2021-23 GUIDELINES
Waste-Free Communities Matching Grant

Applications are due by 5:00 PM on April 16, 2021

Seattle Public Utilities (SPU) is now accepting applications for matching grants for community projects focused on waste prevention. Waste prevention means creating less waste so fewer materials go into the recycling, composting, and landfill. 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
- Protect the environment through conserving resources and reducing greenhouse gases and pollution
- Reduce the amount of materials going to waste in Seattle

Funding:
- There is a total fund of $200,000 to award this grant cycle.
- Grant requests may range from $3,000 to $40,000. SPU reserves the right to award smaller or larger amounts.
- Grant awards are paid on a reimbursement basis.
- Projects may begin no sooner than August 2021. Funds must be used and invoiced no later than June 30, 2023.
- There is a 25% match requirement. Example: $40,000 grant + $10,000 match = $50,000 total project budget.

About Waste Prevention

Recycling and composting are great. But not creating waste in the first place is even better!

Everything we buy or use starts by using resources to make a product and its packaging, transporting it, using it, and then recycling, composting, or landfilling it. All this has big impacts on the air we breathe, the water we drink, and the soil where we grow our food.

We can prevent waste by:
- buying and using less
- making or buying products that last longer
- buying used
- using less packaging
- choosing to repair and reuse
- sharing, donating, or re-selling items so others can use them again
- processing and using food and yard waste onsite

By taking action to prevent waste, we:
- save money by buying and using less
- help our community by donating and sharing materials
- reduce air and water pollution that hurt human health and wildlife
- conserve natural resources, such as water, energy, land, and fuel
- reduce greenhouse gas emissions that cause climate change

Program/Project Requirements

Proposals must meet all the following requirements to apply:

1. Activities must <u>prevent waste</u>.

   The following activities are <u>not</u> eligible for grant funds:
   - Recycling
   - Offsite composting (processed and used somewhere else)
   - Using recyclable or compostable products
   - Litter clean-up activities not focused on waste prevention
   - Bike shares and car shares

2. Activities must take place within <u>Seattle City Limits</u> or have a direct impact on waste in Seattle. Applicants may be located outside Seattle, if the project is focused on Seattle.

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

3. Activities must fall within <u>one</u> of the following categories:

   Category 1: New/Expanded Waste Prevention Activities

   Proposals focused on new or expanded waste prevention activities must incorporate <u>one or more</u> of the following focus areas:

Innovation	Community Engagement	Community Benefits
Test or expand on new approaches, develop new technologies, or bring new waste prevention opportunities to Seattle. Examples of past projects: • partner with restaurants to provide reusable take-out container options for customers • demonstrate the business case for using reclaimed lumber for new construction	Effectively engage communities of color, immigrants, refugees, low-income, people with disabilities, seniors, young adults, youth, children, and/or small businesses. Examples of past projects: • recruit seniors to participate in community repair events • help small businesses save money by preventing waste	Help Seattle communities, such as providing free or low-cost resources or job training for homeless and low-income community members. Examples of past projects: • employ immigrant and refugee women to create and sell home goods made from textile waste • collect nonperishable food from apartment tenants when they move out and donate to local food banks

   Category 2: COVID Recovery Support for Ongoing Waste Prevention Programs, Projects, and Operations

   For the 2021-23 grant cycle only, SPU is expanding the grant program to fund ongoing waste prevention programs, projects, and operations affected by COVID. This support is intended to help sustain waste prevention-focused businesses and organizations experiencing financial hardship due to COVID.

Who Should Apply

SPU encourages applications from:

- Businesses
- Nonprofits
- Community and neighborhood groups
- Schools, colleges, and 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.

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:

- Reapplying 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.

- Applying with a new project idea.

- Applying to expand a previously funded project or implement the next phase. The application must demonstrate increased waste prevention.

Funding & Match Requirements

FUNDING:

- There is a total fund of $200,000 to award this grant cycle.

- Grant requests may range from $3,000 to $40,000. SPU reserves the right to award smaller or larger amounts.

- Grant funds will be paid on a reimbursement basis, based on completion of specific milestones identified in the grant agreement.

- Grant funds must be used and invoiced no later than June 30, 2023.

MATCH REQUIREMENTS:

- The match must be at least 25% of the grant request (25 cents value for every dollar awarded by the City). Example: $40,000 grant request + $10,000 match = $50,000 total project budget.

- 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.

EXPENSE CATEGORIES:

The following are examples of expenses you may include in your project grant request and match:

- Staff time (may include overhead)

- Stipends and other incentives for participation

- Unpaid volunteer time (valued at $33.02/hr based on Independent Sector's Value of Volunteer Time for Washington State)

- Supplies, materials, and equipment

- Services such as interpretation, printing, and design

- Space rentals

- Food and drink for project activities, excluding alcoholic beverages

- Mileage and parking (valued at the current federal mileage rate)

- Fiscal agent fees (up to 10% of the grant request)

Contracting & Payment

CONTRACTING:

- Award recipients may manage their own grant funds or use a Fiscal Agent. Award recipients choosing not to use a Fiscal Agent must provide their own tax identification number and comply with Internal Revenue Service rules.
- Each award recipient or their Fiscal Agent must sign an agreement with SPU to receive grant funds. The agreement will include additional terms and conditions of the grant.
- The grant will only reimburse for project activities that take place after the agreement with the City 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. Applicants may include this fee in the grant request or apply it to the match contribution.

