

2008-2009

GUIDELINES

**Seattle Public Utilities
Waste Prevention & Recycling Matching Grant**

For projects starting in 2008, applications are due by
5 PM Wednesday, October 8, 2008

For projects starting in 2009, applications are due by
5 PM Wednesday, November 5, 2008

Grant Overview

Seattle Public Utilities (SPU) is offering matching grants to businesses, non-profits, hunger agencies, schools, community groups, and other organizations and individuals interested in making a difference in the community by increasing waste prevention and recycling in Seattle.

The Waste Prevention & Recycling Matching Grant was established in 2008 through RESOLUTION 30990. Examples of potential projects include business waste prevention, food recovery projects, community outreach, school recycling pilot projects, sustainable landscaping, green building, market development and expansion, greening events and product stewardship. Projects must be completed within 12 months of the project start date.

PROGRAM GOALS:

- Reduce the amount of solid waste generated in Seattle.
- Increase the amount of materials being reused, recycled or composted instead of going to the landfill.
- Build and fund partnerships between the City of Seattle and the community and businesses around waste prevention and recycling.

FUNDING:

- Grant awards range from **\$2,000** to **\$25,000**. Award recipients will receive funds on a reimbursement basis.
- Projects require a **1/2:1** match (.50 cents value of match for every dollar awarded by the City). Please see *Funding & Matching Requirements* on page 4 for details.

CONTACT INFORMATION:

- For questions and advice on project ideas and applications, please contact Veronica Fincher at veronica.fischer@seattle.gov or (206) 233-2534.
- Download the application, budget and match exemption forms from SPU's web site: http://www.seattle.gov/util/About_SPU/Management/SPU_&_the_Environment/SPU01_003926.asp

Eligibility Requirements

APPLICANT ELIGIBILITY:

- Businesses
- Hunger agencies
- Non-profit organizations
- Community & neighborhood groups
- Schools, colleges & universities
- Religious organizations
- Youth programs
- Individuals age 18 or over

LOCATION ELIGIBILITY:

Projects must occur within Seattle City Limits or have a direct impact on Seattle's waste stream. For a map of the City Limits, visit <http://clerk.ci.seattle.wa.us/~public/nmaps/fullcity.htm> or call (206) 684-8850 to speak with a City staff member.

PROJECT ELIGIBILITY:

To be eligible, projects must:

1. Reduce the amount of materials going into the landfill through Seattle's solid waste system

AND

2. Have positive impacts on communities (e.g. create new jobs and economic resources, provide community education, etc.)

AND

3. Meet one or both of the following conditions:
 - Have sustainable impacts or result in a sustainable program
 - Result in strategies that can be replicated by others

AND

4. Meet one or both of the following conditions:
 - Be a new project
 - Expand on an existing project

Examples of projects the grant will NOT fund:

- An existing project at its current level of service
- A project that duplicates existing or previous work (such as two groups doing the same outreach to the same community members)
- A project that has impacts primarily outside Seattle City Limits
- Recycling and yard / food waste collection service costs for residential homes, businesses, organizations and special events

TYPES OF PROJECTS:

The following is a list of sample projects. Innovation and creativity are encouraged.

1. Develop and model strategies and/or provide resources to implement waste prevention, reuse, recycling, composting and hazardous waste strategies in...

	Examples of Potential Projects
Communities & Neighborhoods	<ul style="list-style-type: none"> • Conduct outreach to communities to change behaviors around waste prevention, reuse, recycling and composting. • Organize a neighborhood tool exchange network for local residents, businesses and organizations.
Businesses & Organizations	<ul style="list-style-type: none"> • Work with businesses to reduce the amount of waste they generate or to increase the amount of materials they recycle. • Set up programs where businesses can donate surplus materials or food to local organizations.
Schools, Colleges & Universities	<ul style="list-style-type: none"> • Implement a pilot project to design, create and test educational strategies and materials to motivate students to improve recycling at school and at home.

