



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

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

**Deadline: Monday, February 4<sup>th</sup>, 2019 @ 6pm**

#### **1. Background**

The mission of the County of San Mateo 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 (Reduce, Reuse, Recycle, and Rot) Grants Program was developed to help eligible organizations 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 government agency, a nonprofit organization, or an educational institution (e.g., school, school/college district, state university system, etc.) that is located in San Mateo County and/or that serves communities in San Mateo County.

Mini Grant 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's objectives.

1. The Mini Grant project will focus specifically on the "4R's" of the solid waste sector – reduce, reuse, recycle and rot (composting).
2. The Mini Grant project will initiate new or expand existing efforts *targeted at a specific community* in San Mateo County (e.g., a school, a city, a neighborhood, a community garden, etc.).
3. The Mini Grant project will increase awareness about the 4R's and provide opportunities for our San Mateo County community members, especially our children/youth and the underserved communities, to become active stewards of the diverse natural environment in San Mateo County.
4. The Mini Grant project will provide funding for long-term, sustainable projects within a specific community in San Mateo County.

Requirements:

To be considered for the 4R's Mini Grant, the project must meet the below requirements:

1. The project objectives must align with Mini Grant Objectives (listed above); and
2. If applicable, comply with all federal, state, and local land use, regulatory and permit requirements.

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 hosted by nonprofits
- Fixit Clinics, Repair Cafes, or other reuse/repair projects
  - School garden (e.g., garden sheds/beds made from salvaged lumber)
- Books, materials and equipment, which will be utilized by teachers/educators and students over the years
- Events related to environmental education around the 4R's
- 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 the 4R's (e.g., signs, posters, brochures, flyers, etc.)

- Please check last year's list of grantees' project summaries for additional information on eligible projects (<https://www.smcsustainability.org/waste-reduction/reduce-reuse-recycle/#Grant>).

Examples of Ineligible Projects:

- Projects/items that do not have at least one of the 4R's as the central focus.

Examples of Eligible Expenses:

- Labor cost – Grant funds can be used for staff labor and contract service costs. If requesting funding for staff labor, hourly rate of staff (\$/hour) and total estimated staff hours must be included in the budget section of the grant application.

The Office of Sustainability is committed to promoting diversity, equity, and inclusion throughout San Mateo County. As such, if requesting grant funding for staff labor, we encourage applicants to consider in the proposed budget the County's Living Wage Ordinance to promote the creation of a livable wage for associated labor staff costs. For additional information on the County's Living Wage Ordinance, please visit:

(1) <https://hr.smcgov.org/san-mateo-county%E2%80%99s-living-wage-ordinance-lwo> and

(2) [https://hr.smcgov.org/sites/hr.smcgov.org/files/LWO%20FAQ\\_Final\\_03142017.pdf](https://hr.smcgov.org/sites/hr.smcgov.org/files/LWO%20FAQ_Final_03142017.pdf)

- Equipment, supplies and materials – Examples include recycling and composting bins, posters and stickers, composting tools, environmental education curriculum, etc. When possible, equipment purchases for project must remain at the project site.
- Outreach and educational materials and expenses – Examples include curriculum development, lesson plan printouts, graphic designer, materials/supplies/props used for instruction, etc.
- Advertising and marketing – Examples include printing, ads, and designer fees.
- Event expenses – This can include venue reservation cost, equipment rental (e.g., tables, chairs, A/V equipment), and speaker fees. Grant funds cannot be used for food/beverage.
- Field trip fees – This can include charter bus fees, entrance fees, and guide/educational literature fees.

Examples of Ineligible Expenses under Grant Funds:

- Overhead costs (e.g., insurance, internet/phone fees, utilities, rent, etc.)
- Food/Beverage (unless they are used directly for educational purposes, for example, as part of instructional material in a food preservation class)
- Expenses incurred before the start of the grant cycle
- Gift cards
- Donations
- Legal fees or indemnity obligations

- Repayments of debts
- Loan or bank 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 and may also include an independent party outside the County. Grants or partial grants may be awarded 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 will maintain a 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 for the application become the property of the County and will not be returned. Funds awarded are public funds, and any information submitted or generated will be considered a public record and may be subject to public review.

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:

- a) Project Concept and Objectives – The project concept is clear, comprehensive, well thought out and practical. The project objectives align clearly with those of the Mini Grant (refer to the “Mini Grant Objectives” on page 2).
- b) Project Implementation and Timeline – Project tasks are well defined, well planned, practical, and technically feasible with a realistic timeline.
- c) Project Budget – Project budget is realistic and cost effective. Budget does not include any non-eligible expenditures (refer to “Examples of Ineligible Expenses” on page 3). The organization demonstrates sound fiscal management.
- d) Project Team – Management, staff or students are qualified to implement project and achieve stated objectives.
- e) Grant Application and Written Communication - The applicant has followed all instructions detailed in the grant application. The proposal is well-written, clear, complete, concise and free of grammar and spelling mistakes.

## **6. Application Deadline**

Applications are due on **February 4<sup>th</sup>, 2019 @ 6pm**. Applications must be submitted online: <https://goo.gl/forms/6oD2JmwN0YdAycGn1>

Applicants will be notified of acceptance within approximately 12 weeks from 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 and submit additional paperwork. This will include provisions for providing the County with information regarding the use of the funds and the outcome of the projects.

## **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 an authorized representative applying for the Mini Grant, and in the case of a student or school group applying, a signature must be from a representative who is at least 18 years old.
2. Applications must be submitted online (<https://goo.gl/forms/6oD2JmwN0YdAycGn1>) by latest 6pm on Monday, February 4<sup>th</sup>, 2019.
3. Due to the competitive nature of this grant program, submitted applications that do not adhere to the application instructions and/or are incomplete will be penalized and/or eliminated from the running.
4. All questions on the application must be answered in the appropriate designated sections of the application, and the responses must be provided in English only.
5. After the application is submitted online, it is final; the application cannot be modified.

**Important Note:** All applications must be submitted in English, and all current and future communications with OOS Staff will need to be communicated in English. Spanish and Chinese translated grant documents are intended to be a language assistance resource for English as a Second Language (ESL) applicants.

**8. Grants Program Timeline**

Below is the projected timeline of the first cycle of the 4R's Grants Program in 2018.

<b>Tentative Dates (Dates may be subject to change)</b>	<b>Activity</b>
Monday, January 7, 2019	Call for grant applications released.
Monday, February 4, 2019 @ 6pm	Application deadline for grant applicants.
Late April 2019	Grant evaluation committee determines and finalizes list of grant awardees. Office of Sustainability staff notifies all applicants of the results.
After April 2019	Office of Sustainability staff initiates grant agreements and other paperwork (e.g., W-9 and certificate of insurance) with grantees awardees.
Summer 2019	Office of Sustainability starts distributing funding to grantees as soon as all necessary paperwork has been finalized.
One year after grant agreement is signed (earlier reporting accepted)	Grant awardees submit final reporting to the Office of Sustainability.

**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.