2019-20 GUIDELINES
Waste-Free Communities Matching Grant

Applications are due by 5:00 PM on March 22, 2019

Seattle Public Utilities (SPU) is now accepting applications for matching grants for community projects focused on waste prevention. Waste prevention means creating less waste by buying and using less, using reusable items, and sharing or donating items so others can use them. When we prevent waste, we help the environment, protect public health, build community, and save money.

Grant program objectives:

- Support community leadership and innovation around waste prevention
- Increase community access to waste prevention opportunities
- Reduce the amount of materials going to waste in Seattle

Funding:

- There is a total fund of $100,000 to award for the 2019-20 grant cycle.
- Grant requests may range from $5,000 to $20,000. SPU reserves the right to award smaller or larger amounts.
- Grant awards are paid on a reimbursement basis.
- Grant funds must be used within 12 months of the project start date. The grant does not provide ongoing funding for projects.

Who Should Apply

SPU encourages applications from:

- Nonprofits
- Community & neighborhood groups
- Businesses
- Schools, colleges & universities
- Institutions (such as health care or housing)
- Faith-based organizations
- Youth and children's programs

Applicants may submit more than one application, but are only eligible to receive one grant award.

All applicants must have Washington State and City of Seattle business licenses to receive grant funds, or work through a Fiscal Agent with the required licenses. A Fiscal Agent takes responsibility for receiving and administering grant funds for your project. The Fiscal Agent may charge a fee of up to 10% of the grant award, which may be reimbursed by the grant.

City of Seattle business license information: https://www.seattle.gov/licenses/get-a-business-license/cost-of-a-business-license. **Washington State business license information:** http://bls.dor.wa.gov/faqlicense.aspx

Reapplying

Applicants may reapply for the grant each funding cycle by:

- Resubmitting an application for a project that has not been awarded funding. We recommend that you contact us to find out how you can improve your application for the next funding cycle.
- Submitting an application for a new project.
- Submitting an application to expand a project or implement the next phase. The application must demonstrate increased waste prevention. Grant funds may not be used to *sustain* a project at existing waste prevention levels.

Project Requirements

Projects must meet the following three criteria to apply:

1. Projects must take place within Seattle City Limits or have a direct impact on waste in Seattle. Applicants may be located outside Seattle, if the project is focused on Seattle.

    See a larger version of the map of Seattle City Limits online: http://clerk.ci.seattle.wa.us/~public/nmaps/fullcity.htm

2. Projects must focus on waste prevention. Examples include:
    *   Educating the community on how to prevent waste
    *   Reducing single use plastics such as promotion of durable food and beverage containers
    *   Holding workshops to help people fix damaged items
    *   Testing new strategies to waste less food in restaurants
    *   Creating an app to help people share food and other items
    *   Sharing tools as a community, instead of everyone buying their own
    *   Donating food, clothes, or other items so others can use them
    *   Turning a school's food and yard waste into compost to use in the school or community garden
    *   Other creative ideas you have for preventing waste!

    The grant does not fund projects focused on:
    *   Recycling
    *   Offsite composting (processed and sold somewhere else)
    *   Bike shares and car shares

3. Projects must do one or more of the following:
    *   **Be innovative:** test or expand on new approaches or technologies, such as developing apps or bringing repair workshops to Seattle

        AND/OR

    *   **Engage one or more of the following communities:** communities of color, immigrants, refugees, low-income, people with disabilities, seniors, young adults, youth, children, and/or small businesses

        AND/OR

    *   **Help communities in need:** such as increasing affordability by providing free or low-cost resources, or job training to homeless or low-income communities

Funding & Match Requirements

FUNDING:
*   There is a total fund of $100,000 to award for the 2019-20 grant cycle.
*   Grant requests may range from $5,000 to $20,000. SPU reserves the right to award smaller or larger amounts.
*   Grant awards may be lower than the requested amount by discretion of the review committee and SPU.
*   Grant funds will be paid on a reimbursement basis. If the final cost of the completed project is less than the budget, the award will be reduced.
*   Grant funds must be used within 12 months of the project start date. The grant does not provide long-term funding for projects. Applicants may reapply annually for new or expanded projects.

MATCH REQUIREMENTS:

- The match must be at least half of the funding request (50 cents value for every dollar awarded by the City).
- Applicants must document the match to receive credit.
- Match contributions may be in-kind or cash.
- City of Seattle resources such as City staff time, usage of City facilities, and/or other City funding may not be counted as part of the match.

INSURANCE REQUIREMENTS:

In general, projects will need the following insurance:

- $1,000,000 in Commercial General Liability (CGL) insurance
- $1,000,000 in Commercial Automotive Liability insurance. Insurance must be for commercial vehicle use, not personal vehicle insurance. This requirement may be waived if the project does not involve vehicles, or if the project only uses a licensed and commercially insured transportation or delivery service.
- Worker's Compensation insurance

Specific insurance requirements will vary by project. SPU will work with projects selected for grants to identify insurance requirements. Project-specific insurance costs above your normal coverage may be included in your grant request, with a maximum of $500 fundable through the grant.

EXPENSE CATEGORIES:

Reimbursable expenses and match contributions must be directly related to the project.

- Match contributions may begin on the application due date.
- Reimbursable expenses may begin when the contract with the City is signed.

