



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

Mini-Grant Application (\$1,000 to up to \$5,000) Guideline

Deadline: Wednesday, January 31, 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 and composting 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 or an individual representing one of those institutions. For example, a parent volunteer or teacher representing a school or school district can apply.

General Requirements:

To be considered for the 4R's Mini-Grant, the below general requirements must be met:

- The project must serve a community within San Mateo County. Applications that serve a greater area will only be considered for the portion that serves San Mateo County.

- The project must have outcomes that align with the purpose of the 4R's Grants Program.
- Individuals may apply; however, applications must identify an organizational destination where materials, equipment and other durable items will be stored and made available to others. For instance, a teacher may apply for books for his/her classroom, but these books should become property of the school or school library as designated by the applicant.
- 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 into the Mini-Grant objectives. The objectives are not listed in any particular order. The more objectives the project meets, the higher the consideration for the proposal.

1. Mini-Grant projects serve or benefit a community in San Mateo County such as a neighborhood, city, or school.
2. Materials or equipment funded by the Mini-Grant can be used repeatedly.
3. Mini-Grant projects provide initial funding for long-term projects.
4. Mini-Grant projects serve the disadvantaged populations in the County.
5. Proposals from schools, teachers, districts, childcare centers, school or after-school clubs and nonprofits that serve children / youth are given special consideration.
6. Mini-Grant projects can be duplicated by others in the County.

Examples of Eligible Projects:

- Field trip costs for environmental outings to waste or recycling facilities, natural areas (parks and beaches), museums or interpretive centers, nonprofit workshops or classes. Trip destination must be within or near San Mateo County.
- Classroom workshops or activities by nonprofits
- Fixit Clinics or other reuse/repair projects
- School garden start-up funding
- Books, materials and equipment, which will be utilized by teachers/educators and students over the years
- Events related to environmental education
- Recycling and composting bins, signs, and outreach materials
- Training opportunities
- Service learning projects
- Materials and costs associated with improving or implementing a campus/facility-wide recycling, reuse or waste reduction program

- Outreach items that promote all the 4R's (Reduce, Reuse, Recycle, Rot-compost) or one aspect of the 4R's

Examples of Eligible Expenses:

- Equipment and materials
- Garden sheds made from salvaged lumber
- Field trip entrance fees
- Environmental education curriculum
- Chartered buses for field trips
- Facilitator

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 from applicants before a grant determination is made. Recommendations for the award of a Mini-Grant will be made by a team comprised of staff from the County of San Mateo. Mini-Grants may be from \$1,000 up to the maximum of \$5,000 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 or the organization an individual is representing will maintain comprehensive general 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 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 – the number of 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/x5so5i4d0dE1anam1>. 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 Mini-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 Mini-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/x5so5i4d0dE1anam1>) by 6pm on Wednesday, January 31, 2018.
3. All questions on the application must be answered.

8. Grants Program Timeline

Below is the projected 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.

Tentative Dates (Dates may be subject to change)	Activity
December 15, 2017	1st grant cycle program solicitation released
January 31, 2018	Application deadline
February 28, 2018	<ul style="list-style-type: none"> • Office of Sustainability staff notifies applicant about its determination and a proposed grant agreement is sent for the grantee's review and signature. • Applicants that are not selected for award are notified.
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 or call 1-888-442-2666.