2. Develop and model strategies and/or provide resources to increase...

	Examples of Potential Projects
Food Recovery <i>(see page 5 for details)</i>	<ul style="list-style-type: none"> • Purchase equipment to increase the capacity of hunger agencies to safely transport, store and utilize prepared and perishable foods donated by local businesses.
Sustainable Landscaping	<ul style="list-style-type: none"> • Integrate on-site composting, reused building materials and compost use into new or existing residential, commercial or community garden designs. • Demonstrate zero pesticide use in commercial landscape maintenance.
Green Building	<ul style="list-style-type: none"> • Develop and test strategies to increase construction and demolition waste diversion through initiatives that implement salvage, deconstruction, recycling and green building programs.
Greening Events	<ul style="list-style-type: none"> • Design and produce event recycling and food waste signage, containers and educational materials and distribute for use at special events.
Product Stewardship	<ul style="list-style-type: none"> • Re-design products so they are made from less hazardous substances, can be reused, or can be recycled. • Design take-back programs for used products so they can be properly disposed of, reused or recycled.

3. Develop sustainable local markets, businesses or programs that reuse, recycle or compost materials to increase...

	Examples of Potential Projects
Market Development & Expansion	<ul style="list-style-type: none"> • Develop a program to collect and recycle latex paint. • Expand the processing and remanufacturing capacity of recycling businesses to handle increasing volumes of recyclables.

Funding & Matching Requirements

GRANT FUNDS:

- Up to \$200,000 is available for 2008-2009 grants.
- Applicants may apply for grant amounts ranging from a minimum of **\$2,000** to a maximum of **\$25,000**. Requests for larger grant amounts may be considered on a very limited basis. Contact Veronica Fincher at veronica.fincher@seattle.gov or (206) 233-2534 for information.
- SPU reserves the right to award an amount less than the request.
- Grant funds will be paid through reimbursement once a task is complete and the award recipient has paid the bills for the related costs.
- If the final cost of the completed project is less than budgeted in the contract, the award will be reduced.
- 2008-2009 award recipients who complete their projects will be eligible to apply for additional grant funding in 2010 for new or expanded projects.

Examples of potential eligible expenses for GRANT FUNDS:

- Wages, benefits, and stipends (including time for planning and implementation of the grant project, as well as time spent on grant administration)
- Purchase or rental of supplies, materials, equipment or space
- Printing expenses
- Professional, industrial and commercial services (e.g. consultant, facilitator, engineer, technician, translator/interpreter, graphic designer, database developer, etc.)
- Mileage within Seattle

Expenses the grant will **NOT** fund:

- Expenses incurred before the grant contract has been signed
- General operating expenses not related to the grant
- Out-of-city travel expenses
- Refreshments
- Other restrictions may be added at the time of the award based on the project

MATCHING RESOURCES:

- Projects require a **1/2:1** match (.50 cents value of match for every dollar awarded by the City).
- Exemptions for a match amount less than the 1/2:1 requirement are available on a limited basis. To apply for an exemption, please download the MATCH EXEMPTION FORM from SPU's web site:
[http://www.seattle.gov/util/About_SPU/Management/SPU & the Environment/SPU01 0039 26.asp](http://www.seattle.gov/util/About_SPU/Management/SPU_&_the_Environment/SPU01_0039_26.asp)

Examples of potential eligible MATCHING RESOURCES:

- Staff time (valued at regular hourly rate of assigned staff)
- Volunteer labor (valued at \$20/hr)
- Donated professional services (valued at customary rate, not to exceed \$75/hr)
- Donated or borrowed supplies, materials and equipment (valued at lowest retail price or standard rental fee)
- Donated space (valued at standard rental fee)
- Donated refreshments
- Mileage (valued at lowest retail price)
- Cash
- Other grant funds (except grant funds from the City of Seattle)

Resources NOT eligible as part of the match:

