



Please check back for regular updates to the frequently asked questions.

**1. Are government agencies eligible to apply?**

No, government agencies are not eligible.

**2. My business/organization is located outside the City of Seattle. Am I eligible to apply?**

Yes, so long as your project takes place in Seattle or directly impacts Seattle's waste stream.

**3. Can we use grant funds for projects serving areas or clients outside of Seattle?**

Projects need to focus primarily on Seattle. However, we recognize that some organizations may find it difficult to separate their Seattle clients from other King County clients. Some small allowance may be made on a case-by-case basis for projects that extend beyond Seattle.

**4. Do nonprofits need a City of Seattle business license?**

If you raise funds in Seattle, whether as a for-profit or nonprofit organization, you must have a Seattle business license.

**5. How much does it cost to get a business license?**

City of Seattle business license rates can be found here: <https://www.seattle.gov/licenses/get-a-business-license/cost-of-a-business-license>

Washington State business license rates can be found here: <http://bls.dor.wa.gov/faqlicense.aspx>

**6. May we submit more than one application at a time?**

Yes, you may submit more than one application. If both your applications are selected as finalists, only one can be awarded a grant.

**7. Does the budget need to be exact, or can it be an estimate?**

Budgets should be as accurate as possible. You won't be allowed to ask for more money later, so make sure to account for all project expenses in your budget.

**8. Is there a maximum amount per person for food and drinks?**

In general, we recommend a maximum of \$10 per person for food and drinks, but it depends on the activity. SPU will work with projects selected for grants to ensure the maximum amount is reasonable for the project.

**9. Is there a maximum amount for the incentives?**

In general, we recommend a maximum value of \$25 per item for incentives, but it depends on the activity. SPU will work with projects selected for grants to ensure the maximum amount is reasonable for the project.

**10. Will I need special insurance for my project?**

In general, projects will need the following insurance:

- \$1,000,000 in Commercial General Liability (CGL) insurance
- \$1,000,000 in Automotive Liability insurance
- 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 negotiated as part of the grant budget.

**11. How many copies of the application should we send?**

One copy. Make sure you only submit documents that can be easily copied and distributed.

**12. What supporting documents should we include with the application?**

Reviewers won’t have time to read a lot of supporting documents, so here’s a guide to the kind of documents to include.

YES—Include with Application	NO—Do not include with Application
<ul style="list-style-type: none"> <li>• Price quotes and other support for budget estimates</li> <li>• Images, maps, or other documents that help explain your project</li> </ul>	<ul style="list-style-type: none"> <li>• Letters of support</li> <li>• Annual report</li> <li>• Newsletter</li> <li>• Press clippings</li> <li>• Organization’s operating budget or financial statement</li> </ul>

**13. Will projects be fully funded?**

There are two situations when projects may not be fully funded: 1) if your budget includes ineligible costs, or 2) if the review committee needs to make budget adjustments to fit the final awards within the \$100,000 allocated for grants. Otherwise, we will try to fund each award recipient’s budget in full. Plan the budget that you need for your project, and don’t intentionally over-budget.

**14. Our application was declined. May we reapply?**

Yes, you may apply every year. If you plan to reapply, we recommend that you contact us at [wastefreegrants@seattle.gov](mailto:wastefreegrants@seattle.gov) or (206) 386-9791 to find out how you can improve your application for the next funding cycle.

**15. Can we apply for additional funding each year to sustain our project?**

Grant funds may not be used to *sustain* a project, but you may apply for a new grant to *expand* a project. The new application must demonstrate increased waste prevention.

If your project exceeds the \$15,000 maximum, you may split your project into phases over several years and apply for each phase separately. Each phase will compete as an individual project, so there is no guarantee that you will be funded for all phases.

**16. If funded, how soon will we get paid?**

Grant funding is paid on a reimbursement basis. You may submit invoices monthly or quarterly for reimbursement. Expect payment about four weeks after submitting each invoice.