's Check List

A complete grant proposal must include all of the following forms and supporting documents to be eligible for consideration. Use this list to ensure all items have been submitted.

#### 1. Application Forms:

- Form A: Application Cover Page
- Form B: Applicant's Statement of Qualifications
- Form C: Project Description
- Form D: Project Background, 3 double-sided, single-spaced pages maximum
- Form E: Project Budget (<http://www.stopwaste.org/resource/grant-budget-template>)
- Form F: Required Documents
- Form G: Certification & Signature

#### 2. Financial Documentation

- Tax Return
- Last fiscal year AND most current fiscal year-to-date financial documents:
  - CPA prepared financial statements (audited, reviewed, or compiled)

**OR**

  - Internally prepared financial statements, to include, at a minimum:
    - Statement of Financial Position (Balance Sheet)
    - Statement of Activities (Profit and Loss)
    - Statement of Functional Revenue & Expenses (if available)
- Proof of 501 (c) status, including incorporation date
 

**OR** Business License, if applying for funding and NOT a nonprofit entity

#### 3. Additional Documentation

- Letters of Support or Memorandum of Understanding from each outside organization that is a project participant

## FORM A - Application Cover Page

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### 1. Applicant Information

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

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

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

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

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

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

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

How did you hear about the grants program? \_\_\_\_\_

### 2. Project Information

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

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

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

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

Project Status:      New      Expansion      Ongoing

*\*As stated in the Funding and Focus Area section of the application (page 4) pre-approval for funding requests greater than \$20,000 is required. Contact Meri Soll at [msoll@stopwaste.org](mailto:msoll@stopwaste.org) or (510) 891-6500 for any projects requesting greater than \$20,000.*

In-depth descriptions for all FY 17/18 Grant Program Focus areas including project types and examples for each focus area can be found on the StopWaste website under the [Focus Area Overview](#)

Select ONE project focus area:

- Reuse (except food recovery)
- Food Waste Reduction
- Nonprofit/Municipal Partnership Project
- Waste Prevention/Source Reduction
- Recycling or Composting
- Other \_\_\_\_\_

**FORM A - Application Cover Page (continued)**

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**3. Project Summary**

Briefly summarize (in 50 words or less) the specific purpose for which are you requesting funds:

## FORM B - Applicant's Statement of Qualifications

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Applicant \_\_\_\_\_

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

1. Number of year's applicant has been operating under the present business name: \_\_\_\_\_
  
2. Is the organization currently in compliance with all local, state and federal permit, zoning and safety regulations?  
 Yes  
 No (explain): \_\_\_\_\_
  
3. Within the past three years, has the organization been cited for any violations of local, state or federal Permit, zoning or safety regulations?  
 No  
 Yes (explain): \_\_\_\_\_
  
4. Are there currently any unpaid liens or judgments of any nature filed against the company or it is Principals?  
 No  
 Yes (explain): \_\_\_\_\_
  
5. Are there any commitments, potential commitments or pending litigation, which may affect assets, lines of credit or otherwise affect the applicant's ability to successfully complete the proposed project?  
 No  
 Yes (explain): \_\_\_\_\_
  
6. Has the applicant failed to or refused to complete any contract or grant award in the past three years?  
 No  
 Yes (explain): \_\_\_\_\_
  
7. Does the company have a valid and current business license?  
 No  
 Yes (Jurisdiction, License Number & Date of Issue): \_\_\_\_\_

**FORM B - Applicant's Statement of Qualifications (continued)**

8. Who administers your organization's fiscal system?

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

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

9. Indicate the accounting firm that prepares your organization's annual audit:

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

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

Please indicate relevant key contracts and grants that you currently hold, and any others that have been completed in the last three years.

Name of Grantor, Contact Person and Phone Number	Services Provided Under Contract	Amount	Contract Dates

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

## **FORM C - Project Description**

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Describe the specific purpose for which you are requesting funds. Your response should be single-spaced, minimum 11-point type and limited to two pages, double sided.

- Include project design and organization, primary activities and essential equipment involved. For applicants who are past grantees seeking additional grant funding, please describe how outcomes or performance measures build on previous accomplishments.
- Indicate overall goals of the project, and the anticipated impact of the project. Goals should be specific, realistic, timely, and measurable.
- Define the target focus of your project, including materials, waste generating sectors, and populations.
- Describe additional benefits of your proposed project such as workforce development, job creation, youth development, education, and/or community involvement.



## FORM D - Project Background

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Please provide detailed but concise responses to the following items relative to your organization and the proposed project. Use no more than three double-sided, single spaced pages (i.e. three sheets of paper, six sides), with the sections sequentially numbered and titled as indicated below.

1. **Agency or Business Overview** - Briefly describe the history, 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 operations, community providing services to and the primary sources of financial support for your organization.
2. **Statement of Need** - Identify the issue or need your project seeks to address. Include available data relative to these unmet or underserved needs in the area or sectors targeted. List any similar projects, either locally or elsewhere that you know of.
3. **Diversions**
  - a. Quantify the amount and types of material(s) that will be diverted from landfill.
  - b. Explain the methodology by which you will measure diversion, e.g., use of scales, counts of containers or materials, software, estimated waste based on volume, etc.
  - c. For education based projects, include audience and number of people expected to be reached due to outreach efforts.