- Other City of Seattle funds and resources (e.g. other City grants, space at City facilities, City outreach materials, assistance from City staff, etc.)
- Other restrictions may be added at the time of the award based on the project

Food Recovery Projects

As part of the Waste Prevention & Recycling Grants, funds are available for **non-profit meal programs** to support recovery of surplus food from restaurants, hotels and other food-related businesses. The goal of the Food Recovery Program is to reduce waste while alleviating hunger in Seattle. **Food recovery** is distinct from preventing food waste in the operation of a food-related business, and from the recycling/composting of the food when it is no longer edible. Grant funding for food recovery projects is intended to assist meal programs with infrastructure investments in order to increase their capacity to safely transport, store and utilize donated prepared and perishable foods.

ADDITIONAL REQUIREMENTS:

In addition to the other requirements listed in the Waste Prevention & Recycling Matching Grant Guidelines, food recovery projects must also meet the following requirements:

- Applicants must be tax-exempt non-profit agencies that provide free or low-cost meals, have an established food safety program, and have experience with food recovery.
- Organizations awarded funds to purchase equipment will be required to participate in food safety training provided by Seattle's Table, a program of Food Lifeline.

Grant Administration & Reporting

CONTRACTING:

- Award recipients must sign a contract with Seattle Public Utilities in order to receive grant funds. The contract will include additional terms and conditions of the grant.
- Award recipients CANNOT begin to incur costs to be paid with the grant funds before the contract has been signed.

PAYMENT:

- Award recipients will submit invoices for reimbursement of completed tasks and related costs. Invoice due dates will be established in the contract.
- Payment may be delayed if the invoice is missing any information, or if the progress reports have not been completed.

PROGRESS REPORTS:

- Award recipients will be required to submit progress reports on project activities and results. Report due dates will be established in the contract.
- If reports are incomplete or unsatisfactory, payment of grant funds may be delayed pending satisfactory completion of progress reports.

FINAL REPORT:

- Before receiving the final grant payment, award recipients must submit a final report documenting project activities, outcomes, final budget and matching resources.
- Award recipients will use the report format included in the contract, or get approval from Seattle Public Utilities to use an alternate reporting format.

Application Process

APPLICATION DEADLINES:

- For projects starting in **2008**, applications are due by **5 PM** on **October 8, 2008**.
- For projects starting in **2009**, applications are due by **5 PM** on **November 5, 2008**.

WHERE TO GET THE APPLICATION:

- Download the application form from SPU's web site:
[http://www.seattle.gov/util/About_SPU/Management/SPU & the Environment/SPU01_003926.asp](http://www.seattle.gov/util/About_SPU/Management/SPU_&_the_Environment/SPU01_003926.asp)

PROJECT & APPLICATION ADVICE:

- For questions and advice on project ideas and applications, please contact Veronica Fincher at veronica.fincher@seattle.gov or (206) 233-2534.

SUBMITTING THE APPLICATION:

- E-mail the completed application to veronica.fincher@seattle.gov (Preferred method)
OR

- Mail or delivery a hardcopy to:
 Veronica Fincher
 SPU Waste Prevention & Recycling Grant Program
 Seattle Municipal Tower
 700 5th Ave, Suite 4600
 P.O. Box 34027
 Seattle, WA 98124-4027

SUPPORTING DOCUMENTATION:

You may include other materials to help reviewers better understand your proposal and support your application, such as price quotes to support the budget spreadsheet, community letters of support, volunteer pledge sheets, or brochures and promotional materials.

APPLICATION REVIEW AND APPROVAL:

	Projects starting in 2008	Projects starting in 2009
Opportunity for project and application advice from City staff	September 10, 2008 through October 3, 2008	September 10, 2008 through October 31, 2008
Application deadline	October 8, 2008	November 5, 2008
Award decisions made and applicants notified	By October 17, 2008	By November 28, 2008
Contracts developed and signed	By November 17, 2008	By January 9, 2009
Project work begins	After contract is signed	After contract is signed

Application Scoring

A committee made up of community members and/or City of Seattle staff will review all applications and make decisions about what projects to fund. Applications that do not meet eligibility requirements and incomplete applications will not be considered. Eligible applications will be rated using the following criteria. The application questions used to rate each criteria question are listed in parentheses.

