



Guidelines for the Organizational Waste Reduction & Reuse Program

A Program of the Central Vermont Solid Waste Management District

Purpose of Grants

By establishing and administering the Organizational Waste Reuse & Reduction Program (OWRRP), CVSWMD affirms its commitment to the creative expansion of waste reduction, including reuse, and additional recycling options in central Vermont. CVSWMD defines reuse as taking useful products discarded by those who no longer want or need them and providing them to those who do, ensuring they remain available for use. CVSWMD defines additional recycling as items that are different from the "statewide six" recyclables materials banned from the landfill and 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 OWRRP supports businesses, community and youth groups, institutions, and non-profits that take initiative to stimulate and expand opportunities to practice waste reduction, reuse and additional recycling. The OWRRP provides seed money for waste reduction and reuse education, business development, technical assistance, and community projects throughout the District.

The OWRRP aspires to play a part in promoting innovative and sustainable solutions to problems in our current waste system. These concerns include the environmental impacts of common disposal practices of many of the items we regularly use and discard, from clothing to computers, and the social ethics around the waste of usable goods when those goods are valuable resources. CVSWMD's focus on moving towards a zero-waste region means that finding ways to reuse the valuable resources that are waste products of some 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 hope an infusion of small cash grants, carefully placed in our region, will have a ripple effect, sending waves of success through the community.

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 the CVSWMD in meaningful ways. It is vital to CVSWMD's mission that we foster a zero-waste ethic throughout our region that will ensure the sustainability of waste reduction and reuse projects. This is good for the development of waste reduction and reuse options and for utilizing the valuable resources that often find their way into the waste stream.

District Priorities

CVSWMD 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 OWRRP. It will be the responsibility of the applicant to express the extent to which this is a part of the business or organization in a way that convinces the review committee of its intrinsic nature to the proposal. CVSWMD will give priority to proposals that build project sustainability into the application and project plan. CVSWMD will not fund proposals that rely on continued monetary support from this grant fund.

Grant-Making Goals

The OWRRP is looking for projects that result in a positive social 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 those reusable and sustainable options.

4. Establish or enhance partnerships and/or collaborations among municipalities, businesses, schools, nonprofit organizations, community groups, camps, environmental organizations and learning centers, and other institutions.
5. Increase participation in reuse and additional recycling activities by CVSWMD residents.
6. Pull in additional resources, and/or catalyze reuse and additional recycling activities in the CVSWMD (e.g. through grant matches, or by creating an activity, market or resource that helps another business or 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 after the grant period.

Who May Apply

Applications will be accepted from: organizations, businesses, community and youth groups, institutions or non-profits. If the applicant has been a prior grantee, they must have met all requirements of any prior CVSWMD grant agreements and/or contracts and be in good standing with the District. Applications from organizations outside the CVSWMD will be accepted if the project is primarily serving the residents in CVSWMD member communities. A non-profit, for-profit business or institution, or community group, applying on its own behalf may also participate in or collaborate with other applicants, but may not be the primary grant recipient for more than one proposal.

**Applicants must be Vermont residents and 18 years of age or older at the time of application, or have an adult sponsor co-sign the application if under 18.*

Evaluation Criteria

Proposals will be evaluated on the following criteria:

1. Work Plan: Are the project's objectives clearly stated and achievable? Are the proposed activities workable and appropriate? Is the schedule realistic?
2. Are the participants involved capable and qualified to perform and follow through on the work they will be responsible for?
3. Organizational Capacity and Need: Does the applicant have the capacity to implement the proposed project successfully? Is the project likely to happen without OWRRP support?
4. 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?
5. Timeline: Are grant activities concluded within one year of the grant award?
6. Is a plan in place to ensure the sustainability of any programs created under the grant?
7. Can the success of the project be measured using measurable results?

Conflict of Interest

Members of the District Board of Supervisors, or Alternate Members or employees of the CVSWMD, 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

- Academic tuition
- Deficits and debts incurred from past activities
- Events or activities that are directly religious or sectarian
- 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
- Food and beverages
- Fundraising events
- Out-of-state travel

- Lobbying expenses
- General organizational operating expenses
- Applications from schools or municipalities

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

\$500-\$5,000

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 ninety percent (90%) of the grant amount will be paid to the applicant after the District receives the signed grant agreement. The remaining ten percent (10%) will be rewarded 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 CVSWMD 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 CVSWMD. These reports are essential to the District's accountability and ability to conduct evaluations. For exceptional circumstances, contact CVSWMD staff to discuss alternative arrangements.

Confidentiality

CVSWMD is a government municipality. Inherent in its responsibility as a public organization is to ensure that all CVSWMD 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, CVSWMD 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 Central Vermont Solid Waste Management District's Organizational Waste Reuse & Reduction Program.

If applicants have questions on any of the items presented in the Grant Guidelines they should contact the CVSWMD grants program at: grantprograms@cvswwmd.org or 802-229-9383 x 108.