

San Francisco
Commercial Recycling Mini-Grant
Application Packet
2008

A Funding Opportunity to Start or Expand Recycling, Composting or Waste Prevention Programs at San Francisco Businesses

SOCIAL AND ENVIRONMENTAL ENTREPRENEURS (SEE)

on behalf of SF Environment
in partnership with
Susan Kinsella & Associates and Kies Strategies

Website: <http://www.saveourplanet.org/SFMiniGrants.html>

Email: MiniGrants@susankinsella.com

Telephone Contact: Delyn Kies, (415) 209-0321

Fax: Susan Kinsella & Associates, (509) 756-6987

Mailing Address

(E-Mail Applications Strongly Preferred)

San Francisco Commercial Recycling Mini-Grants,
PO Box 29304, San Francisco, CA 94129-0304

Social and Environmental Entrepreneurs (SEE)
San Francisco Commercial Recycling Mini-Grant Program

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San Francisco Commercial Recycling Mini-Grant Program Calendar Year 2008

Background

This Commercial Recycling Mini-Grant Program was developed as a complement to the SF Environment business technical assistance program that assists San Francisco businesses in reducing waste, increasing recycling and composting, and adopting better overall environmental performance practices. The Program is designed to more effectively meet the needs of San Francisco businesses that could significantly increase their environmental performance if they had access to a relatively small amount of money, within a brief period of time, for a specific and limited purpose. In general, the Program is looking for innovative projects that will increase individual and business involvement in waste prevention efforts, recycling, and composting.

The Mini-Grant program is administered by Social and Environmental Entrepreneurs (SEE), in partnership with Susan Kinsella & Associates and Kies Strategies. A total of \$70,000 in funding has been made available by SF Environment for calendar year 2008. Applications will be accepted and evaluated on a “first come, first served” basis throughout the year until the full amount allocated has been disbursed.

Eligibility Requirements, Project Criteria & Grant Amount

- This Commercial Recycling Mini-Grant Program is open to all private, for-profit San Francisco businesses. *(Other funding for non-profit organizations and institutions is available from SF Environment. Go to www.sfenvironment.org and click on “Employment, Grants & RFPs, Volunteer” under “our sfenvironment”).*
- A minimum of seven (7) grants are expected to be awarded, ranging from \$1,000 to approximately \$10,000.
- The proposed project must be in the area of waste prevention, reuse, recycling, composting, or market development *and have an impact on waste diversion in San Francisco, California.*
- Proposed projects must be in compliance with all federal, state and local land use, regulatory and permit requirements.
- A short summary report is due at the conclusion of the project, and a mid-term progress report may also be required.
- Applicants may only be awarded one Mini-Grant per calendar year.
- Examples of eligible projects include:
 - Purchase or lease of equipment such as balers, compactors or cart-washers; costs to retro-fit garbage or recycling containers to maximize recycling or composting; or other program start-up costs such as purchasing containers for an office recycling or composting program.

- Funds may also be requested for educational programs that promote waste prevention, reuse, recycling, composting or buying recycled or compostable products.

Ineligible Uses of Grant Funds

San Francisco Commercial Recycling Mini-Grant funds may *not* be used for the following purposes:

- Repayment of existing debt or pre-existing tax liens or obligations
- Payment of organizational overhead
- Legal fees
- Fines, penalties or costs to mitigate compliance violations
- Loan or bank fees
- Subsidization of existing contracts
- On-going staffing expenses
- On-going garbage or recycling collection service fees
- Costs to comply with existing laws and regulations (e.g., *the SF Food Service Waste Reduction Ordinance*)

Application Deadline

Applications for the San Francisco Commercial Recycling Mini-Grant Program will be accepted on a first-come, first-served on-going basis during the 2008 calendar year until the allocated amount (\$70,000) has been fully disbursed, but no later than October 31, 2008.

San Francisco Commercial Recycling Mini-Grant applications take approximately 4-6 weeks to process, depending upon when they are received.

Submittal Requirements

- One (1) complete copy of the proposal, with all relevant documents attached.
- Complete proposals in Microsoft Word or PDF formats submitted by e-mail to MiniGrants@susankinsella.com are preferred.
- Alternatively, proposals may be mailed to the offices of Susan Kinsella & Associates at PO Box 29304, San Francisco, CA 94129-0304, Attention: San Francisco Commercial Recycling Mini-Grant Program.
- All printed materials must be printed double-sided on 8 1/2" x 11" recycled content paper with at least 30% postconsumer recycled content.
- All costs incurred in the preparation of a proposal are the responsibility of the applicant.

NOTE: Applicants are strongly encouraged to discuss their proposed project prior to submitting an application. Contact Delyn Kies at (415) 209-0321 or via e-mail at MiniGrants@susankinsella.com

Evaluation Process & Criteria

All submitted proposals which are in compliance with the requirements will be evaluated and rated according to the following criteria:

1. **Project Conception** - Proposal clear and comprehensible with a realistic timeline; project activities well defined and technically feasible.
2. **Outcomes** - Objectives clearly stated, specific, realistic, and measurable.
3. **Organizational Capacity** - Management and staff qualified to implement project.
4. **Financial Viability** - Organization demonstrates sound fiscal management; project budget is realistic and cost effective.
5. **Impact** - Extent of contribution to solid waste reduction and diversion in the City and County of San Francisco; transferability of successful waste prevention/recycling/composting tasks and strategies.
6. **Additional Evaluation Factors** – Education and/or incentive component for employees or customers; use of environmentally preferable products or services.

During the San Francisco Commercial Recycling Mini-Grant application review process, program administrators may contact the applicant for additional information or to clarify proposal content, and may elect to interview applicants or do a site visit prior to making a funding recommendation.

San Francisco Commercial Recycling Mini-Grant program administrators, in consultation with SF Environment staff, will make final funding approvals. Each applicant understands that there is ***no appeal process*** for proposals that are ***not approved*** for funding.

Grant Awards

All applicants will be notified of the results of the grant review process and decisions within approximately four (4) weeks after the receipt of their proposals, provided all questions have been answered by the applicant.

For successful applicants, funds will be available for expenditure only after a funding agreement/contract between Social and Environmental Entrepreneurs (SEE) and the grantee is signed and fully executed.

SEE reserves the right to revoke any grant for which a contract is not executed, due to delays on the part of the grantee, within two (2) months of the award. Funded projects must be initiated within two (2) months of execution of the contract or grant funds will revert back to SEE.

At the end of the contract, a short summary report will be required detailing the project's progress and diversion achievements. Ten percent of requested grant funds will be withheld pending receipt of this final report.

During the term of the agreement, **all publicity or promotional materials concerning the Project must be reviewed and approved by San Francisco Commercial Recycling Mini-Grant Program representative(s) prior to distribution.** This includes press releases, feature stories, public service announcements, brochures and product literature.

Other Conditions

All materials submitted become the property of SEE, and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

The Mini-Grant administrators reserve the right, at their 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.

For inquiries or clarification of this San Francisco Commercial Recycling Mini-Grant Program, contact Delyn Kies at (415) 209-0321 or e-mail *MiniGrants@susankinsella.com*.

Proposal Content and Organization *(Applicant's Check List)*

Unless otherwise noted, a complete grant proposal must include all of the following forms and supporting documents to be eligible for consideration. *Complete proposals in Microsoft Word or PDF formats submitted by e-mail are preferred, sent to MiniGrants@susankinsella.com.*

One (1) copy of the following:

- Form A:* Application Cover Page
- Form B:* Project Summary & Narrative (*two double-sided pages maximum*)
- Form C:* Project Budget

San Francisco Commercial Recycling Mini-Grant Program

FORM A

Application Cover Page

Applicant Information

Applicant: _____

Type of Organization: corporation sole proprietorship partnership other

Year Established: _____ Federal ID Number: _____

State and Date of Incorporation: _____

Address: _____

City, Zip Code: _____

Main Phone Number: _____ Fax Number: _____

Contact Person: _____ Contact Title: _____

Contact Phone: _____ Contact Email: _____

Project Information

Project Name: _____

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

Project Duration (Start up and Completion Dates): _____

Project Service Area: _____

Certification

In submitting this application, I attest that I have read and understood the terms and requirements for release and use of the mini-grant funds. 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: _____

If submitting this application electronically, please ALSO fax (509-756-6987) or mail (PO Box 29304, San Francisco, CA 94129-0304) only this signature page (Form A).

Project Summary & Narrative

Applicant: _____

Project Summary

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

Project Narrative

Please provide responses to the following items relative to your proposed project either below or on a separate sheet of paper. Use no more than *two pages, double-sided*, for your proposal narrative, with the sections sequentially numbered and titled as indicated below.

1. Business Overview

Briefly describe the purpose and primary activities of your business, your geographic area of operations, and the primary sources of financial support for your organization.

2. Statement of Need

Identify the issue or need your project seeks to address.

3. Baseline Data

- a) *What is the current level of garbage service collection (i.e. estimated volume or weight of garbage collected weekly, monthly or annually or what size bins and how often they are picked up)? Your garbage hauler or SF Environment commercial recycling representatives may be able to help you determine this if you don't know it already.*

- b) *What is your current level of recycling? What materials are collected? How often are they picked up?*

- c) *What is your current level of composting? How often are compostables picked up?*

- d) *Identify the estimated amount by which you expect to reduce your garbage service by implementing this waste reduction, recycling and/or composting project.*

4. Project Description

- a) *Briefly describe the project for which funds are requested, including program design and relevant tasks and activities.*
- b) *Indicate program goals and outcome objectives.*
- c) *Present your project timeline, with an implementation schedule and anticipated starting and ending dates.*
- d) *List key project personnel.*

5. Project Evaluation and Accountability

Indicate how program performance will be monitored and measured and how you will determine the success of the project.

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FORM C

Project Budget

Applicant: _____

Funding Request is for \$ _____

Total Project Budget \$ _____

Project Expenses

List project expenses and specify how requested funds will be used. *A minimum of three quotes or bids, in any format, are preferred for equipment or other capital purchases.*

Item	Number to be purchased	Cost per Item	Total

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: _____