



Waste Prevention Grant Program INFORMATION PACKET

DEADLINE:

Friday February 25, 2022

Applications must be received by 5:00 PM

StopWaste
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About StopWaste

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

- Prevention, Reuse, Compost, 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.

StopWaste Grants Program

StopWaste is currently accepting applications with a due date of **Friday, February 25, 2022** with total of \$700,000 in available funding for nonprofits, businesses, and institutions. Grants are aimed at increasing individual, business, and community involvement in the prevention of waste in Alameda County. Proposed projects must be located in and/or serve the residents and/or businesses of Alameda County.

There are five specific focus areas for the 2022 StopWaste grants program:

- [Reuse and Repair](#)
- [Reusable Foodware Infrastructure and Services](#)
- [Food Waste Prevention and Recovery](#)
- [Surplus Food Donation Equipment](#)
- [Reusable Transport Packaging](#)

Applicants may only submit ONE grant application for ONE focus area.

Click on each grant focus area link above to learn more about the goals, eligibility and StopWaste staff contact for each grant focus area to identify the one category that will best fit your proposed project.

Informational Webinar: January 20th, 2022 at 4:00PM ([Register Here](#))

Applicants **are strongly encouraged to consult** StopWaste [staff](#) for assistance on determining the most suitable focus area to apply for. StopWaste staff will hold office hours every Friday from 11 am-1 pm starting January 14th thru February 18th 2022; individual appointments for up to one half hour with staff can be booked [here](#).

PLEASE NOTE: Applicants with open StopWaste grants must check with their grant manager to assess eligibility for additional funding.

GRANT TIMELINE OVERVIEW:

- **Grants Open:** January 5, 2022
- **Informational Webinar:** January 20th, 2022 at 4:00PM ([Register Here](#))
- **Grant Applications Due:** February 25, 2022
- **Grantees Announced:** April 11, 2022
- **Grant Funding Agreements Executed:** June 1, 2022

Examples of Successful Previous Grantees

CIVICORPS | Reuse and Repair Focus Area

Civcorps is a West Oakland based nonprofit whose mission is to re-engage young adults, ages 18-26, to earn a high school diploma, gain job skills, and pursue college. Grant award provided funds to pay 50% of internship wages for Civcorps members to learn computer refurbishment skills. Internships are through a partnership with Tech Exchange computer refurbishment center. *Read more [here](#).*



Daily Bowl | Food Waste Reduction Focus Area

Daily Bowl has gleaned over 1 million pounds of surplus edible food to date, redistributing it to non-profits in the Tri-City area of Fremont, Union City, and Newark that serve low-income and vulnerable populations. *Read more [here](#).*



Sparkl Reusables | Reusable Foodware Infrastructure and Services Focus Area

Sparkl Reusables, in partnership with Spectrum Community Services, replaced disposable foodware with durable, reusable containers and tote bags to serve hundreds of hot meals daily to seniors at pick-up sites throughout Alameda County. With the help of a StopWaste grant, Sparkl purchased inventory, set up operations, and trained staff for the collection, cleaning and redistribution of the reusable foodware. Read more [here](#).



Tri-Valley Haven for Women | Surplus Food Donation Equipment Focus Area

Grant award provided funds to purchase a commercial refrigerator/freezer unit which helped Tri-Valley Haven for Women increase the amount of surplus edible food they were able to store and distribute, serving over 8,000 households and recovering nearly 70,000 pounds of food during the grant term.



Full Belly Farm | Reusable Transport Packaging Focus Area

Full Belly Farm grows seasonal organic produce and delivers directly to dozens of restaurants, markets, and residential member pickup sites throughout Alameda County. With help from a StopWaste grant, Full Belly Farm purchased 2,000 stackable plastic totes to eliminate the recurring purchase of waxed cardboard boxes for transporting produce. The reusables prevent more than 8,000 waxed cardboard boxes from going to landfill and save the farm over \$14,000 in avoided cardboard purchases annually.



Application Conditions

ELIGIBLE PROJECTS/APPLICANTS MUST:

- Be based in Alameda County, divert discarded materials generated in Alameda County, or involve educational campaigns targeting Alameda County residents or businesses.
- ONLY SUBMIT ONE APPLICATION TO ONE grant focus area.
- Be either a nonprofit or business with a valid 501(c)3 and/or business license.
- Contact StopWaste grant manager PRIOR to submitting an application if they **have a current open** grant with StopWaste.
- Receive prior approval from StopWaste staff if planning to utilize a **Fiscal Sponsor**. Please review fiscal sponsor definition [here](#) and contact Msoll@stopwaste.org for more authorization to utilize a Fiscal Sponsor for proposed project.
- Be in compliance with all federal, state and local land use, regulatory, and permit requirements.
- Not duplicate existing StopWaste programs/services, including research and planning projects/reports. Review [StopWaste's Annual budget](#) document that includes details on all Agency current programs and services.
- Estimate the quantity of materials that will be reused, recovered, re-distributed, or otherwise diverted. Education and outreach projects are expected to estimate the number of people educated.

