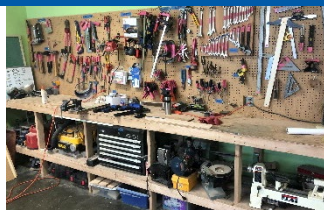
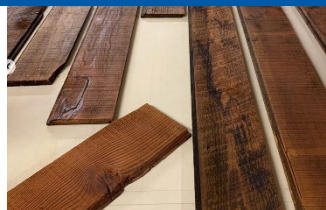


# 2023-2025 Guidelines

## Waste-Free Communities Matching Grant



## Applications are due by 5:00 pm on March 24, 2023

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 equitable community access to waste prevention opportunities and benefits
- Protect the environment and public health through conserving resources and reducing greenhouse gas emissions and other pollutants
- Reduce the amount of materials going to waste in Seattle

### Funding Overview

- There is a total fund of \$200,000 to award this grant cycle.
- Grant requests may range from \$3,000 to \$40,000. SPU may award amounts smaller or larger than requested.
- There is a 25% match requirement. Example: \$40,000 grant + \$10,000 match = \$50,000 total project budget.
- Grant awards are paid on a reimbursement basis. Award recipients may request up to 10% of the total grant award in advance to support project start-up costs.
- Projects may begin no sooner than July 2023. Funds must be used and invoiced no later than June 30, 2025.

### About Waste Prevention

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

Everything we buy or use requires consuming 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
- using less packaging
- choosing to repair, reuse, and buy used
- 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
- 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

**Questions?** Contact Veronica Fincher at [WasteFreeGrants@seattle.gov](mailto:WasteFreeGrants@seattle.gov) or (206) 615-1405  
[www.seattle.gov/utilities/wastefreegrants](http://www.seattle.gov/utilities/wastefreegrants)

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## Project Requirements

Projects must meet all the following requirements to be eligible:

### 1. **Activities must increase waste prevention.**

Examples of eligible projects include:

- Piloting a reusable meal bag program for assisted living facilities
- Testing strategies for improving communication between food donors and hunger relief organizations
- Launching a system for reusable takeout containers
- Opening or expanding a library of things
- Testing strategies for preventing food waste in shared housing spaces, such as student housing
- Other creative ideas you have for preventing waste!

The following activities are not eligible for grant funds:

- Ongoing operating expenses to sustain activities at their current waste prevention levels
- Recycling
- Offsite composting (processed and used somewhere else)
- Using recyclable or compostable products
- Litter clean-up activities
- Bike shares and car shares

### 2. **Activities must take place within Seattle city limits or have a direct impact on waste in Seattle.**

Applicants may be located outside Seattle so long as the project clearly demonstrates a strong connection to Seattle's waste stream.

See a map of Seattle city limits: <http://clerk.ci.seattle.wa.us/~public/nmaps/fullcity.htm>

### 3. **Activities must advance one or more of the following priorities:**

**A) Innovation:** Test or expand on new approaches or technologies or bring new waste prevention opportunities to Seattle.

Examples of past projects:

- pilot a mobile free community store
- demonstrate the business case for using reclaimed lumber for new construction

**B) Expand Equitable Access and Participation:** Effectively engage historically and currently excluded communities in waste prevention activities. Examples of priority communities include Indigenous peoples, African Americans, immigrants, refugees, low-income, people with disabilities, LGBTQIA2+, seniors, young adults, youth, children, and/or small businesses.

Examples of past projects:

- recruit seniors to participate in community repair events
- provide resources to help small businesses prevent waste

**C) Increase Equitable Community Benefits:** Increase waste prevention benefits available to historically and currently excluded communities, such as increasing free or low-cost resources or job training for people experiencing homelessness or food insecurity.

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

In addition to the requirements above, the **most competitive** applications will also have:

- A clearly defined challenge or question that the grant project will help solve
- A plan for putting to use, during or after the grant project, any research recommendations or tools developed
- A plan to fund the continuation, expansion, or next stages of the project after the grant is completed
- An impact beyond a single organization or business. For example, partnering with others to expand the reach of the grant project, engaging the community in the project, or sharing knowledge gained through the project to help others implement similar waste prevention efforts in Seattle.

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## 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 each grant cycle.

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 a project.

**City of Seattle business license information:** <https://www.seattle.gov/office-of-economic-development/small-business/food-businesses/licensing>

**Washington State business license information:** <https://dor.wa.gov/>

## 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. Grant funds may not be used to sustain a project at current waste prevention levels.

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## 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 may award amounts smaller or larger than requested.
- Grant funds must be used and invoiced no later than June 30, 2025.

