



Guidelines for the Waste Reduction & Diversion Program and Application

A Rutland County Solid Waste District Community Grant Program

Purpose of Grants

By establishing and administering the Waste Reduction & Diversion Program (WRDP), the Rutland County Solid Waste District (RCSWD) affirms its commitment to the creative expansion of waste reduction, including reuse, and additional recycling options in Rutland County. RCSWD defines reuse as taking useful products discarded by those who no longer want or need them.

RCSWD defines “additional recyclable” as items which cannot be recycled in a regular recycling bin, but can be reused or recycled at other facilities, such as the additional recyclables collection center. The WRDP supports member towns, schools, community and youth groups, institutions, and non-profits that take initiative to expand opportunities to practice waste reduction, reuse, and additional recycling. The WRDP provides seed money for waste reduction and reuse education, waste diversion model development, technical assistance.

The WRDP aspires to promote innovative and sustainable solutions to problems in our current waste system. These concerns include the environmental impacts of common disposal practices and the social ethics on waste of usable goods when those goods are valuable resources. RCSWD’s focus on moving towards a zero-waste District means that finding ways to reuse these valuable resources is a priority.

We envision a time when there are a variety of flourishing area businesses and organizations offering residents the opportunity to choose to reuse items prior to purchasing new ones. In addition, we aim to support organizations with concentrated amounts of recyclable materials that may be struggling to fund an outlet for the continued life of those products.

We believe that education about reuse and recycling is critical, and that building community engagement and partnerships around these activities can connect people, businesses, and institutions in meaningful ways. It is vital to RCSWD's mission that we foster a zero-waste ethic throughout our District that will ensure the sustainability of waste reduction and reuse projects.

District Priorities

RCSWD will give priority consideration to proposals that have as an integral component the social and environmental ethic or value of waste reduction and reuse that are part of the goals of the WRDP. It will be the responsibility of the applicant to express the extent to which this is a part of the organization in a way that convinces the Board of Supervisor's of its intrinsic nature to the proposal. RCSWD will give priority to proposals that build project sustainability into the application and project plan. RCSWD will not fund proposals that rely on continued monetary support from this grant fund.

Grant-Making Goals

RCSWD is looking for projects that result in a positive social and/or environmental impact and address one or more of the following goals:

1. Promote or provide educational activities about reuse and recycling as an integral component of waste reduction.
2. Expand reuse and additional recycling opportunities and support their sustainability.
3. Replace systems relying on single use, disposable items with reusable and sustainable options.
4. Establish or enhance partnerships and/or collaborations among municipalities, schools, nonprofit organizations, and other institutions.
5. Increase participation in reuse and additional recycling activities by RCSWD residents.
6. Pull in additional resources, and/or catalyze reuse and additional recycling activities in the RCSWD (e.g., through grant matches, or by creating an activity, market or resource that helps another institution also increase its reuse activities).
7. Save valuable resources from entering the waste stream.
8. Create long-term and sustainable goals for reducing waste that can be maintained 3 years after the grant period.

Who May Apply

Applications will be accepted from: District member towns, schools, and nonprofits. If the applicant has been a prior grantee, they must have met all requirements of any prior RCSWD grant agreements and/or contracts and be in good standing with the District. Applications from organizations outside the RCSWD will be accepted if the project is primarily serving the residents in RCSWD member communities. An in district non-profit community group.

Evaluation Criteria

1. Proposals will be evaluated on the following criteria:
2. Work Plan: Are the project's objectives clearly stated and achievable? Are the proposed activities workable and appropriate? Is the schedule realistic?
3. Are the participants involved capable and qualified to perform and follow through on the work they will be responsible for? (Discuss qualifications of each employee)
4. Organizational Capacity and Need: Does the applicant have the capacity to implement the proposed project successfully? Is the project likely to happen without WRRP support?
5. Does your organization utilize an electronic accounting software system that accounts for revenues and expenses on current funds and can do this grant.
6. Budget: Is the budget realistic in terms of the scale of the project and the anticipated results? Are the costs reasonable and justified? If additional funds are needed to complete the project, does the proposal include a realistic plan for securing them? Is there an in-kind or dollar match from the applicant for a portion of the project?
7. Timeline: Are grant activities concluded within one year of the grant award?
8. Is a plan in place to ensure the sustainability of any programs created under the grant?
9. What measurements will be used to determine success of the project

