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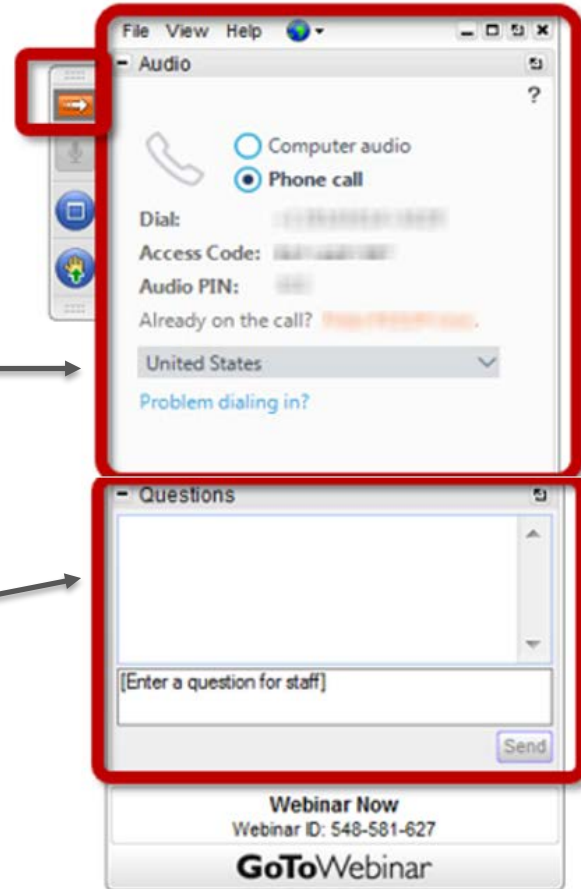
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OFFICE OF
SUSTAINABILITY
COUNTY OF SAN MATEO



County of San Mateo's 4Rs Grants Program - PY2020-21

January 22, 2020



OFFICE OF
SUSTAINABILITY

COUNTY OF SAN MATEO



Building a sustainable community
that fulfills the needs of the present and future.

Solving for Tomorrow



4Rs Grants Program Team



Gerald Schwartz



Kevin Lu



Nicole Larson



Eun-Soo Lim

We will be your grant advisors!

4Rs Grants Program Overview

1. Objectives

- Help eligible organizations create and implement reuse, waste reduction, recycling, and composting programs in San Mateo County (SMC)
- Key focus: Divert waste from being sent to the landfill

2. Who can apply?

- Government agencies
- Nonprofit organizations
- Public or non-profit educational institutions (e.g., school, school/college district, state university system, etc.)
- Must serve SMC communities

4Rs Grants Program Overview

3. Funding amount and funding duration
 - PY2020-2021: \$200,000
 - One year project duration: start summer/early fall 2020, end summer/early fall 2021
 - Funding distribution starts in **Sept 2020**
4. Two tiers
 - Mini Grant: \$2,000-\$5,000
 - Mega Grant: up to \$25,000
 - Separate grant guidelines and applications

Grant Project Objectives

#	The Mini Grant project will...	The Mega Grant project will...
1	Address and provide solutions for diverting waste from being sent to the landfill through the “4Rs”– reduce, reuse, recycle and rot (composting). <i>Other sustainability related projects (e.g., energy, water, transportation, etc.) not eligible.</i>	
2	Increase awareness about the 4Rs and provide opportunities for our SMC community members, especially our children/youth and the underserved communities, to become active stewards of the diverse natural environment in SMC.	
3	Be long-term and sustainable within communities throughout SMC.	
4	Initiate new or expand existing efforts targeted at a specific community/group (e.g., a school, a city, a neighborhood, a community garden, etc.)	Initiate new or expand existing programs that will serve and benefit communities county-wide
5	-	Provide an innovative service and/or fill a need that is not currently being met within solid waste sector in SMC

Examples of Eligible Projects

- Eligible Projects
 - Food waste reduction/rescue programs
 - Fix-it Clinics, Repair Cafes, or other creative reuse/repair projects
 - Events (e.g., workshops, trainings, etc.) related to environmental education around 4Rs
 - Materials and costs associated with improving or implementing a campus/facility-wide recycling, reuse, or waste reduction program
 - Outreach programs to promote the 4Rs (e.g., signs, posters, brochures, flyers, etc.)
 - Field trips for environmental outings to waste or recycling facilities, natural areas (parks and beaches), museums or interpretive centers, nonprofit workshops or classes. Trip theme must have a solid waste/4Rs focus. Destination must be within or near SMC.
 - Many more!!!
- Past years' grant recipients
 - <https://www.smcsustainability.org/waste-reduction/reduce-reuse-recycle/#4RsGrant>