### Eligible Expenses

The following are examples of expenses that may be eligible for grant funding:

- Staff time assigned to the grant project (may include overhead)
- Stipends and other incentives for project participation
- Project supplies, materials, and equipment

- Services such as interpretation, printing, and design
- Space rentals for project activities
- Food and drink for project activities, excluding alcoholic beverages
- Mileage and parking for project activities (valued at the federal mileage rate)
- Fiscal agent fees (up to 10% of the grant request)

## Match Requirements

Applicants are required to share in the costs of grant-funded projects.

- The match must be at least 25% of the grant request.  
Example: \$40,000 grant request + \$10,000 match = \$50,000 total project budget.
- Match contributions must be specific to the grant project. This may include cash or other grant funds that will be used to fund a portion of the project, and donations that support grant project activities, such as volunteer hours, space, services, and supplies.
- Unpaid volunteer hours are valued at \$34.87/hr based on Independent Sector's Value of Volunteer Time for Washington State.
- 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.

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## Contracting & Payment

### 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.

### Contracting

Each award recipient or their Fiscal Agent must submit a W9 form and 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.

### Insurance Requirements

Grant recipients or their Fiscal Agent 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

Grant awards are paid on a reimbursement basis. Award recipients will submit invoices based on completion of specific milestones identified in the grant agreement or based on actual expenses. 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.

Award recipients may request up to 10% of the grant award in advance to support project start-up costs. The request must clearly explain the need and how the advance funds will be used. Proof of use of the funds must be submitted and approved by SPU before the grant recipient will be allowed to request reimbursement for the remainder of the grant award. SPU will require the return of some or all advance funds if the award recipient does not provide sufficient supporting documentation.

## Reporting

SPU will work with each award recipient to develop a customized report template to document project activities, outcomes, challenges, successes, and lessons learned. Award recipients may choose to submit reports in print or video format or meet with SPU staff to submit reports verbally.

Reports must be submitted with each invoice, and the final report must be submitted before receiving the final grant payment. SPU may request a meeting with each award recipient to review the final report and ask clarifying questions.

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## 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 project's potential to prevent waste.
  - Project will prevent waste of materials that are a high priority for SPU (current priorities: food, textiles, single-use materials, construction materials, and furnishings and appliances)
  - Amount of waste the project has the potential to prevent during the grant project and in the future, and relevant environmental and health impacts
  - Number of people the project has the potential to reach in effective ways
  - Project is seeking to solve a key challenge or gain new knowledge that can be used and/or shared with others to expand waste prevention resources in Seattle
2. **Project Capacity:** A project's potential to succeed based on capacity.
  - Project has enough staff, partners, volunteers, and financial resources to be successful
  - Project staff, volunteers, and partners have the necessary knowledge, skills, experience, and relationships
  - Partnerships are already secured, if needed
3. **Project Budget:** A project's potential to succeed based on the proposed budget.
  - Budget is consistent with the project proposal
  - Budget estimates are accurate
  - Expenses are appropriate for the grant
  - Requested amount is reasonable for the expected outcomes
4. **Priorities:** Projects must advance one or more of the following priorities.
  - A) **Innovation:** A project's use of new approaches or technologies.
    - Project is innovative for the Seattle area
    - Project has the potential to be expanded to have a larger impact in Seattle
    - Project will share tools and resources and knowledge gained to help others implement similar waste prevention efforts in Seattle

- B) Expand Equitable Access and Participation:** A project’s potential to effectively engage historically and currently excluded communities in waste prevention activities.
- Project will engage Indigenous peoples, African Americans, immigrants, refugees, low-income, people with disabilities, LGBTQIA2+, seniors, young adults, youth, children, small businesses, and/or other excluded communities
  - Project will use strategies that will be effective for each community they engage
  - Project involves impacted communities in project planning and implementation
- C) Increase Equitable Community Benefits:** A project’s potential to increase waste prevention benefits available to historically and currently excluded communities.
- Project will benefit people most in need, such as people experiencing homelessness or food insecurity
  - Identified benefits will be of value to the impacted communities, such as providing free or low-cost resources or job training

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## Application Process

### Schedule

Applications Due	March 24, 2023
Notice of Decisions	By mid-May
Agreements with City Signed (projects may begin)	July 2023
Work Completed & Invoiced	By June 30, 2025

### 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: [WasteFreeGrants@seattle.gov](mailto:WasteFreeGrants@seattle.gov) or (206) 615-1405

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

- Print Applications must be no longer than 10 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:** Submit your grant application and supporting documents by 5:00 pm on March 24, 2023. Call (206) 615-1405 if you do not receive an email confirmation of receipt within 2 business days.

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## Language Assistance

For help in the following languages, contact our partner, ECOSS at [emak@ecoss.org](mailto:emak@ecoss.org) or (206) 767-0432.

SPU funds ECOSS to provide in-language assistance for grant applicants.

- Amharic
- Cantonese
- Mandarin
- Spanish
- Tigrigna
- Vietnamese