



RecycleWorks Grants Program

NanoGrants

Application Packet
Deadline: December 15, 2008

RecycleWorks
555 County Center, 5th Floor
Redwood City, Ca. 94063
(888) 442-2666
Fax (650) 361-8220
Email: info@recycleworks.org
www.RecycleWorks.org

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

Background

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 NanoGrant program was developed to support 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. NanoGrants 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.

Eligibility Requirements and Project Criteria

Who May Apply:

A nonprofit organization, business, school, government agency, club, or individual located in San Mateo County or serving San Mateo County may submit an application.

General Requirements:

To be considered for a RecycleWorks NanoGrant a program must:

- Be located in San Mateo County.
- Have outcomes that align with the priorities of San Mateo County and RecycleWorks.
- Individuals may apply; however, applications must identify an organizational destination where materials, equipment, tools and other durable items will be stored and made available to others. For instance, a teacher may apply for books for the classroom but these books should become property of the school or school library as designated by the applicant.

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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 Unincorporated San Mateo County.
2. Equipment and Supplies 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 San Mateo County.
5. Projects support training on environmental topics or practices for a group who will then share their skills in the community. Proposals from schools, teachers, districts, childcare centers, school or after-school clubs and nonprofits that serve children are given special consideration. Innovative projects that can be duplicated by others within San Mateo County are strongly encouraged.
6. Projects use of recycled content materials.

Examples of Proposals that a RecycleWorks NanoGrant 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 proposed projects
- Equipment, displays, meters and materials that will provide education on the green features, solar power, or other items in a green building that will be used on site.
- 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.
- 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.

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A RecycleWorks NanoGrant cannot be used for:

- Projects that have already been initiated or which have been completed.
- Legal fees
- Repayments of debts
- Loan or bank fees
- Development, architectural or engineering fees
- Food expenses for workshops
- Tools that are purchased for use at other project sites

Application Deadline: December 15, 2008 Applications must be hand delivered or postmarked 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: Nano Grant Program / Gerald Schwartz
555 County Center, 5th 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. Reporting requirements will be simple and straightforward and will allow RecycleWorks to report on the activities funded. Photos and photo releases may be requested in order to feature the grant project on www.RecycleWorks.org.

Determination of the Grant

Additional information may be requested of applicants before a grant determination is made. Recommendations for the award of a RecycleWorks NanoGrant 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 \$2,500 per project.

General Conditions

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.

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For grants equal to or under \$2,500.00 the Grantee shall be paid in two installments. The first payment will consist of 90% of the project cost as stated and agreed upon in Exhibit A. The final 10% 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.

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 grant guidelines? Grant projects serve or benefit Unincorporated San Mateo County.

Recycled Content- Projects use of recycled content materials.

Specific Filing Instructions

The 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. The 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 – short and concise answers for simple projects are acceptable.
4. Detailed list with anticipated expenditures for materials, equipment, workshops, etc.
5. Incomplete applications will not be accepted.

Please direct all questions in writing to info@RecycleWorks.org

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Application Cover Page

Applicant Information

Applicant: _____

Type of Organization:

- corporation
- sole proprietorship
- partnership
- nonprofit
- government agency
- teacher
- school
- 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.

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 to the County or the Unincorporated San Mateo County area if this project is funded.

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Project Budget

Applicant: _____

Funding Request is for \$ _____ for _____ months.

Total Project Budget \$ _____

Total Agency/Organization Budget \$ _____ (current fiscal year)

Project Expenses

Allowable expenses:

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. Supplies related to promotions, educational and, outreach programs, collection improvement for reuse projects, and recycled content materials are allowed. Small tools and equipment can be purchased if the items will remain at the site. Workshop expenses should exclude food purchases.

Budget Sheet Example

Date	Item/Materials Expense	Receipt Number	Amount

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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.

Budget prepared by:

Phone:

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 10% 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.**