Evaluation Point Criteria

1. Does the project align with RCSWD mission and vision? (40 points)
2. Is it a viable project with the funds offered? (20 points)
3. Qualification of grant need? (20 points)
4. Qualification of grant sustainability? (20 points)
5. Awarded this grant last year? (- 50 points)

Conflict of Interest

Members of the District Board of Supervisors, or Alternate Members, or employees of the RCSWD, or their family members, spouses, domestic or civil union partners, business partners, or businesses in which they or any of them hold an equity interest, are disqualified and are not eligible to receive grants and shall not be considered.

What Will Not Be Funded

1. Academic tuition
2. Deficits and debts incurred from past activities
3. Events or activities that are directly religious or sectarian
4. Events whose sponsors are not in compliance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973
5. Food and beverages
6. Fundraising events
7. Travel
8. Lobbying expenses
9. General organizational operating expenses
10. A project that can not be sustain for greater than three years

Application Process

Grant applications are reviewed on an ongoing basis. The review process can take 6-8 weeks from the date the application was received until a grant is awarded.

Grant Award Range

\$1,000.00 - \$5,000.00. This is a 50% / 50% share grant.

Application Review Process

After applications are received, District staff performs a preliminary review and ascertains completeness and eligibility. The District reserves the right to reject those applications that are incomplete or do not meet the Grant Guidelines. Following the staff review, applications will then be forwarded to a Review Committee. The Committee will review applications according to the criteria listed in the Grant Guidelines. The District may request an interview with the applicant or conduct a site visit.

Payment and Reporting

Up to a fifty percent (50%) share of the grant amount will be reimbursed to the applicant after the District receives the signed grant agreement and progress reports. A reporting period will include work done after the purchase of labor and materials. Depending on the project, ten percent (10%) may be held back and awarded upon receipt of the final report. Final reports must be completed within one month of completed grant activities, which should conclude within one year of the signed grant agreement. Recipients are not eligible to receive additional grants from RCSWD until the final report is received and deemed satisfactory.

A completed W-9 form will be required for funding to be issued. The form can be found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Under normal circumstances final payment would be released when all reporting is completed in an acceptable manner to the RCSWD. These reports are essential to the District's accountability and ability to conduct evaluations. For exceptional circumstances, contact RCSWD staff to discuss alternative arrangements.

Confidentiality

RCSWD is a government municipality. Inherent in its responsibility as a public organization is to ensure that all RCSWD records and files are available to the public, that Committee and Board meetings are open to the public and that the transcripts of those meetings are available for public review. All grant applications and the minutes of discussions that take place while reviewing grant applications in Committee or by the District Board of Supervisors will be part of the public record unless the applicant identifies a portion(s) of their application as proprietary.

If an application contains proprietary information this must be indicated prior to submittal. As a courtesy to applicants, RCSWD will file the identified proprietary portion(s) of the application as confidential and when discussing such areas of an application in a public meeting the Committee or Board will enter a private executive session.

These guidelines are applicable ONLY to the Rutland County Solid Waste District's Waste Reuse & Reduction Program.

If applicants have questions on any of the items presented in the Grant Guidelines, they should call the RCSWD office prior to submitting an application and discuss the matter with the RCSWD representative at: 802-775-7209 ext. 206 or outreach@rcswd.com.

