



**Waste Prevention Grant Program**  
**INFORMATION and CONDITIONS PACKET**

**APPLICATION DEADLINE:**

**Thursday March 14, 2024 at 5:00 pm**

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

## **Table of Contents**

---

About StopWaste .....	3
StopWaste Grants Program .....	3
Proposal Evaluation and Criteria.....	5
Project Budget.....	6
Insurance Requirements .....	7
Appendix A – Example of Insurance Documentation .....	8
Appendix B – Sample Budget.....	9
Examples of Successful Previous Grantees .....	10

## **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 **Thursday, March 14, 2024** with a total of \$1,130,000 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 2024 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 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**. Applicants **are strongly encouraged to consult** StopWaste [staff](#) for assistance in determining the most suitable grant type to apply for. Schedule an appointment to talk with StopWaste staff [here](#).

### **GRANT TIMELINE OVERVIEW:**

- **Grants Open:** January 15, 2024
- **Grant Applications Due:** March 14, 2024
- **Grant Awards Announced:** May 17, 2024

**The StopWaste Grants Application website shuts down  
at 5:00 pm on March 14, 2024  
*Submissions in process will be aborted.***

## SUMMARY OF ELIGIBLE APPLICANTS/PROJECTS:

- Focus on waste prevention, reuse, or recovery of food, goods, and materials.
- Based in Alameda County or recover materials generated in Alameda County.
- Submit ONE grant application.
- Be either a nonprofit, business, school district or institution with a valid 501(c) 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 (for equipment grants).
- 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](mailto: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 Packaging 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. 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](mailto:swgrants@stopwaste.org)

## Proposal Evaluation and Criteria

---

Proposals are reviewed and evaluated competitively within each grant category 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 and includes target audience and strategies to reach intended audience. Proposal addresses markets and supply chain issues when applicable.
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. (Diversity of types and scopes of projects will be taken into consideration as not all projects can be self-sustaining at the end of the grant term).
5. **Equity and Partnerships:** StopWaste strives to support projects and organizations that serve communities, hold social and racial equity as an element of their work as well as incorporates partnerships into proposed projects.
  - 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
  - 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 the proposed partnership entities 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.

Applicants selected for grant award from this solicitation must sign a grant agreement within 45 days of the application being approved. Lack of an executed funding agreement within this time frame will result in grant funds returned to the grant funding pool and made available for other grantees (exceptions may be made by the program director).

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**. Selected applicants 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.

Under special but rare circumstances, StopWaste may consider grant awards for larger than maximum allowable amounts should they be highly impactful to the Agency's mission.

## **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.
- More than 50% of a staff person's salary (contractors excluded).

## **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 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 larger grants.
- ***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 Equipment and Surplus Food Donation Equipment grant applicants are exempt from these insurance requirements.*

## Appendix A – Example of Insurance Documentation

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>			DATE (MMDDYYYY)		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
<b>PRODUCER</b> Insurance Agency, Inc. 123 Main Street Small Town, CA 94111				<b>CONTACT NAME:</b> PHONE (AG, No. Ext): _____ FAX (AG, No): _____ E-MAIL ADDRESS: _____			
<b>INSURED</b> Contractors, Inc. 456 Main Street Small Town, CA 94111				<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>	
				INSURER A: ABC Company			
				INSURER B: DEF Company			
				INSURER C: GHI Company			
				INSURER D: JKL Company			
				INSURER E:			
				INSURER F:			
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MMDDYYYY)	POLICY EXP (MMDDYYYY)	LIMITS
A	GENERAL LIABILITY	X	X	ABC123	01/01/13	01/01/14	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (E-a occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMPROP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY	X	X	ABC456	01/01/13	01/01/14	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB			DEF123	01/01/13	01/01/14	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 5,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						\$
	DED <input type="checkbox"/> RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		X	GHI123	01/01/13	01/01/14	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability			JKL123	01/01/13	01/01/14	\$1,000,000 Each Claim \$2,000,000 Aggregate
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)							
JOB #: 500 / PROJECT #: 200-371							
Additional insured - "Alameda County Source Reduction and Recycling Board, Alameda County Waste Management Authority and Energy Council".							
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>			
City of Industry 15625 East Stafford Street Industry, CA 91744				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE			
© 1988-2010 ACORD CORPORATION. All rights reserved.							
ACORD 25 (2010/05)		The ACORD name and logo are registered marks of ACORD					
Effective Contractual Risk Transfer Without the Hassles			Page 6 of 13				



## 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
<b>PERSONNEL EXPENSES</b>		
<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.
<b>Total Personnel Costs</b>	<b>\$10,000</b>	
<b>NON-PERSONNEL EXPENSES</b>		
<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.
<b>Total Non-Personnel Costs</b>	<b>\$10,000</b>	
<b>Total Grant Funds Requested</b>	<b>\$20,000</b>	

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
<b>Total Additional Funds Needed</b>	<b>\$15,500</b>	
<b>TOTAL PROJECT BUDGET</b>	<b>\$35,500</b>	

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.
<b>Total Relevant Grants/Contracts</b>	<b>\$55,000</b>	

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
<b>Total Equipment Budget</b>	<b>\$7,500</b>	Total should match the amount listed for "Equipment" in Section 1 (Row 27)

## Examples of Successful Previous Grantees

### **CIVICORPS | Reuse and Repair Grant**

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**

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

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

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

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.



### Goodness Village | Community Food Systems Grant

Goodness Village in Livermore is a tiny home community for people transitioning out of chronic homelessness. With a Community Food Systems grant from StopWaste, the nonprofit funded equipment to store and process recovered, surplus food to feed the Village, as well as a program to teach residents to make jams, preserves, and other upcycled food products. These will be sold to the larger local community, with proceeds coming back to support Goodness Village.