OOS' Community Gardens Partnership Program

- Partnership between OOS and local community organizations, schools, businesses and other entities in SMC
- OOS
 - Provide funding and resources to help start up and maintain gardens, including composting
- Partner Org
 - Use funding to build and maintain garden, promote composting, and sustainable gardening through education and outreach
- For additional information
 - <https://www.smcsustainability.org/waste-reduction/composting/#communitygardenpartnerships>

Examples of Eligible Expenses

- **Labor cost**
 - In-house staff labor and/or contracted service labor (includes subcontracting) costs
 - Hourly rate (\$/hour) and total estimated hours must be included in budget section of application
 - County's Living Wage Ordinance: \$18/hour requirement
- **Equipment, supplies and materials** - recycling and composting bins, posters and stickers, composting tools, environmental education curriculum
- **Outreach and educational materials and expenses** - curriculum development, lesson plan printouts, graphic designer, materials/supplies/props used for instruction
- **Advertising and marketing** - printing, ads, and designer fees
- **Event expenses** - venue reservation cost, equipment rental (e.g., tables, chairs, A/V equipment), and speaker fees
- **Field trip fees** - charter bus fees, entrance fees, and guide/educational literature fees

Examples of Ineligible Expenses

- Overhead costs - insurance, internet/phone fees, utilities, rent, fiscal sponsorship fees, etc.
- Food/Beverage - unless they are used directly for educational purposes
- Expenses for activities incurred before grant agreement execution
- Monetary awards or gift cards
- Donations
- Membership fees
- Legal fees or indemnity obligations
- Repayments of debts
- Loan or bank fees
- Fines or penalties

Additional Conditions

1. Insurance requirements (Mega Grantees only)
 - Comprehensive liability insurance coverage up to \$1,000,000
 - If applicable, professional liability insurance coverage up to \$1,000,000 and motor vehicle liability insurance coverage up to \$1,000,000
 - Workers' compensation and employer's liability insurance

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2. State's prevailing wage requirement (both Mega and Mini)

- Physical applications - construction, alteration, demolition, installation, repair, or maintenance of a physical structure (e.g., garden beds, etc.), land (e.g., landscaping, etc.), etc.
- All persons providing labor associated with above mentioned physical activity will be paid not less than State mandated prevailing rates of wages
- For additional info: www.dir.ca.gov/DLSR

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3. Previously awarded 4Rs grantees can reapply for continued funding for the same program/project or for a different project

Additional Conditions

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 - Example: Johnson Elementary School District (Applicant Organization) can submit a **Mini Grant** application for Rose Elementary School (Benefiting Organization) and a separate Mini Grant application for Theodore Elementary School (Benefiting Organization), schools that are both within the Johnson Elementary School District. However, Johnson Elementary School District cannot submit two different Mini Grant applications for Rose Elementary School.

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5. If the Applicant Organization and the Benefiting Organization are the same, then Applicant Organization can only submit one application in each grant category.
6. An Applicant Organization can submit applications in both grant categories, regardless of whether they have the same Benefiting Organization.

Grant Application & Evaluation Criteria

- Grant guidelines and applications
 - Made available on **Monday, February 3rd** on OOS website:
 - <https://www.smcsustainability.org/waste-reduction/reduce-reuse-recycle/#4RsGrant>
 - Online applications only

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- 4Rs Grant Program Evaluation Committee
- Evaluation Criteria
 1. Project Concept and Objectives
 2. Project Implementation and Timeline
 3. Project Budget
 4. Project Deliverables, Outcomes, and Evaluation
 5. Project Team
 6. Grant Application and Written Communication

Some Helpful Tips

- Objectives of proposed project = Objectives of 4Rs Grants program
- Carefully follow instructions in applications
- Provide all and complete information requested in applications (e.g., attachments, content, etc.)
- Double check for ineligible expenses in proposed budget
- Implementation plan = clear, detailed info on how project will be carried out
- Letters of commitment from partners
- Do not assume reader is knowledgeable about your organization, project history, etc.
- Check spelling, grammar, clarification of information, etc.
- Please reach out to the 4Rs Grants Team if you have any questions

Timeline

Dates (Dates may be subject to change)	Activity
Monday, February 3, 2020	Call for grant applications released.
Monday, March 2, 2020 at 6:00 pm	Application deadline for grant applicants.
Mid May 2020	Grant Evaluation Committee determines and finalizes list of new grant recipients. OOS staff notifies all applicants of the results.
After May 2020	OOS staff initiates grant agreements and other paperwork (e.g., certificate of insurance, etc.) with new grant recipients.
Early September 2020	<u>Mini</u> : OOS distributes grant funding. <u>Mega</u> : OOS distributes the first (of two) grant funding. Second (final) grant disbursement will be provided at the end of project once final report has been submitted and reviewed by OOS staff.
One year after start date in grant agreement (earlier reporting accepted)	Grant recipients submit final reporting to OOS.



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QUESTIONS?
THANK YOU!

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