INSURANCE REQUIREMENTS:

Grant recipients must maintain levels of insurance as typical for businesses performing work that is similar in scope and nature to the grant project, and no less than required by Washington State law. Workers compensation insurance must also be maintained if required by Washington State law.

PAYMENT:

Award recipients will submit invoices based on completion of specific milestones identified in the grant agreement. SPU will mail reimbursement checks 30 days after receipt of each 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.

Application Review

REVIEW COMMITTEE:

The grant review committee is made up of community members and City of Seattle staff from a variety of backgrounds and areas of expertise. SPU leadership will take review committee recommendations into consideration when making final funding decisions.

REVIEW CRITERIA:

The grant review committee will prioritize projects based on the criteria described below. SPU will also consider diversity in geographic location, impacted communities, and types of projects. SPU may contact applicants with follow-up questions before making final funding decisions.

1. **Waste Prevention Outcomes:** A program/project's potential to prevent waste.
   - Activity will prevent waste of materials that are a high priority for SPU (Examples: food, textiles, single-use plastics and other single-use food service materials, construction materials, diapers)
   - Amount of waste the activity has the potential to prevent, and relevant environmental impacts
   - Number of people the activity has the potential to reach in effective ways
   - Activity will be able to measure waste prevention outcomes
   - Waste prevention impacts will continue after the grant is complete

2. **Capacity:** A program/project's potential to succeed based on capacity.
   - Program/project has enough staff, partners, volunteers, and financial resources to be successful
   - Staff, volunteers, and partners have the necessary knowledge, skills, experience, and relationships
   - Partnerships are already secured, if needed

3. **Budget:** A program/project's potential to succeed based on the proposed budget.
   - Budget is consistent with the proposal
   - Budget estimates are accurate
   - All expenses are appropriate for the grant
   - Requested amount is reasonable for the expected outcomes

4. **Category 1 Only: New or Expanded Waste Prevention Activities –** *projects must include <u>one or more</u> focus areas to receive funding*

   Innovation: A project's use of new approaches or technologies.
   - Project is innovative for the Seattle area
   - Project has the potential to be replicated by others in the Seattle community
   - Project has the potential to be scaled-up to have a larger impact in Seattle
   - Project will share methods and outcomes with the community

   Community Engagement: A project's potential to effectively engage communities around waste prevention.
   - Project will engage communities that are a high priority for SPU (communities of color, immigrants, refugees, low-income, people with disabilities, seniors, young adults, youth, children, and/or small businesses)
   - Project will use effective engagement strategies for the audience(s)
   - Project involves impacted communities in project planning and implementation

   Community Benefits: A project's potential for providing benefits to the community.
   - Project will benefit people most in need (such as homeless or low-income communities)
   - Identified benefits will be of value to the impacted communities (such providing free or low-cost resources or job training)

5. **Category 2 Only: COVID Recovery Support for Ongoing Waste Prevention Programs, Projects, and Operations**
   - The need for ongoing waste prevention activities has increased during COVID, such as food rescue, <u>or</u> ongoing waste prevention activities are at risk of being put on hold, reduced, or canceled due to financial hardship brought on by COVID
   - Grant funding will have a significant impact on helping the applicant sustain waste prevention activities
   - The community will benefit from the continuation of ongoing waste prevention activities

Application Process

SCHEDULE:

Applications Due	April 16, 2021
Notice of Decisions	By mid-June
Agreements with City Signed (projects may begin)	August 2021
Work Completed & Invoiced	By June 30, 2023

APPLICATION STEPS:

Step 1: Read the Guidelines and watch the Grant Instructions Video before completing your application.

Step 2: Contact us to confirm your project is eligible and get project advice.

Step 3: Complete a Print or Video Application (do not do both).

- Print Applications must be no longer than 7 pages.
- Video Applications must be no longer than 15 minutes.
- Applications may be submitted in your preferred language. SPU will provide translation/interpretation.

Step 4: Complete the Budget Form.

Step 5: Submit your grant application and supporting documents by 5:00 PM on April 16, 2021. Call (206) 233-2534 if you do not receive an email confirmation of receipt within 2 business days.

Contact Us

Contact wastefreegrants@seattle.gov or (206) 233-2534 for help in English or languages not listed below.

For help in the following languages, contact our partner, ECOSS at dhan@ecoss.org or (206) 767-0432. SPU funds ECOSS to provide in-language project advice for grant applicants.

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