- Applicant has sufficient suitable space, infrastructure and power supply to make immediate use of requested equipment upon award of funds.
- Have matching funds available if the proposed project budget exceeds the funding requested from this grant request.
- Maintain insurance that meets Agency minimum criteria, link [here](#); sample documentation available [here](#). **Reusable Transport Equipment and Surplus Food Donation equipment grants are **excluded** from this requirement.*

APPLICANTS /ACTIVITIES NOT ELIGIBLE FOR GRANT FUNDING:

- Public or private schools **are not eligible** for grant funding. Exceptions may be made for School Districts on a case-by-case basis; please contact Meri Soll at msoll@stopwaste.org to discuss proposed projects involving School Districts.
- Municipalities and Sanitary Districts **are not eligible** for funding. For any questions regarding eligibility, please contact Meri Soll at msoll@stopwaste.org.
- Recycling and/or composting based projects and related supplies **are not eligible** (this includes purchase of bins for compost/recycling or garbage). Please see our free food scrap bin program for businesses and multifamily properties [here](#).
- Funding for any staffing position (full or part time) **in excess** of 50% of the budgeted position.
- Subsidization of existing contracts.
- Payments for:
 - Labor to install/upgrade facility for requested equipment award
 - Organizational overhead exceeding 15% of project budget.
 - Activities conducted before contract execution.
 - Legal fees, fines, or penalties.

Proposal Evaluation Criteria

The proposal evaluation criteria below were created to align with the Agency's [Guiding Principles](#). Please take a moment to review the aims and principles to better understand the goals of StopWaste.

Projects are reviewed using the following criteria:

1. **Project Conception and Technical Feasibility**– Proposal is clear and comprehensible; project activities are well defined and technically feasible to implement; milestones and timeline are realistic; resources to implement project are available; project is innovative, non-duplicative of existing Agency projects, programs and services.
2. **Outcomes/Measurement/Impact** - Objectives clearly stated, specific, realistic, and measurable through an identified methodology; activities are clearly defined; project monitoring and

evaluation strategies thoughtfully planned. Proposed project offers a significant contribution to reuse and recovery programs and infrastructure in Alameda County; transferability of successful waste prevention/reuse tasks and strategies. Economic development, public education or technical advancements due to funding.

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. Applicant has demonstrated commitment and readiness to implement the project. *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. **Alignment with Agency Aims of Equity and Partnership** - Proposed project aligns with or supports the Agency’s Aims and goals. Projects that address equity and other Aims will be prioritized.
 - a. **Equity:** Organizations and businesses with ties to the community and address their pressing needs as well as women- and BIPOC-owned and operated entities are priorities for the Agency.
 - b. **Partnerships:** Partners are a direct recipient of the proposed project and participate in project activities that are new or an expansion of existing programs/services. If project includes partnership, applicant clearly identifies partners, their specific roles and deliverables for the project as well as provides letters of support from each identified partner.
6. **Business and Marketing Strategy** – Business plan and/or marketing strategy developed which supports the proposed project (if applicable). Proposed products/services are clearly articulated, including targeted audience and strategies, markets and delivery strategy, promotion, and supply chain issues.

Priority given to applicants with strong proposals who have not received funding in the past .

Proposals are reviewed and evaluated on a competitive basis within in each focus area by StopWaste staff members. Outside experts may be consulted as needed. During the review process, program staff may contact the applicant for additional information, 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.

Project Budget

All applicants must use our [standard budget form](#) that shows the proposed project includes a reasonable itemized budget and leverages other resources (matching grants, in-kind support, service fees, sales, etc.)

*Reusable Grant Packaging and Surplus Food Donation Equipment grant applicants **are exempt** from this requirement as those applications have their own budget.*

If the proposed grant request is only a portion of what the applicant needs to implement the project, the applicant must list the additional funds needed to complete the project and the source of those funds in the standard budget form.

General Conditions

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.

Resale of equipment purchased with grant funding is prohibited without prior approval from Grant Manager.

Insurance Requirements

It is a requirement of StopWaste that any business, individual or organization selected to receive grant funding maintain the following minimum insurance during the term of the Grant contract.

*** Reusable Grant Packaging and Surplus Food Donation Equipment grant applicants are exempt from these insurance requirements.*

As part of the application, applicant must submit certificates of insurance for the policies listed below.

An example of what to include in your application PDF is provided in [Appendix A](#). 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 \$1,000,000, though \$2,000,000

is preferred. \$2,000,000 is required for equipment grants and grants that expose StopWaste to liability. StopWaste may be able to add funds to grant to increase coverage to acceptable levels.

- **REQUIRED: Automobile bodily injury and property damage liability insurance** covering owned, non-owned, rented, and hired cars if ANY driving is being done related to the grant. 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.

PLEASE NOTE: If an applicant does not currently maintain insurance that meets the Agency's requirements, ***a submittal of a current insurance quote that meets these requirements will suffice for application purposes only***. Any applicant selected for grant funding must procure insurance that meets the above requirements. Cost to bring insurance coverage up to required minimums can be included as part of grant budget included as a line item. Under special circumstances, exceptions may be made to the minimum insurance requirements, but only upon prior agreement by StopWaste.

Please visit www.stopwaste.org/grants for grant applications and details regarding application process.

Application Submission Overview

- **Completed application packets are due by 5:00 p.m. on February 25, 2022.**
 - Application and Submittal details are provided in each [focus area](#) grant application.
 - The application submittal process includes uploading an application AND additional data via the StopWaste Grant Submissions Portal.
 - Please take the time to familiarize yourself with the [application and submittal portal](#) and required documentation submissions and formats well before the deadline.
 - Accessing and uploading documents and data takes additional time to complete, **applicants should plan on spending at least thirty minutes to complete the application upload process.**

The Submissions Portal shuts down promptly at 5:00 p.m. on February 25, 2022, *submissions that are in process will be aborted.*

