



GRANTS TO NONPROFITS

Program Overview & Application Packet

Fiscal Year 2016-2017

DEADLINE:

Monday, April 10, 2017

5:00 PM

StopWaste
1537 Webster Street, Oakland, CA 94612
P: (510) 891-6500 F: 510/893-2308

stopwaste.org

StopWaste is governed jointly by three Boards, the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council.

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Background

The Grants to Nonprofits (GNP) Program provides funding to nonprofit organizations for innovative projects that will increase individual and community involvement in 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 recycling-related practices.

The Grants to Nonprofits Program aligns closely with two significant Agency documents. The first document: Vision 2010: 75% and Beyond - [Source Reduction and Recycling Plan](#) (Recycling Plan) adopted by the Recycling Board in 2003. The second guidance document is the Agency's recently developed [Strategic Work Plan](#). All applications are reviewed for consistency with these documents.

Eligibility Requirements

To be eligible for GNP funding, proposers:

- Must be a private nonprofit organization with federal, tax-exempt status under section 501(c).
- 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.

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 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 [mini grants webpage](#) for more information.
- **Schools: Public and Private.** Public and for profit private schools are not eligible for funding through the GNP grant program. StopWaste has a dedicated schools program called irecycle@school. Visit www.irecycleATschool.org for a variety of resources to implement the 4Rs in schools. Contact Mark Spencer at 510/891-6500 for more information.

Funding Priorities

Funding priorities for the Grants to Nonprofits Program for this fiscal year cycle are as follows:

- **Nonprofit / Municipal Partnership Projects**

These projects require close cooperation between the nonprofit and the department within the municipality responsible for recycling programs. This partnership would require that the nonprofit organization work directly with municipal staff to design programs that address the areas below.

- Increasing capture rates of existing reuse and recycling programs, including food scrap recycling. All grant applications for this focus area require the signature of either the City Manager or Assistant City Manager.

The following project types may be proposed by the nonprofit individually, and should complement the strategies laid out in the - [Source Reduction and Recycling Plan](#) and the [Strategic Work Plan](#).

- **Reuse** – Projects that increase the reuse of materials that would otherwise be disposed in Alameda County landfills.

PLEASE NOTE: A Reuse Operating Grant Fund is available for reuse projects in need of funding for staff salaries and supplies related to promotions, educational and outreach programs and/or collection improvements - \$15,000 maximum request. Information and applications available at: <http://www.stopwaste.org/recycling/business/grants-to-non-profits>

- **Recycling Based Businesses** – Projects that increase the recycling of materials by nonprofit businesses.
- **Food Waste Prevention** – Projects that work directly with organizations to reduce the amount of food wasted at site.
- **Other** – Projects that do not correlate with the above categories but are related to Recycling and Strategic Workplan goals.

Priority material types are: construction and demolition materials, food waste, yard waste, unpainted wood, paper, cardboard, and film plastic.

The StopWaste website has a [list of previously funded grants](#) available for download.

General Conditions

Funding has been authorized for this grant cycle for the current fiscal year, concluding on June 30, 2017. While no maximum per project award amounts have been set, grants are typically expected to be between \$25,000 and \$65,000. Proposals requesting higher levels of funding will be scrutinized for significant impacts commensurate with the grant request.

Applicants will be expected to estimate the quantity of materials that will be recycled, reused, or otherwise diverted. Education 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 Recycling and Strategic Workplan 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 for more information on the program.

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 appeals 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

The Recycling Board aims to invest in projects that demonstrate a commitment to sustainability that do not rely on continuous ongoing support from the Grants to Nonprofits 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.

Funding Preferences

Activities that are new or significant “enhancements” of existing projects are preferred projects. Projects that have been funded by the GNP program in the past are not suitable projects for additional funding unless there is a substantial shift in project activities and/or scope.

- Projects that demonstrate sustainability.
- Projects that can demonstrate a quantifiable reduction in materials going to a landfill, with results that can be monitored and measured.
- Education and outreach projects that promote long term behavior change that support one or more of the goals/targets as outlined in both the Vision 2010: 75% and Beyond - [Source Reduction and Recycling Plan](#) (Recycling Plan) Agency’s recently developed [Strategic Work Plan](#)
- Projects in which the proposer can leverage other funds, for example matching funds

Proposers with open grants from this agency should contact their assigned grant manager prior to preparing an application for this grant cycle. Generally, organizations with open grants will not be considered for funding until after the completion of their existing grant.

