



## **RecycleWorks Grants Program**

# **MiniGrants**

Application Packet

Deadline: December 15, 2008

RecycleWorks

555 County Center, 5<sup>th</sup> Floor

Redwood City, CA 94063

(888) 442-2666

Fax (650) 361-8220

Email: [info@recycleworks.org](mailto:info@recycleworks.org)

[www.RecycleWorks.Org](http://www.RecycleWorks.Org)

San Mateo County, RecycleWorks MiniGrant Application

**County of San Mateo RecycleWorks**  
**MiniGrant Program**  
*Deadline: December 15, 2008*

**Background**

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RecycleWorks is a program of San Mateo County within the Public Works Department. RecycleWorks provides outreach to all residents and businesses in San Mateo County and oversees waste and recycling services for County facilities and Unincorporated San Mateo County areas. RecycleWorks is not affiliated with any of the private waste haulers in San Mateo County, but does help to promote their recycling services.

RecycleWorks mission is to create, deliver, and promote recycling, composting, waste prevention, procurement, sustainability and green building programs and outreach at County facilities and for residents, employees, businesses and visitors in the unincorporated area of the county and, when appropriate, throughout San Mateo County to encourage, facilitate, and achieve resource conservation and the practice of responsible environmental stewardship and to maintain compliance with the California Integrated Waste Management Act (AB939, Sher, Chapter 1095, Statutes of 1989 [IWMA, 1989]).

The MiniGrant program was developed to help eligible organizations create programs that will initiate or expand reuse, waste reduction, recycling composting, green building and sustainability in San Mateo County.

**Eligibility Requirements and Project Criteria**

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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 an unincorporated area of San Mateo County OR serve the entire County including all of the unincorporated areas.
- Provide a new service in San Mateo 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 San Mateo County.
- Comply with all federal, state and local land use, regulatory and permit requirements and must be located within San Mateo County.

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

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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. Initiate or expand reuse, source reduction or recycling options.
2. Reduce waste, increase recycling, conserve resources (including energy and water), build better buildings and reduce CO<sub>2</sub> emissions or other greenhouse gases.
3. Increase awareness about environmental issues and solutions and provide opportunities for our children to experience and learn about the environment and become good stewards of the diverse natural environment in San Mateo County.

### Eligible Expenses for Funding by a RecycleWorks MiniGrant include:

- Equipment and materials (i.e. gardening tools for the garden.)
- Workshops
- Start up costs
- Promotional materials
- The grant can include the cost of an employee's salary however, the grant will only allow 50% of the total grant costs towards an employee's salary compensation minus any overhead costs, and should not be used to supplant existing salary obligations.

### A RecycleWorks MiniGrant cannot be used for:

- Legal fees
- Repayments of debts
- Loan or bank fees
- Development, architectural or engineering fees
- Food expenses for workshops
- Tools that are purchased for use on other project sites

**Application Deadline: December 15, 2008** Applications must be hand delivered or post marked to our office no later than 5:00pm on Monday, December 15, 2008.

### Proposals may be mailed or hand delivered to our office:

County of San Mateo, RecycleWorks  
Attention: Mini Grant Program / Gerald Schwartz  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

Applicants will be notified of acceptance within six 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 San Mateo County. 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.

**Determination of the Grant**

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

**General Conditions**

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

All materials submitted to the County 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 grants exceeding \$2,500.00 the Grantee shall be paid in three installments. The first payment will consist of 50% of the project cost as stated and agreed upon in Exhibit A. One additional payment of 25% will be given upon completion of activities indicated in the timeline. The final 25% of the project costs will be held until completion of the project and the Final Report Exhibit “C” is submitted and approved by the RecycleWorks Manager. The Final Report is due within ten days of the contract expiration date.

**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.

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Priorities – How well the proposal fits within the priorities and purposes of the grant guidelines? Grant projects serve or benefit Unincorporated San Mateo County.

Recycled Content- Project uses recycled content materials.

***Specific Filing Instructions***

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A grant proposal must include all of the following information to be eligible for consideration.