GRANT APPLICATION

Application Materials Required:

- WRDP Grant Application Cover Sheet – signed and dated.
- Organizational Background Information
- Grant Narrative
- Budget Worksheet
- SWOT Analysis

Applicant Name _____ SSN/VT Tax ID# _____

Applying as: (circle one)

Member Town

Member School

Non-Profit Community Group

Other _____

Project Cost: \$ _____

Contact Person _____ Title: _____

Mailing Address _____ City/Town _____

Zip _____ E-mail _____

How did you find out about the WRDP Grant Program? (Circle all that applies)

District Mailing Town Official: _____

Friend/Colleague Advertisement in: _____

District Website: _____

Previous Program Participation

Event: _____

Flyer _____

Other: _____

In the signing below, I attest that all information provided in this application is true and accurate to the best of my knowledge.

Applicant's Signature

Date

Organizational Background (Please do not exceed 1 page)

Type of Organization/Non-Profit, please state the nature of the organization:

Mission statement/goal(s) of the organization:

Physical address (if different from address on cover):

Number of current personnel:

Full time employees: _____ Part time employees: _____ Volunteers: _____

Question 1: Grant Narrative

Each proposal must have a narrative explaining what project the applicant wishes to do with funding. Applicants must demonstrate a strong need, and a tangible benefit to the RCSWD's service area in their proposed grant activity. Recommended length for the narrative is 2-3 pages. Narratives should address the following:

1. Brief description of project for which you are seeking funding, including clear, achievable objectives and activities. Align to RCSWD mission, and mission. Please provide a timeline or schedule of grant activities (note- all grant purchases shall be completed within one year after the grant has been awarded).
 2. Include people who will be involved in the project. Please include resume / qualifications for all staff and/or volunteers involved.
 3. Description of your organization or group. Please explain how your organization has the capacity to implement the proposed project.
 4. Indicate your sustainability plan for the project or programs created under the grant. How long will this project continue for? How will it look like in the future?
 5. Please include all expected sources of funding. This is a 50% in aid grant. Please explain the justification behind budgeted purchases
 6. Will this this project create efficiency? Will it create a revenue steam or future savings?
 7. Benchmarks for success. Please explain how you will evaluate success using measurable results.
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Question 2: Proposed Budget

Each proposal must complete the accompanying Budget Worksheet in MS-Excel. Budget information should be presented in the following manner:

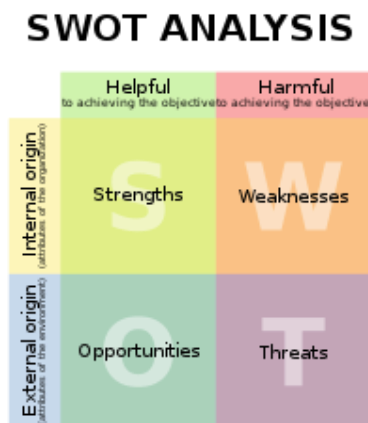
1. The budget should reflect both expense and revenue sections.
2. New revenue anticipated as a result of the grant must be identified as part of this budget.

3. Include this year's current budget on solid waste management, recycling, composting, etc., programs this year.
4. If a line item needs to be explained, please add it to the budget justification in the grant narrative.
5. Show local share or in-kind donations in the budget.
6. RCSWD reserves the right to verify other revenue and expenses.

Question 3: Complete a SWOT Analysis for your project:

Each proposal must complete a SWOT analysis. SWOT analysis (or SWOT matrix) is a strategic planning and strategic management technique used to help a person or organization identify Strengths, Weaknesses, Opportunities, and Threats related to business competition or project planning. It is sometimes called situational assessment or situational analysis.

This technique is designed for use in the preliminary stages of decision-making processes and can be used as a tool for evaluation of the strategic position of organizations.



Supporting Materials

Applicants may provide information that supports their proposal. The decision to add information is left up to each applicant, and such support materials should be concise and directly relevant to the proposal. Additional support materials may be requested during the review process.

Please mail a hard copy of this application in a sealed envelope to:

*Rutland County Solid Waste District
2 Greens Hill Lane
Rutland City, VT 05701
Attn: Mark S. Shea, District Manager*