



## County of San Mateo Office of Sustainability 4R's Grants Program

### 4R's Grant Application (up to \$25,000) Guideline

**Deadline: Wednesday, January 31st, 2018 @ 6pm**

#### **1. Background**

The mission of the Office of Sustainability's (OOS) Waste Reduction Section (previously RecycleWorks) is to develop, implement, and promote programs that reduce waste and conserve natural resources throughout San Mateo County. This includes collaboration with other public agencies, nonprofits, and schools, as well as outreach to all residents and businesses in the county. The Waste Reduction Section also oversees waste and recycling services for County-owned facilities and Unincorporated San Mateo County areas. The OOS is not affiliated with any of the private waste haulers in San Mateo County, but does help to promote their recycling services.

The 4R's Grants Program was developed to help eligible organizations (e.g., nonprofits, schools, and government agencies) create and implement reuse, waste reduction, recycling, and composting programs in San Mateo County.

#### **2. Eligibility Requirements and Project Criteria**

##### Who Can Apply:

An application may be submitted by a nonprofit organization, school, or government agency located in San Mateo County.

##### General Requirements:

To be considered for the 4R's Grant, the project must:

- Serve and provide benefit to the community of San Mateo County (county-wide focused scope);

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- Provide an innovative service in the county and/or fill a need that is not currently being met;
- Have outcomes that align with the purpose of the 4R's Grants Program; and
- If applicable, comply with all federal, state, and local land use, regulatory and permit requirements.

### Objectives:

The following objectives will be used in selecting grant recipients and are intended as guidance to the applicant in determining how well the intended proposal fits the 4R's Grant objectives. The objectives are not listed in any particular order and will all be considered. The more objectives the project meets, the higher the consideration for the proposal.

1. The 4R's Grant project will initiate or expand reuse programs such as donations, source reduction, composting, or recycling options.
2. The 4R's Grant project will reduce waste, increase recycling, conserve resources, and build better buildings using salvaged and recycled materials.
3. The 4R's Grant project will increase awareness about the 4R's, environmental issues and solutions, and provide opportunities for our children to experience and learn about the environment and become good stewards of the diverse natural environment in San Mateo County.

### Examples of Eligible Projects:

- Food waste reduction and reuse programs
- Countywide recycling and composting education programs
- Repair cafes and fix-it clinics
- Creative reuse programs

### Examples of Eligible Expenses:

- Equipment and materials
- Start-up costs
- Leasing costs, build out, etc.
- Promotional and educational materials

### Examples of Ineligible Expenses under Grant Funds:

- Overhead costs (e.g., benefits, insurance, internet/phone fees, utilities, etc.)
- Food/Beverage
- Gift cards
- Donations
- Legal fees
- Repayments of debts
- Loan or bank fees

- Development, architectural or engineering fees

### **3. Determination of Grantees**

Additional information may be requested of applicants before a grant determination is made. Recommendations for the award of a 4R's Grant will be made by a team comprised of staff from the County of San Mateo. Grants or partial grants may be awarded up to the maximum of \$25,000 per project.

### **4. General Conditions**

All grantees will be required to sign a grant agreement that will include the final scope of the project, budget, and reporting requirements to the County.

The grantees will have at most **one year** to complete their project. Reporting is due at the completion of the project or within one year of the grant agreement signing, whichever comes first.

All grantees will maintain liability insurance coverage up to \$1,000,000 during the term of the grant agreement. Additionally, if applicable to the grantee during the length of the agreement, the grantee will maintain professional liability insurance coverage up to \$1,000,000.00 and motor vehicle liability insurance coverage up to \$1,000,000

All materials submitted become the property of the County and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

The County of San Mateo 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. There is no appeal process.

### **5. Evaluation Criteria**

All submitted proposals that are in compliance with the grant application requirements and application instructions will be evaluated and rated according to the following criteria:

- Project Conception – Proposal is clear and comprehensible with a realistic timeline; project activities are well defined and technically feasible.
- Goals and Outcomes – Goals and outcomes are clearly stated, specific, realistic, and measurable.

- Organizational Capacity – Management, staff or students are qualified to implement project and achieve stated objectives.
- Financial Viability – Organization demonstrates sound fiscal management; project budget is realistic and cost effective.
- Priorities – How many grant objectives being met (refer to the objectives on page 2).

## **6. Application Deadline**

Applications are due on **January 31, 2018 @ 6pm**. Applications must be submitted online: <https://goo.gl/forms/rYnLN6oFDSyCnCGc2>. The grant cycle may repeat twice a year or until the grant funding is depleted.

Applicants will be notified of acceptance within approximately four weeks of the application due date. If the project is approved for funding, the grant recipient will be required to sign a grant agreement with the County of San Mateo. This will include provisions for providing the County with information regarding the use of the funds and the outcome of the projects as delineated in the grant acceptance letter.

## **7. Application Submission Instructions**

A 4R's Grant proposal must include all of the below information to be eligible for consideration.

1. All applications must be signed by the person applying for the 4R's Grant and in the case of a student or school group applying, a signature must be from an advisor who is at least 18 years old.
2. Application must be submitted online (<https://goo.gl/forms/rYnLN6oFDSyCnCGc2>) by 6pm on Wednesday, January 31, 2018.
3. All questions on the application must be answered.

## **8. Grants Program Timeline**

Below is a timeline of the first cycle of the 4R's Grants Program in 2018. The grant cycle may repeat twice a year or until the grant funding is depleted. Schedule is subject to change.

<b>Tentative Dates (Dates may be subject to change)</b>	<b>Activity</b>
December 15, 2017	1st grant cycle program solicitation released
January 31, 2018	Application deadline
February 28, 2018	<ul style="list-style-type: none"> <li>• Office of Sustainability staff notifies applicant about its determination and a proposed grant agreement is sent for the grantee's review and signature.</li> <li>• Applicants that are not selected for award are notified.</li> </ul>
Mid/end of February 2018	1st grant cycle project implementation launch (after funding agreements are finalized)
One year after grant agreement is signed (earlier reporting accepted)	Final reporting of 1st grant cycle

**9. Questions?**

If you have questions regarding the 4R's Grants Program, please email [sustainability@smcgov.org](mailto:sustainability@smcgov.org) or call 1-888-442-2666.