- **Outcomes and Cost Effectiveness (24 points)**
 - **8 pts:** Will the project result in less materials going into the landfill through Seattle's solid waste system? (*application questions #1 & #2*)
 - **4 pts:** Are the expenses reasonable for the expected outcomes? (*application question #2 & BUDGET FORM*)
 - **4 pts:** Does the proposal have a reasonable plan for measuring and evaluating results and success? (*application question #3*)
- **Sustainability and Potential for Replication (16 points)**
 - **8 pts:** Will the project result in sustainable impacts or a sustainable program that will continue to increase waste prevention, reuse, recycling, composting and/or hazardous waste reduction? (*application question #9*)
 - **8 pts:** Is the project replicable and will it help others undertake similar work? (*application question #10*)
- **Community Impacts and Involvement (16 points)**
 - **8 pts:** Will the project have positive impacts on communities (e.g. create new jobs and economic resources, provide community education, etc.)? (*application question #7*)
 - **4 pts:** Will the project serve hard to reach communities (e.g. low-income, limited English speaking, etc.)? (*application question #7*)
 - **4 pts:** Will the project involve the community in planning and/or implementation? (*application question #8*)
- **Project Feasibility (16 points)**
 - **8 pts:** Will the project have sufficient support in terms of staffing, partners, volunteers and/or donated services? (*application questions #4, #5 & #6*)
 - **4 pts:** Are the project activities well planned and reasonable to complete within the timeline? (*SCOPE OF WORK*)
 - **4 pts:** Is the project budget realistic and appropriate? (*BUDGET FORM*)

In addition to the scoring criteria, the review committee will take into consideration the following to ensure variety in how the grant funds are distributed:

- **Project Type** (community projects, school projects, business projects, etc.)
- **Applicant Type** (businesses, non-profits, schools, individuals, etc.)
- **Geographic Location** (Beacon Hill, Delridge, Ballard, etc.)
- **Grant Funds Requested** (small, mid-range and large awards)
- **Priorities** (may select projects related to current priorities of Seattle Public Utilities)

Definitions

Please use the following definitions for the purpose of this grant:

- **Community:** a group of people sharing similar characteristics or interests (not necessarily located in the same geographic area)
- **Composting:** a form of recycling - process of turning yard waste and food scraps into compost, which is used to improve soil structure and provide nutrients to help grow healthier plants
- **Food recovery:** the recovery of surplus food from restaurants, hotels and other food-related businesses
- **Hazardous waste:** material that is potentially harmful to health and the environment when improperly handled, stored or disposed of
- **Neighborhood:** residents, businesses and other organizations located in the same geographic area (as small as an apartment complex or as large as a district like the Central Area)
- **Product stewardship:** a principle that directs all participants involved in the life cycle of a product to take shared responsibility for the impacts to human health and the natural environment that result from the production, use, and end-of-life management of the product
- **Recycling:** process of turning used materials such as paper, plastic and aluminum into new products
- **Reuse:** a form of waste prevention - using an object or material again instead of throwing it in the garbage, such as donating furniture to a charity
- **Solid waste:** discarded materials that are reused, recycled, composted, sent to the landfill, or sent to hazardous waste facilities
- **Sustainable:** capable of being maintained in the present and future
- **Waste prevention:** preventing waste from being created, such as by printing double-sided, reducing the amount of packaging used for a product, or buying used products instead of new products

Contact Information

For questions and advice on project ideas and applications, please contact Veronica Fincher at veronica.fischer@seattle.gov or (206) 233-2534.