

RecycleWorks Grants Program Program Guidelines

The RecycleWorks Grants Program offers two tiers of grants: MiniGrants (up to \$25,000) and Nano-Grants (up to \$5,000).

MiniGrants: (maximum \$25,000)

Purpose:

To help eligible organizations create programs that will initiate or expand reuse, waste reduction, recycling, composting, green building and sustainability in San Mateo County.

Who May Apply:

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

General Requirements:

To be considered for a RecycleWorks MiniGrant a program must:

- Serve the unincorporated area of the county OR serve the entire county including all the unincorporated areas.
- Provide a new service in the county and fill a need that is not currently being met.
- Have outcomes that align with the purpose of the grant program and which provide benefit to the unincorporated area of the County.
- Comply with all federal, state and local land use, regulatory and permit requirements and must be located within San Mateo County.

Eligible Expenses for Funding by a RecycleWorks MiniGrant include:

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

A RecycleWorks MiniGrant cannot be used for:

- Legal fees
- Repayments of debts
- Loan or bank fees
- Development, architectural or engineering fees

Additional information may be requested of applicants before a grant determination is made.

All grantees will be required to sign a grant agreement with San Mateo County that includes reporting requirements to the County.

Recommendations for the award of a RecycleWorks MiniGrant will be made by a team comprised of Public Works Department staff and will be authorized by the Director of Public Works. Grants or partial grants may be awarded up to the maximum of \$25,000 per project.

Nano-Grants: (up to \$5,000)

Purpose:

To support and fund small projects that will educate, increase awareness, reduce waste, increase recycling, conserve resources including energy and water, build better buildings and reduce CO₂ emissions or other greenhouse gases in San Mateo County. Nano-Grants are designed to serve a variety of potential applicants who need access to small amounts of money for a limited time and for a specific purpose that supports County objectives and priorities.

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 Grants Program. The objectives are not listed in any particular order and will all be considered. However, if your project does not meet any of the following objectives, it is unlikely to be funded.

1. Grant projects serve or benefit the Unincorporated County.
2. Materials funded by the grant can be used repeatedly.
3. Grant provides initial funding for long-term projects.
4. Requests support projects serving the non-English speaking communities in the County.
5. Projects support training on environmental topics or practices for a group who will then share their skills in the community.
6. Proposals from schools, teachers, districts, childcare centers, school or after-school clubs and nonprofits that serve children are given special consideration.
7. Innovative projects can be duplicated by others in the County.

Who May Apply:

An application may come from a nonprofit organization, business, school, government agency, club, or individual located in San Mateo County or serving San Mateo County.

General Requirements for RecycleWorks NanoGrants

- Serve the unincorporated areas of the county OR the entire county including the unincorporated areas. Applications that serve a greater area will only be considered for the portion that serves San Mateo County.
- Have outcomes that align with the priorities of the County and provide benefit in unincorporated areas of the County.
- 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 her classroom but these books should become property of the school or school library as designated by the applicant.

Examples of Proposals that a RecycleWorks Nano-Grant can fund:

(All projects must relate to natural resources or the natural environment.)

- 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 San Mateo County.
- Classroom workshops or activities by nonprofits
- School garden start up funding
- Books, materials, equipment (such as a solar oven), which will be utilized by teachers and students over the years
- Events related to environmental education
- Recycling bins, signs, and outreach materials
- Training opportunities
- Service Learning Project expenses for projects
- Materials and costs associated with getting a recycling, reuse or resource conservation program started
- Volunteer acknowledgement for completed projects
- Equipment, displays, meters and materials that will provide education on the green features, solar power, or other items in a green building
- Specific items or actions that will reduce waste, conserve energy or water or reduce emissions of greenhouse gases. Visibility or educational aspects of these items are required for project to be funded.

A RecycleWorks Nano-Grant cannot be used for projects that have already been initiated or which have been completed.

Recipients of Nano-Grants will be required to sign a grant agreement with San Mateo County, which includes provisions for providing the County with information regarding the use of the funds and the outcome of the project as will be delineated in the grant acceptance letter. Reporting requirements will be simple and straightforward and will allow RecycleWorks to report on the activities funded in the grants program. Photos and photo releases may be requested in order to feature the grant project on www.RecycleWorks.org.

Nano-Grant awards will be determined by a team of Public Works staff and authorized by the Director of Public Works.

RecycleWorks MiniGrants and Nano-Grants Details

Applicants will be notified of acceptance within four weeks of application date. The grant cycle will repeat every two months until the grant funding is depleted.

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.

Outcomes – Goals and Objectives 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 well the proposal fits within the priorities and purposes of the two grant options.

Specific Filing Instructions for RecycleWorks MiniGrants and Nano-Grants:

1. Application must be signed by an adult.
2. Application should be printed on two sides and delivered via hand or mail to the Department of Public Works offices by the date for the grant cycle as published by the Department of Public Works.
3. Application form must be fully filled out.
4. Provide a brief overview of the project for which you are requesting funds.
5. Describe the project design and relevant information, including a timeline for project and detailed budget.
6. Describe who will benefit from or be served by this project and in what way.
7. Identify goals and objectives.
8. Indicate how you will measure and evaluate the effectiveness of the project.
9. List responsible staff or students and their qualifications, as appropriate.
10. Summarize the benefit for the County if project is funded.

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 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.

For inquiries or clarification of the RecycleWorks Grants Program, please contact [PERSON, EMAIL, PHONE].