



OFFICE OF
SUSTAINABILITY
COUNTY OF SAN MATEO



County of San Mateo's 4Rs Grants Program - PY2022-23

January 20th, 2022



OFFICE OF
SUSTAINABILITY
COUNTY OF SAN MATEO



Climate
Change



Energy &
Water



Livable
Communities



Waste
Reduction

Building a sustainable community that fulfills the needs of the present and future.

4Rs Grants Program Team



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We will be your grant advisors!

<https://www.smcsustainability.org/4rs-grant>



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COUNTY OF SAN MATEO

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CLIMATE CHANGE

ENERGY & WATER

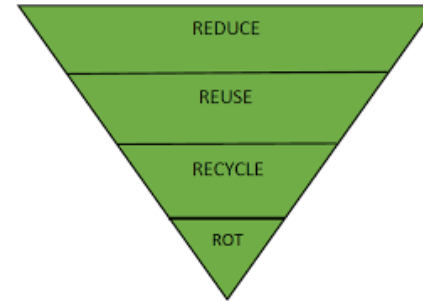
LIVABLE COMMUNITIES

WASTE REDUCTION



4RS GRANTS PROGRAM

4Rs Grants Program Overview



1. Main objective of the program:

- Help eligible organizations create and implement reuse, waste reduction, recycling, and composting programs in San Mateo County (SMC)

Overall Waste Reduction Strategy:

Divert waste from being sent to the landfill

4Rs Grants Program Overview

2. Who can apply?

- Government agencies
- Nonprofit organizations
- Public or non-profit educational institutions (e.g., school, school/college district, state university system, etc.)
- Applicants can be based outside of San Mateo County but their proposed grant project must take place within San Mateo County boundaries and serve San Mateo County residents

4Rs Grants Program Overview

3. How long are projects funded?

- *One year project duration that starts summer/early fall 2022 and end summer/early fall 2023*
- *Funding distribution starts in September 2022*

4. How much grant funding is available?

- **Mini Grant: \$2,000-\$5,000**
- **Mega Grant: up to \$25,000**
- *Separate grant guidelines and applications for each*

Grantee Project Objectives

#	The Mini Grant project will...	The Mega Grant project will...
1	Address and provide solutions for diverting waste from being sent to the landfill through the “4Rs”– reduce, reuse, recycle and rot (composting). <i>Other sustainability related projects (e.g., energy, water, transportation, etc.) not eligible.</i>	
2	Increase awareness about the 4Rs and provide opportunities for our SMC community members, especially our children/youth and the underserved communities, to become active stewards of the diverse natural environment in SMC.	
3	Aim for longevity and sustainability over time.	
4	Initiate new or expand existing efforts targeted at a specific community/group (e.g., a school, a city, a neighborhood, a community garden, etc.)	Additionally, Mega Grants projects will: Initiate new or expand existing programs that will serve and benefit communities county-wide.
5		Provide an innovative service to fill a need that is not currently being met within solid waste sector in SMC

Examples of Eligible Projects

- Fix-it Clinics, Repair Cafes, or other creative reuse/repair projects
- Events (e.g., workshops, trainings, etc.) related to environmental education around the 4Rs
- Materials and costs associated with improving or implementing a campus/facility-wide recycling, reuse, or waste reduction program
- Materials and costs associated with improving or implementing a materials rescue and redistribution program
- Materials and costs associated with food rescue and redistribution program
- Outreach programs to promote the 4Rs (e.g., signs, posters, brochures, flyers, etc.)
- Field trips for environmental outings to waste or recycling facilities, natural areas (parks and beaches), museums or interpretive centers, nonprofit workshops or classes. Trip theme must have a solid waste/4Rs focus. Destination must be within or near SMC.
- Visit smcsustainability.org for more...

Fresh Approach – Mega Grant Grantee

2018-2019; 2019-2020; 2021-2022



Fresh Approach – Community Composting, Nutrition Awareness and Access



Peninsula Conflict Resolution Center – Training 4Rs Ambassadors in the Tongan community



Examples of Eligible Expenses

- **Labor costs**
 - In-house staff labor and/or contracted service labor (includes subcontracting) costs
 - Hourly rate (\$/hour) and total estimated hours must be included in budget section of application
 - County's Living Wage Ordinance: \$18/hour requirement
- **Equipment, supplies and materials** recycling and composting bins, posters and stickers, composting tools, environmental education curriculum
- **Materials and expenses related to outreach** - curriculum development, lesson plan printouts, graphic designer, materials/supplies/ props used for instruction
- **Advertising and marketing** - printing, ads, and designer fees
- **Event expenses** - venue reservation cost, equipment rental (e.g., tables, chairs, A/V equipment), and speaker fees
- **Field trip fees** - charter bus fees, entrance fees, and guide/educational literature fees

Examples of Ineligible Expenses

- **Overhead costs** - insurance, internet/phone fees, utilities, rent, fiscal sponsorship fees, etc.
- **Food/Beverage** - unless they are used directly for educational purposes
- **Expenses** for activities **incurred before** grant agreement execution
- **Monetary awards** or gift cards
- **Donations**
- **Membership fees**
- **Legal fees or indemnity obligations**
- **Repayments of debts**
- **Loan or bank fees**
- **Fines or penalties**

Additional Conditions

1. Insurance requirements (Mega Grantees only)

- Comprehensive liability insurance coverage up to \$1,000,000
- If applicable, professional liability insurance coverage up to \$1,000,000 and motor vehicle liability insurance coverage up to \$1,000,000
- Workers' compensation and employer's liability insurance

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2. State's prevailing wage requirement (both Mega and Mini)

- Physical applications - construction, alteration, demolition, installation, repair, or maintenance of a physical structure (e.g., garden beds, etc.), land (e.g., landscaping, etc.), etc.
- All persons providing labor associated with above mentioned physical activity will be paid no less than State mandated prevailing rates of wages
- For additional info: www.dir.ca.gov/DLSR and the 4Rs grant application guidelines

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 - For additional info: www.dir.ca.gov/DLSR
3. Previously awarded 4Rs grantees can reapply for continued funding for the same program/project or for a different project*

Additional Conditions

4. