



**Use Reusables Mini-Grant Program**  
Application Packet  
Deadline March 15, 2018

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[www.UseReusables.org](http://www.UseReusables.org)

StopWaste  
Use Reusables 2018 Mini-Grant Application

SUMMARY .....	3
Eligible Projects .....	3
How Do I Apply .....	3
Ineligible Projects .....	4
Sharing Information .....	4
CONTEXT .....	5
Application Content and Organization .....	5
Forms A-C .....	5
Attachments .....	5
Submittal Requirements.....	5
General Conditions .....	6
EVALUATION AND AWARDS.....	6
Evaluation Process .....	6
Evaluation Criteria.....	7
The Awards.....	8
Monitoring Program .....	8

## SUMMARY

### Use Reusables Mini-Grants

Use Reusables (UR) mini-grants, up to \$5,000, are for organizations that are planning to incorporate reusable packaging (aka Reusables) into their manufacturing, transportation and/or distribution practices in Alameda County in order to reduce external transport packaging waste. Applications will be evaluated on a first come, first served basis until grant funds are expended. Submission deadline is March 15, 2018.

### Eligible Projects

To be eligible for a Use Reusables mini-grant you must be an incorporated private company, non-profit organization, public agency, or institution and in compliance with all U.S. federal, state and local land use, regulatory and permit requirements. Projects of all sizes will be considered. Eligible projects must:

1. Replace single- or limited-use transport packaging with durable materials designed for at least 50 uses under normal circumstances, such as:
  - Durable pallets or bins,
  - Reusable pallet-wrap, bands or belts,
  - Intermediate bulk containers (IBCs), or
  - Other reusable transport packaging solutions such as reusable dunnage;
2. Be implemented within six months of application; and
3. Fit one of the following descriptions:
  1. The project demonstrates the ability to reduce transport packaging waste generation in Alameda County during the course of project implementation,OR
  2. The project demonstrates the ability to reduce packaging used to transport materials/products originating outside of Alameda County that are shipped with an end destination in Alameda County.

**Award requests of \$500 up to a maximum of \$5,000 will be considered.** Grant monies can be used to purchase reusable transport packaging materials / equipment.

### How Do I Apply?

Download the grant application form at [www.UseReusables.org/grants](http://www.UseReusables.org/grants). Submit completed forms to [Reusables@StopWaste.org](mailto:Reusables@StopWaste.org) by **March 15, 2018**. Funds are awarded on a first come, first served basis, until all grant funds are expended. Applicants are encouraged to submit applications early to ensure funding availability.

StopWaste  
Use Reusables 2018 Mini-Grant Application

If you would like assistance evaluating opportunities for reusable packaging at your organization, or if you have questions about the mini-grant program, please email [Reusables@StopWaste.org](mailto:Reusables@StopWaste.org).

### ***Ineligible Projects***

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Projects that do not incorporate reusable materials into packaging and transport processes to reduce waste disposal/recycling in Alameda County, or do not demonstrate that those materials are reused, will not be considered.

In order to be eligible, the actual reduction of materials must be easily measured and documentable. If you have a question about the eligibility of your project, contact [Reusables@StopWaste.org](mailto:Reusables@StopWaste.org).

StopWaste award funds may *not* be used for the following purposes:

- Repayment of existing debt or pre-existing tax liens or obligations
- Legal fees
- Loan or bank fees
- Subsidization of existing contracts
- Projects implemented in the past

Projects that are not suitable for Use Reusables mini-grants may be better suited to other StopWaste.org mini-grants and loans for recycling-related activities. Information on other mini-grants and loans may be obtained online at [www.StopWaste.org/grants-and-loans](http://www.StopWaste.org/grants-and-loans).

### ***Sharing Information***

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While StopWaste respects business concerns about proprietary information, the Agency is seeking to collaborate on projects with information and results which will be helpful to influence other businesses, institutions, and agencies to shift towards use of reusable transport packaging. Grant recipients will be required to submit progress and final reports. The report and other project content may be published in case study format and made available to other businesses and agencies. StopWaste staff will work with each grant recipient to ensure the confidentiality of truly proprietary information.

## CONTEXT

### ***Application Content and Organization***

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Unless otherwise noted, your application must include all of the following forms and supporting documents in order to be deemed complete for consideration. The forms, which contain specific instructions, are available for download at [www.UseReusables.org/grants](http://www.UseReusables.org/grants).

#### ***Forms A-C***

Form A: Application Cover Page

Form B: Project Narrative

Form C: Applicant's Statement of Qualifications

#### ***Attachments:***

Letter of Commitment from each project partner (i.e. each significant participant outside your organization).

*In the letter, the partner should acknowledge its role in the project and state its commitment to successfully completing the project, continuing the project beyond the Award funding, if appropriate, and working collaboratively to cross-promote case study results within their industry and region*

At your discretion, documentation or drawings, such as charts, graphs, and photographs (limit: 3 pages). (optional)

### ***Submittal Requirements***

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The deadline to submit an application for this funding is **5:00 p.m. on March 15, 2018**. Applications may be submitted prior to this deadline. Funds will be awarded first come, first served until the funds have been exhausted. Complete proposals in Microsoft Word or PDF formats must be submitted by email. All applicants will be notified by email of the receipt of their applications.

**Submit applications via email to [Reusables@StopWaste.org](mailto:Reusables@StopWaste.org)**

Please combine all forms and attachments into one file where possible, with the possible exception of letters of commitment. Submission of one file is preferred. Put the name of your company in the filename, e.g. "AcmeDistribution\_ReusablesGrant2018.pdf"

The applicant is responsible for all costs incurred in the preparation of an application. To maintain a fair competitive basis and to reduce waste, applications are not to include elaborate art work.

## ***General Conditions***

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All materials submitted become the property of StopWaste, and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements. In specific instances, certain financial information may be deemed confidential and not subject to public disclosure. Prior arrangements may be made for the return of such information.

StopWaste may modify the specifics of this Application Packet at any time during the application period and may, where necessary allow applicants adequate time to submit additional requested information. StopWaste reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the application, to accept or reject any or all applications 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 the awards. StopWaste staff are available to provide technical assistance to applicants while they are preparing an application.

All inquiries, requests for technical assistance or requests for clarification of the UR grant process are to be directed to Michelle Fay via phone at 510-891-6539 or via email at [Reusables@StopWaste.org](mailto:Reusables@StopWaste.org). As funds are awarded on a competitive basis, no request will be considered outside this application process. The decisions of StopWaste are final. There is no appeals process for applications that are not accepted for funding.

## **EVALUATION AND AWARDS**

### ***Evaluation Process***

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The applications will be reviewed and evaluated on a competitive basis by StopWaste staff members. Outside experts may be consulted as needed. During the review process, staff may contact applicants for additional information or to conduct a site visit. However, an expression of interest by staff should not be construed as an indication of forthcoming approval.

StopWaste staff will conduct an initial administrative review to verify that the application contains all requested information and documentation. Additional technical or financial information may be required from an applicant, who will then have a specified amount of time to comply. If the requested information or materials are not submitted within the requested time frame, the application will be dropped from further consideration.

## ***Evaluation Criteria***

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Following the initial administrative review, each application will be evaluated according to the following criteria.

### ***Required Criteria:***

1. Waste Prevention. The project will result in elimination of external transport packaging through use of reusable packaging, and ultimately provide some benefit to Alameda County.
2. Reusable Transport Packaging or RTP. Defined as “packaging designed to assist in the movement of goods through the supply chain, made of durable materials and designed for at least 50 uses under normal circumstances.”
3. Implementation Timeline. The project will be implemented within six months of the date that StopWaste receives the grant application.
4. Information Sharing. The business and its partners are committed to sharing information with StopWaste; including post-project case study promotion.

### ***Scoring Criteria:***

5. Project Design. (1-20 pts). The project is well designed and viable. It is well thought-out, the business and its partners are capable of completing it, and the project has a high chance of success.
6. Waste Prevention. (1-30 pts). The project results in a significant reduction of materials that were previously landfilled, recycled and/or composted.
7. Return on Investment. (1-10pts) The project has a marginal return on investment and is demonstrably in danger of not being implemented without StopWaste funding.
8. Innovation/Model for Others. (1-15 pts). The project is a good model for other organizations. It has not yet been done in this form or by this industry in this area, or includes unique aspects for this business sector. It will provide a new idea, technology, or product that is readily transferable or adaptable to others.
9. Commitment. (1-10 pts). The applicant has demonstrated that it is committed to completing and cross-promoting the project, and if applicable, is committed to continuing it beyond this award funding. Each partner has furnished a Letter of Commitment.

***Bonus Points:*** Up to 5 additional points will be given for projects that include a funding match or in-kind contribution.

## ***The Awards***

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All applicants will be notified of the results of the review process and StopWaste's decisions within one month after submission of the application. For successful applicants, funds will be available for expenditure only after a funding agreement/contract between the Alameda County Waste Management Authority Board and the Award recipient is signed and fully executed. StopWaste will not be liable for any project costs incurred prior to the legal execution of the contract, unless mutually agreed upon in writing.

StopWaste reserves the right to revoke any Award for which a contract is not executed, due to delays on the part of the Award recipient, within two (2) months of the Award. Funded projects must be initiated within three (3) months of execution of the contract or Award funds will revert back to StopWaste, unless specific approval is granted by the StopWaste staff for delays due to extenuating circumstances.

If you receive a StopWaste Use Reusables mini-grant award, StopWaste staff will be available for consultations while you are implementing your project.

## ***Monitoring Program***

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StopWaste conducts an ongoing monitoring program designed to provide timely and pertinent information regarding the status and progress of funded projects.

Project monitoring is accomplished through a variety of activities that may include site visits, phone interviews, third-party contacts and periodic progress reports. The extent, nature and implementation of monitoring activities are tailored to each project. Site visits are scheduled in advance with the Award recipient.