



Waste Prevention Grant Program
INFORMATION and CONDITIONS PACKET

APPLICATION DEADLINE:

Friday March 3, 2023

StopWaste
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About StopWaste

StopWaste (Agency) is a public agency responsible for reducing waste in Alameda County. 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.

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.

StopWaste Grants Program

StopWaste is currently accepting applications with a due date of **Friday, March 3, 2023** with total of \$1,100,000 in 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 six specific grant categories for the 2023 StopWaste grants program:

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

Click on each grant type link above to learn more about the goals, eligibility and StopWaste staff contact for each grant type to identify the one category that will best fit your proposed project. Applicants may only submit **ONE grant application to ONE grant category per year.**

Applicants **are strongly encouraged to consult** StopWaste [staff](#) for assistance in determining the most suitable grant type to apply for. StopWaste staff will hold office hours every Friday from 11 am-1 pm starting January 14th thru February 28th, 2023; individual appointments for up to one half hour with staff can be booked [here](#).

GRANT TIMELINE OVERVIEW:

- **Grants Open:** January 12, 2023
- **Informational Webinar:** January 31st, 2023, at 4:00PM ([Register Here](#))
- **Grant Applications Due:** March 3, 2023
- **Grant Awards Announced:** May 19, 2023
- **Grant Funding Agreements Executed:** June 30, 2023

APPLICANTS /ELIGIBLE PROJECTS:

- Focus on waste prevention, reuse, or recovery of food, goods, and materials.
- Be based in Alameda County or recover materials generated in Alameda County
- Submit ONE grant application to one grant category per year.
- Be either a nonprofit, business or institution with a valid 501(c)3 and/or business license.
- Compliant with all federal, state, and local land use, regulatory, and permit requirements.
- Have sufficient suitable space, infrastructure, and power supply to make immediate use of requested equipment upon award of funds.
- Have secured additional funding to execute proposed project if the total cost of your proposed project budget exceeds the requested funding amount.
- Received prior approval from StopWaste staff if planning to utilize a **Fiscal Sponsor**. Please review fiscal sponsor definition [here](#) and contact swgrants@stopwaste.org for authorization to utilize a Fiscal Sponsor for proposed project.
- Contacted StopWaste grant manager PRIOR to submitting an application if they **have a current open** grant with StopWaste.
- Maintains insurance (or obtained a cost estimate) that meets Agency minimum criteria, review insurance requirements [here](#); **Reusable Transport Equipment and Surplus Food Donation equipment grants are **excluded** from this requirement.*

APPLICANTS /NON-ELIGIBLE GRANT ACTIVITIES

- For most grant categories, individual schools are not eligible to receive grant funding directly, but projects that affect a School District are eligible. Businesses and nonprofits are encouraged to create partnerships with schools and school districts to implement a project. Contact the grant category [staff contact](#) to assess if your proposed project that involves a school district would be eligible for funding. A letter of support from the school district administrator and/or school department will be required.
- Municipalities and Sanitary Districts are not eligible for funding.
- 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) **more than** 50% of the budgeted position.
- Applicant cannot use grant funds to subsidize existing contracts, repayment of existing debt or pre-existing tax liens or obligations, payment of organizational overhead exceeding 15% of project budget, legal, loan or bank fees, fines, or penalties. Payment for any activities before contract execution will not be covered by grant funding.
- Requests to purchase vehicles, trucks, or vans will not be considered for funding in the following categories: Food Waste Prevention & Recovery, Surplus Food Donation Equipment, and Community Food Systems.
- For any questions regarding eligibility, please contact swgrants@stopwaste.org

Proposal Evaluation and Criteria

Proposals are reviewed and evaluated competitively within each grant type by StopWaste staff members. Outside experts may be consulted as needed. During the review process, program staff may contact the applicant for more information and elect to interview applicants or conduct a site visit before 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 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 and non-duplicative of existing Agency projects, programs and/or services. Proposal is clearly articulated, includes targeted audience and strategies to reach intended audience. Proposal addresses markets and supply chain issues.
2. **Outcomes/Measurement/Impact:** Objectives clearly stated, specific, realistic, and measurable through an identified methodology; project monitoring and evaluation strategies thoughtfully planned. The 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 will be attained by 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 for proposed project. The 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. **a. Equity:** Organizations and businesses with proposed projects that ties to their community's pressing needs. Equity considerations include but not limited to: communities served (including diverse and/or historically underserved populations), increasing access to supportive services and products and job training/job creation opportunities. The Agency seeks to support entities that are women and/or BIPOC (Black, Indigenous, People of Color) owned or operated.
 - b. Partnerships:** The applicant clearly identifies partners, their roles, and deliverables for the project, and provides letters of support from each identified partner. Proposal articulates how fostering cooperation and resource sharing between groups the proposed partnership creates a stronger and more effective project.

New Applicants: Priority will be given to applicants with strong proposals who have not received funding in the past.

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.

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

Applicant will review all the terms in the standard funding agreement. If selected for award, applicant understands that Exhibit A of the funding agreement will be customized to the grant project regarding the scope of services, deliverables, and timelines associated with funding request but that no other changes to the standard funding agreement will be made. You will not request any changes to the basic agreement, items 1 – 10, Exhibits B and C.