	Reimbursable Expenses	Match
Staff time dedicated to the project (may include overhead)	✓	✓
Project supplies, materials and equipment	✓	✓
Project-related services such as interpretation, printing, and design	✓	✓
Space rentals for project activities	✓	✓
Food and drink for project-related community activities, excluding alcoholic beverages (the amount per person should be reasonable for the project, with a maximum of $10 per person)	✓	✓
Incentives for project participants (the amount per person should be reasonable for the project)	✓	✓
Project-related parking and mileage within Seattle (paid at federal mileage rate)	✓	✓
Fiscal agent fees (may not be more than 10% of the total project award)	✓	✓

	Reimbursable Expenses	Match
Project-specific insurance costs above your normal coverage (insurance amount must be reasonable for the project outcomes, with a maximum of $500 fundable through the grant)	✓	✓
Volunteer time dedicated to the project (valued at $24/hr)		✓
Project-related out-of-city travel expenses		✓
Other grant funds or cash contributions to the project (excluding other funding from the City of Seattle)		✓

Application Process

SCHEDULE:

Applications Due	March 22, 2019
Notice of Decisions	May 2019
Contracts with City Signed	July 2019
Work Begins	July-October 2019
Work Completed	Within 12 months of the project start date

APPLICATION STEPS:

Step 1: Read the Guidelines

Step 2: Contact us

- Confirm your project is eligible
- Ask questions about the guidelines and application

Step 3: Attend one of the grant information sessions (OPTIONAL)

North Seattle	**Central Seattle**	**South Seattle**	**West Seattle**
January 15, 2019	January 26, 2019	February 4, 2019	February 9, 2019
5:30-7:00 PM	12:00-1:30 PM	5:30-7:00 PM	12:00-1:30 PM
Green Lake Library	Montlake Library	Columbia Library	Delridge Library
7364 E Green Lake Dr N	2401 24th Ave E	4721 Rainier Ave S	5423 Delridge Way SW

Please call or email to RSVP for an information session. Contact us **at least one week** before the session to request language interpretation.

Step 4: Submit your grant application in print or video format by March 22, 2019.

- Print Application Form (must be <u>no longer than</u> 7 pages)
- Video Application Instructions (must be <u>no longer than</u> 20 minutes)
- Application Budget Form (for both print and video applications)

Applications may be submitted in your preferred language. SPU will provide translation/interpretation.

REVIEW TEAM:

The grant review team is made up of community members and City of Seattle staff from a variety of backgrounds and areas of expertise.

REVIEW CRITERIA:

Projects will first be reviewed to make sure they meet the project requirements. Then the grant review team will rate eligible projects based on the six selection criteria described below. SPU will also consider diversity in geographic location, impacted communities, and types of projects.

1. **(30%) Waste Prevention:** A project's potential to prevent waste.
   - Will the project be able to measure success?
   - What is the potential for a reduction in pounds and number of materials entering the waste stream?
   - What is the potential for community reach and behavior change?
   - How will the waste prevention impacts of the project continue after the grant is completed?

2. **(15%) Innovation:** A project's use of new approaches or technologies.
   - How will the project test or expand on new approaches or technologies?
   - Can the project be replicated by others in the community?
   - How will project methods and outcomes be shared with the community?

3. **(15%) Community Engagement:** A project's potential to effectively engage communities around prevention/reuse.
   - Does the project use engagement strategies effective for the audience?
   - How are the impacted communities involved in project planning and implementation?
   - How does the project partner with the community?
   - How does the project engage communities of color, immigrants, refugees, low-income, people with disabilities, seniors, young adults, youth, children, and/or small businesses?

4. **(15%) Community Benefits:** A project's potential for providing benefits to the community.
   - How does the project benefit the community (such as improving public health, providing jobs or job skills, or providing free- or low-cost resources)?
   - How much does the project benefit communities that are most in need, such as homeless or low-income communities?

5. **(15%) Project Capacity:** A project's potential to succeed based on capacity.
   - Does the project have enough staff, partners, volunteers, and financial resources to be successful?
   - Are partnerships already secured?
   - Does the project have the knowledge, skills, experience, and relationships to be successful?

6. **(10%) Budget:** A project's potential to succeed based on the proposed budget.
   - Is the budget consistent with the project proposal?
   - Are the budget estimates accurate?
   - Are all expenses appropriate for the grant?
   - Is the requested amount reasonable for the expected outcomes?

Contracting & Payment

CONTRACTING:

- Award recipients must have Washington State and City of Seattle business licenses to receive grant funds, or work through a Fiscal Agent with the required licenses.
- Award recipients must sign a contract with SPU to receive grant funds. The contract will include additional terms and conditions of the grant.
- Award recipients may manage their own grant funds or use a fiscal agent. Fiscal agent fees can be charged to the grant or applied to the match contribution. Award recipients choosing not to use a fiscal agent must provide their own tax identification number and comply with Internal Revenue Service rules.
- The grant will only reimburse expenses that take place after the contract is signed.

FISCAL AGENTS:

- Applicants may choose to work through a Fiscal Agent that takes responsibility for receiving and administering grant funds for the project.
- Applicants are responsible for identifying their own Fiscal Agent and confirming that the Fiscal Agent has current Washington State and City of Seattle business licenses.
- Fiscal Agents may charge a fee of up to 10% of the grant award. You may include this fee in your project budget.

PAYMENT:

Award recipients will submit monthly or quarterly invoices for project-related costs. SPU will mail reimbursement checks within four weeks of receiving the invoice. Payment will be delayed if invoices are incomplete or missing required reports and documentation.

REPORTING:

- Award recipients are required to submit a progress report with each invoice.
- Before receiving the final grant payment, award recipients must submit a final report sharing project outcomes and lessons learned. The report may be posted on SPU's website.

Contact Us

Contact wastefreegrants@seattle.gov or (206) 684-7868 for help in English or languages not listed below.

For help in the following languages, contact our partner, ECOSS at info@ecoss.org or (206) 767-0432 ext. 1009. Please leave a message and someone will return your call.

- Amharic
- Cantonese
- Khmer
- Korean
- Mandarin
- Somali
- Spanish
- Tigrigna
- Vietnamese