*For Food, Waste Reduction Grants, also include:*

- d. If operating for profit food service, indicate number of meals served daily.
  - e. If operating and organization that recovers food to feed people, indicate number of people and/or meals served daily.
4. **Project Operations**
  - a. List the personnel, with position titles, who will work on the project. Indicate their relevant past experience and their primary responsibilities under this grant.
  - b. List any applicable permits or licenses needed for project activities.
5. **Project Monitoring** - Indicate how program performance will be monitored and measured and how you will determine the success of the project.
6. **Cost Effectiveness** - Describe why the project is an efficient use of public funds and resources. Where applicable, state the estimated cost savings in solid waste diversion, the extent of economic activity generated through the use or manufacture of recycled products, the savings realized through a reuse program, 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. Submit letters of support and/or Memorandum of Understanding for any partner organizations participating in the project.
8. **Long Term Self-Sufficiency** - Discuss how the project will become financially viable and self-sustaining after the expiration of the current grant. How will future expenses be met? E.g., fee for services/products or funding from other organizations.

# FORM E - Project Budget

## Project Budget

All applicants must utilize standard budget form that shows the proposed project is cost-effective, leverages other resources (matching grants, in-kind support, service fees, sales, etc) and includes a reasonable, itemized budget that includes a description of each line item that is greater than 10% of the requested grant funds.

Download here:

<http://www.stopwaste.org/resource/grant-budget-template>

StopWaste Grants Application: Project and Organization Budgets			
Applicant:			
ASSETS/INCOME	Project Budget	Current Year Organization Budget	Comments/Explanation for line items greater than 10% of project budget
Service Fees			
Product Sales			
Other Earned Revenue			
Contributions / Donations			
Grants - other			
Loans received			
Applicant's funds			
Other			
<b>TOTAL ASSETS/INCOME</b>	\$ -	\$ -	
EXPENSES	Grant Request	Project Budget	Current Year Organization Budget
<b>Personnel</b>			
Staff (flat position)			
Staff (flat position)			
Staff (flat position)			
FSA Taxes & Work Comp.			
Benefits			
Consultant/Contractors			
<b>Total Personnel Costs</b>	\$ -	\$ -	\$ -
<b>Non-Personnel</b>			
Lease/Mortgage			
Operation Expenses			
Utilities			
Printing & Reproduction			
Advertising & Promo			
Equipment			
Supplies & Materials			
Vehicle expense			
Insurance			
Loan pymts. (Prin. & Int.)			
Other expenses			
Other expenses			
<b>Total Non-Personnel</b>	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	\$ -	\$ -	\$ -

## FORM F - Required Documents

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### 1. Insurance Requirements

It is a requirement of StopWaste that any individual or organization selected to receive grant funding maintain the following minimum insurance during the term of the Grant contract. As part of the application, grantee shall submit to StopWaste certificates of insurance for the policies listed below. The certificates shall provide that the grantee give written notice to StopWaste at least 10 days prior to cancellation of or any material change in the policy.

- **REQUIRED: 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.
- **REQUIRED: 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.
- **REQUIRED: Statutory workers' compensation and employer's liability insurance** as required by state law.
- **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.)

(Under special circumstances, exceptions may be made to the minimum insurance requirements, but only upon prior agreement by StopWaste).

### 2. Statement of Economic Interest

The individual or organization'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. Standard Funding Agreement

By submitting this application, you certify that:

- You have reviewed the Agency's standard funding agreement available at [www.stopwaste.org/grants](http://www.stopwaste.org/grants) 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.

## FORM G – Certification and Signatures

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I certify my 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.

Additionally, 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 full knowledge and endorsement of the governing board of this organization that is empowered to enforce compliance with all contract conditions.

Signature(s): \_\_\_\_\_

Name and Title: \_\_\_\_\_

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

### Application Submission Directions

- Submissions should be made as a SINGLE PDF file and sent directly via email to [npgrants@stopwaste.org](mailto:npgrants@stopwaste.org) using the Subject Line: *2018 Grant Application*. Links to external download sources for application materials will not be accepted. Email submissions will generate an auto response stating that the email has been received by our system. PDF file size must not be more than 10MB.
- If unable to submit PDF and supporting documents electronically, you may submit a hardcopy of your application. All materials are to be printed double-sided on 8 1/2" x 11" recycled content paper. Do not use plastic covers.
- Incomplete applications will not be considered.
- Faxed responses will not be accepted.
- **Any applications received after 5:00 p.m. on March 19, 2018 - either electronically or mailed hard copy - will not be accepted.**

Submit completed electronic application and all supporting documents to:

[npgrants@stopwaste.org](mailto:npgrants@stopwaste.org) with subject line: *2018 Grant Application*

OR

Submit hard copy applications to:

StopWaste  
Attn: Meri Soll  
1537 Webster Street  
Oakland, CA 94612