Exceptions: *Reusable Transport Packaging and Surplus Food Donation Equipment grant applicants will review and comply with the [Equipment Funding Agreement](#) and [Terms and Conditions](#).*

If selected for grant award, 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. You will be notified if you are required to complete this form upon award of funding – you **do not** need to complete it as part of the application process.

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

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.

Project Budget

All applicants* are required to utilize the [standard budget form](#) that shows the proposed project includes a reasonable itemized budget. Include funding that leverages other resources (matching grants, in-kind support, service fees, sales, etc.). See Appendix B for a completed sample budget.

**Reusable Transport Packaging and Surplus Food Donation Equipment grant applicants have a separate budget form embedded in the application and will not need to complete this budget form.*

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.

Grant Funding **cannot** be used to pay for:

- Payment for any activities before contract execution.
- Labor to install/upgrade facility for requested equipment award,
- Repayment of existing debt or pre-existing tax liens or obligations.
- Payment of organizational overhead exceeding 15% of project budget.
- Legal, loan or bank fees.
- Subsidization of existing contracts.
- Fines or penalties.

Insurance Requirements

StopWaste requires that any business, individual or organization selected to receive grant funding maintain the following minimum insurance during the Grant contract term.

As part of the application, applicants 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 gives 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 grants that expose StopWaste to liability.
- **IF driving will occur as part of proposed project: 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.
- **If the entity has paid employees (Contractors not considered employees) 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. The cost to purchase or 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.

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

**The StopWaste Grants Application website shuts down at 11:59pm
on Friday March 3, 2023
*Submissions in process will be aborted.***

Appendix B – Sample Budget

ORGANIZATION NAME: Reusable Foodware Company

1. GRANT FUNDS REQUESTED FROM STOPWASTE		
Complete budget for requested grant funds using line items below. Edit line items as they relate to your proposed budget.		
	Amount Requested	Notes
PERSONNEL EXPENSES		
<i>Include % time and role on grant project in this column below. Note that requested funds must be less than 50% of employee's yearly salary (contractors excluded).</i>		
Outreach Coordinator	\$5,000	Outreach coordinator, 10% of position's time will be spent on this project. Activities include outreach to 500 cafes to secure pilot participants.
Inventory Manager	\$2,000	10% of staff time on inventory control of reusable foodware items including sourcing/ordering/storing/and distributing.
Executive Director	\$2,000	Executive Director oversight: 5% of time.
Consultant/Contractors	\$1,000	Jack's Graphic Design studio. Create social media and outreach materials to recruit pilot participation.
Total Personnel Costs	\$10,000	
NON-PERSONNEL EXPENSES		
<i>Include brief descriptions of line item budget requests in column below.</i>		
Operational Expenses	\$1,000	Costs for 6 months of small storage unit for reusable foodware
Printing & Reproduction	\$1,000	Print 750 pamphlets for outreach materials.
Equipment	\$7,500	Purchase reusable foodware for pilot project. See details in equipment budget detail
Vehicle Expense	\$500	Costs to conduct outreach in vehicle: gas, insurance, maintenance.
Total Non-Personnel Costs	\$10,000	
Total Grant Funds Requested	\$20,000	

2: ADDITIONAL FUNDING REQUIRED		
Provide details in rows below describing total funds needed to execute project as well as the source of those additional funds. Add rows as needed.		
Activity/Expense	Additional Funds Needed	Source of Additional Funds
Outreach coordinator time	\$6,000	in-kind support
Inventory control staff time	\$2,000	in-kind support
Jack's Graphic Design Studio outreach	\$2,000	in-kind support
Vehicle expense	\$500	in-kind support
Reusable foodware equipment	\$5,000	in-kind support
Total Additional Funds Needed	\$15,500	
TOTAL PROJECT BUDGET	\$35,500	

3. RELEVANT GRANTS/CONTRACTS/ADDITIONAL FUNDING		
Please include all relevant grants that your entity either currently holds or anticipates receiving. Add rows as needed.		
Funding Source	Amount	Grantor/Contract Provider Name
City of Henson	\$20,000	Provide reusable foodware for City Council meetings, awarded 12/2022 for 1 year
Heritage Festival	\$10,000	Pilot reusable cup service at large outdoor music festival in fall of 2021, awarded
Altamont AEB	\$25,000	We have applied to the Altamont Advisory Board Grant program to pilot reusable foodware in 2 local school districts, award notification in May 2023.
Total Relevant Grants/Contracts	\$55,000	

4. EQUIPMENT BUDGET DETAIL		
If equipment purchases are a line item in Section 1 of this budget, include a brief description and cost for all equipment intended to be purchased with grant funds. Add rows as needed.		
Equipment	Cost	Equipment Description and Function
Reusable cups	\$3,000	Purchase 1200 reusable to-go cups at \$2.50 for cafes
Reusable clamshells	\$3,000	Purchase 500 reusable clamshells at \$5 each for cafes
Return Kiosks	\$1,500	Purchase 6 return kiosks for collection points in cafes
Total Equipment Budget	\$7,500	Total should match the amount listed for "Equipment" in Section 1 (Row 27)

Examples of Successful Previous Grantees

CIVICORPS | Reuse and Repair Grant Type

Civicorps 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 Civicorps 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 Grant Type

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 Grant Type

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 Grant Type

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 70,000 pounds of food during the grant term.



Full Belly Farm | Reusable Transport Packaging Grant Type

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.