1. All applications must be signed by the person applying for the grant and in the case of a student or school group applying, a signature must be from the Principal or Vice Principal who is at least 18 years old.
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. All questions on the attached application must be answered.
4. Detailed Project Budget
5. Project timeline.

Please direct all questions in writing to [info@RecycleWorks.org](mailto:info@RecycleWorks.org)

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**Application Cover Page**

**Applicant Information**

Applicant: \_\_\_\_\_

Type of Organization:

- corporation
- sole proprietorship
- partnership
- non-profit
- government agency
- other

Year Established: \_\_\_\_\_ Federal ID Number: \_\_\_\_\_

State and Date of Incorporation: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fiscal Agent (if applicable): \_\_\_\_\_

**Project Information**

Project Name: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Total Project Budget: \$ \_\_\_\_\_

Project Duration (Start up and Completion Dates): \_\_\_\_\_

Project Service Area: \_\_\_\_\_

Other Participating Agencies / Organizations: \_\_\_\_\_

**Certification**

I certify that the information contained in this proposal is true and accurate to the best of my knowledge and belief. I further certify that this grant application is submitted with the full knowledge and endorsement of the governing board of this organization, which is empowered to enforce compliance with all contract conditions.

Signature(s): \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**Project Summary and Narrative**

Applicant: \_\_\_\_\_

Project Name: \_\_\_\_\_

**Project Overview**

Briefly summarize (2-3 sentences) the specific purpose for which you are requesting funds.

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**Project Narrative**

On a separate sheet of paper, please provide responses to the following items relative to your proposed project. Be sure your proposal narrative is outlined with the sections sequentially numbered and titled as indicated below.

1. **Project Description**  
Describe the project design and any other relevant information.
2. **Project Budget**  
Provide a budget for this project; include a detailed list with anticipated expenditures for materials, equipment, workshops, etc. The grant will not fund any items not listed in the project budget.
3. **Project Timeline**  
Include a detailed timeline for this project.
4. **Project Beneficiary**  
Describe who will benefit from or be served by this project and in what way.
5. **Project Goals and Objectives**  
Identify the goals and objectives that are relevant for this project.
6. **Project Evaluation**  
Indicate how you will measure and evaluate the effectiveness of this project.
7. **Project Staff**  
List the responsible staff or students and their qualifications for this project, as appropriate.
8. **County Benefit**  
Summarize the benefit for the County or the Unincorporated San Mateo County area if this project is funded.





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**Time Sheet Example**

Date	Hours	50% Hourly Wage-Overhead Cost

***Project Income***

If the funds requested do not constitute full support for your project, please list other sources of income. Indicate whether funds are committed or anticipated.

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Budget prepared by:

Phone:

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**Exhibit C**  
**RecycleWorks Grants Program**

**Final Report**

Applicant: <Name>  
Project Title: <Name>  
Contact Person: <Name>

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1. List your grant objectives, as stated in your proposal. Discuss the activities performed and the manner in which you have achieved these goals.
2. Describe any changes made in the original timeline. What factors played a role in timeline changes?
3. If applicable, describe the impacts the project has had on the waste stream/waste handling practices at your facility/location. How much and what type of materials did you recycle and/or reuse as a result?
4. What were the positive or negative aspects of the project?
5. Discuss the plan to sustain the project in the future.
6. List any in-kind contributions made to the project.
7. List budget expenditures according to the Project Budget submitted with your original application.
8. Include copies of all original receipts and time sheets if applicable.
9. Include copies of any promotional materials or media coverage.
10. Any additional comments you would like to offer.

County Approval:

\_\_\_\_\_ Date: \_\_\_\_\_

This Final Report Format is due within 10 days following the contract expiration date. The final 25% retention payment will not be released until your Final Report and documentation have been approved. Please prepare the report using 1.5 spacing, Times New Roman, Font 12. Please print the report double-sided on recycled content paper and provide an electronic copy. **If you have any questions or need additional information per your contract requirements, please contact Gerald Schwartz at (650) 599-1424.**