Ineligible Uses of Grant Funds

Recycling Board 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%.
- General operating support.
- 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.

Evaluation Criteria

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 do a site visit prior to making a funding recommendation. However, an expression of interest by staff should not be construed as an indication of forthcoming grant approval. 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 both the Agency’s Recycling and Strategic Plans.
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** – Board of Director leadership is demonstrated, 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/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, demographic diversity, extent of collaborative and community support, public education potential and matching funds.

Grant Awards

All applicants will be notified of the results of the grant review process and StopWaste decisions approximately two to four 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 the Recycling Board and all decisions are final.

For successful applicants, funds will be available for expenditure only after a funding agreement (contract) between StopWaste (Recycling Board) 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 for more information on the awards process.

Monitoring Program

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 the grantee.

Contract Specifications

Contract Execution

The project begins only after full execution of the contract by all parties. The Recycling Board 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. 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. Following are key excerpts from the standard contract used by StopWaste (Recycling Board):

Records Retention and Access

- **Retention of Records.** "Until the expiration of five years after the final grant disbursement pursuant to this agreement, Grantee shall make available to the Grantor or any party designated by the Grantor, upon written request by Grantor, this agreement, and such books, documents and records of Grantee (and any books, documents, and records of any Grantee contractor(s)) that are necessary (i) to certify that Grantee is or was qualified to receive grant funds under this agreement for the entire time that Grantee made use of such funds or property acquired with such funds, (ii) to determine the reasonable cost of work or other activities carried out by

Grantee or its contractors with grant funds under this agreement, (iii) to evaluate whether or not Grantee is performing or has performed as required under this agreement, and (iv) to evaluate the Grantee's business or other activities to confirm Grantee's ability to perform as required under this Agreement."

Payment and Reporting Schedule

Funds must be used by the grantee in accordance with the final budget on which the grant was based. Any changes within the final budget, either before or after signing the contract, must be approved in advance by StopWaste.

Expenditures will be reimbursed not more often than once a month with receipt of invoices and detail of expenses. 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 by staff. Payment requests greater than \$10,000 may take an additional two weeks to process. A schedule for Progress Report submittals will be established in consultation with StopWaste staff.

Application Process

Step 1: Application

Applicants initiate the process by contacting Meri Soll at 510/891-6500 (press 5 for receptionist to transfer call) 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 using the Subject Line: Grants to Nonprofits 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, unless otherwise noted, are to be printed on 8 1/2" x 11" recycled content paper. Applicants must use double-sided copies for photocopied materials. The original proposal may be printed single-sided. Do not use plastic covers.
- All hard copy proposals must be stapled and 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, April 10, 2017 no later than 5pm

Mail hard copies of application and supporting documentation to:

Meri Soll
StopWaste
1537 Webster Street
Oakland, CA 94612

Please note the following:

- Incomplete applications will not be considered.
- Faxed responses will not be accepted.
- Any applications received after 5:00 p.m. on April 10, 2017 - either electronically or mailed hard copy - will not be accepted.

Step 2: Internal Review

Recycling Board 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 Recycling Board's goals, targets, grant performance objectives, and evaluative criteria as follows:

- Funding Priorities
- Sustainability Goals
- Eligibility Requirements
- Funding Preferences
- Evaluation Criteria listed on page 6 including Project Conception and Organizational Capacity

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. The Recycling Board will not pay for any project costs incurred before execution of the contract.

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

Applicant's Check List

A complete grant proposal must include all of the following forms and supporting documents to be eligible for consideration.

1. One original electronic proposal (if submitting hard copies, include 2 copies for documents A- H):

- Form A: Application Cover Page
- Form B: Applicant's Statement of Qualifications
- Form C: Project Summary
- Form D: Project Background, 3 double-sided, single-spaced pages maximum
- Form E: Deliverables and Timeline
- Form F: Project Budget
- Form G: Budget Narrative
- Form H: Insurance statement , Statement of Economic Interest and Funding Agreement sign off

2. Letters of Support or Memorandum of Understanding from each project participant

3. Current Financial Documents (one copy only):

- Proof of 501 (c) status, including incorporation date
- Tax Return

4. Financial statements as follows (one copy only):

Last fiscal year AND most current fiscal year to date:

- 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)

5. Insurance Requirements

It is a requirement of the Recycling Board that any grantee maintain the following minimum insurance during the term of the contract. All applicants must submit current Acord (or similar) insurance certificates for the following insurance policies:

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

FORM A - Application Cover Page

Applicant Information

Applicant: _____

Year Established: _____ Federal ID Number: _____

State and Date of Incorporation: _____

Address: _____

City, ZIP Code: _____

Website: _____

Contact Person: _____ Position: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Project Information

Project Name: _____

Amount Requested: _____ Total Project Budget: _____

Total Organizational Budget: _____

Project Duration: _____ to: _____

Project Status: New Ongoing

Project Type: Nonprofit/Municipal Partnership Project

Reuse (describe): _____

Recycling-Based Business

Food Waste Prevention

Other (describe): _____

Material Type:

- Food Waste
- Unpainted Wood
- Yard Waste
- Cardboard
- Film Plastics
- Paper (specify type): _____
- Other (describe): _____

Other Participating Agencies/Organizations:

How did you hear about the Grant Program?

FORM B - Applicant’s Statement of Qualifications

Applicant _____

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

1. Number of years of experience applicant has had in providing the services or products described in this proposal, or related operations: _____

2. Number of years applicant has been in business under the present business name: _____
List related prior business names, if any, with location and time frame for each:

3. Is the company/agency currently in compliance with all local, state and federal permit, zoning and safety regulations?
 Yes
 No (explain): _____

4. Within the past three years, has the company/agency been cited for any violations of local, state or federal Permit, zoning or safety regulations?
 No
 Yes (explain): _____

5. Are there currently any unpaid liens or judgments of any nature filed against the company or its Principals?
 No
 Yes (explain): _____

6. Are there any commitments, potential commitments or pending litigation which may impact assets, lines of credit or otherwise affect the applicant’s ability to successfully complete the proposed project?
 No
 Yes (explain): _____

7. Has the applicant failed to or refused to complete any contract or grant award in the past three years?
 No
 Yes (explain): _____

8. Does the company have a valid and current business license?

No

Yes (Jurisdiction, License Number & Date of Issue): _____

9. Who administers your organization's fiscal system?

Name: _____ Phone: _____

Title: _____ Email: _____

10. 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 RFP.

Certification

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 which is empowered to enforce compliance with all contract conditions.

Signature(s): _____

Name and Title: _____

Date: _____

Note: If more than one company/agency is collaborating in the service(s) to be provided, each participant must complete this form.

Nonprofit – Municipal Partnership Applications*

Signature(s): _____

Name and Title: _____

Municipality: _____

Date: _____

*Requires signature of City Manager or Assistant City Manager

FORM C - Project Summary

Generally describe the specific purpose for which you are requesting funds. your response should be single-spaced, minimum 10-point type and limited to two pages, double sided.

- Include project design and organization, primary activities and essential equipment involved.
- 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.

FORM D - Project Background

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 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 or assessment 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. **Diversion**
 - a. Quantify the amount 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, 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.
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,
 - c. licenses or insurance coverage that must be secured for this project.
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.
8. **Long Term Self-Sufficiency** (For continuing/ongoing projects) - 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 Deliverables and Timeline

Outline project activities below. Please be as specific as possible, and include sub-activities where relevant. Always include quantifiable outcomes and diversion, when possible. Please refer to the Sample Project Deliverables and Timeline on the following page for guidance on completing this form. The activities listed in the sample are examples only.

Activity	Date	Quantifiable Outcome	Diversion (if applicable)

FORM F - Project Budget and Budget Narrative

Project Budget

All applicants must use this standard budget form provided. You can download the excel spreadsheet [from the StopWaste website](#) Contact Meri Soll at 510/891-6500 if unable to download file.

FORM G - Insurance, Statement of Economic Interest and Standard Funding Agreement

Please sign and return the statement below to indicate that you and your organization understands and will comply with StopWaste’s insurance policy requirements, standard funding agreement and will submit a Statement of Economic Interest Form if requested by StopWaste staff.

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).

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>

Review and Acceptance of Standard Funding Agreement

I have reviewed the Agency’s standard funding agreement available at www.stopwaste.org/grants and, if awarded funding, the organization will comply with all of the terms set forth in the funding agreement. I will not request any changes to the basic agreement, items 1 – 10, Exhibit B and Exhibit C. I 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.

I understand that failure to comply with any of these requirements will result in StopWaste's refusal to enter into a Grant contract with my firm.

Signature(s): _____

Name and Title: _____

Date: _____

FORM H - SAMPLE Project Deliverables and Timeline

Deliverables and Timeline for Green Waste Recycling Project

Activity	Timeline	Quantifiable Outcome	Diversion (if applicable)
Operations			
Purchase equipment to chip mixed plant debris	Month 1	Equipment purchase	
Provide assessment of chipper	Month 6 and 12	Report describing equipment performance, reliability, ease of transportation, material processing capacity, chip quality, etc.	
Track and report hours of equipment use	Monthly	Report – develop spreadsheet that tracks and reports the number of hours and locations equipment is used.	
Plant Debris Recycling			
Primary activity of grant will be to provide chipping of green waste materials to residences in Alameda County for reuse on site.	Ongoing	Provide residences with an opportunity to reuse wood chips on site.	
Reuse 100 tons of plant debris from Alameda County residences	Starting Month 3	Reused 100 tons of material	100 Tons
Track dates, location and volume of plant debris collected for chipping	Monthly	Outline dates and locations materials chipped, volumes collected as well as any problems handling, distributing or using materials.	
Periodically weigh 5 gallons of materials for average weights	Month 2, 5, 9 and 12	For use in reporting of tonnages diverted. Average weight chart will be developed from various locations using a variety of materials to develop an average weight, which can be used to effectively determine diversion tonnage.	
Tracking of Diverted Materials			
Chipped waste reused as mulch at 40 residences	By month 12	Reuse of materials	
Develop assessment tool to see whether chips accumulated from chipper will keep up with the demand for reuse applications	Every other month	Provides StopWaste with information on demand for these types of services/products	
Maintain compliance with appropriate waste management agencies regarding storage of plant debris.	Ongoing		
Sales and Marketing			
Develop marketing materials for chipping and mulching services	Month 4	Marketing Brochure – will provide StopWaste with a copy of all materials	
Develop outreach plan to target residences in Alameda County for chipping and mulching services	Month 5	Outreach Plan – will provide StopWaste with a copy of all materials	
Report the number of clients as well as client list to StopWaste	Month 12	Report on residences using services/products	

FORM I - SAMPLE Budget Narrative

LINE ITEM EXPLANATIONS

1. **Service Fees** - We expect to sell 200 hours of mulching and chipping services at \$100 per hour for a total of \$20,000 in revenue. We have contracts lined up for 75 hours, and we've got strong leads on another 75 hours. Our sales and marketing program is expected to generate another 50 hours of payable services. These calculations allow for some pricing reductions as we become more familiar with the new equipment and new line of services.
2. **Product Sales** - We expect to sell \$8,000 worth of chipped materials to residences. We plan on selling \$200 worth of mulch to 40 clients over the course of 12 months.
3. **Grant funding** - Please see project summary.
4. **Loans Received** - We have a secured loan in the amount of \$20,000 with First Bank USA to cover additional expenses for the green waste recycling project not covered by grant application. Expenses include building of an off-site storage facility for new equipment as well as other expenses related to the purchase and storage of the new equipment.
5. **Applicant's fund** - This project has received \$20,000 in support from the organization's general budget. An additional \$28,000 will be committed if grant funding received.
6. **Staff Expenses** - Executive Director: 10% of the Executive Director's time will be spent managing the two full time staff positions dedicated to this project.
 - a. Full time position #1: Sales and Marketing Manager – this position is dedicated 100% to the promotion of the green recycling services and products project. (Funding request is less than 50% for each of the two full time staff salaries)
 - b. Full time position #2: Operations Manager – this full time position is dedicated to the operation of the new equipment and the new service line described in project summary.
7. **Consultant/Contractors** - We have identified a graphic artist who will be providing consulting services in developing marketing and promotional materials.
8. **Rent** - We're allocating \$4,000 in rent to this project due to the extra space the chipper will utilize.
9. **Advertising and Promotion** - \$4,000 is to cover a portion of the costs of advertising the new line of services and products available including printing and distributing brochures and flyers.
10. **Equipment** - The \$28,500 chipper is an ABC Brand model 432-A. Used chippers are less expensive up front, but more expensive over a five-year time frame, due to maintenance costs, and the new model comes with a service warranty. We expect the chipper to last 8 years.
11. **Other Cash outflows** - Uniforms, safety equipment, drinking water, etc.
12. **In Kind Contributions** - Web Design has agreed to build our web site for free and maintain it for two years.

Submit completed electronic applications
and all supporting documents to: npgrants@stopwaste.org

OR

Submit hard copy applications to:

Meri Soll
StopWaste
1537 Webster Street
Oakland, CA 94612
Phone: 510/891-6500

DEADLINE:

Monday, April 10 2017 NO LATER than 5:00 pm.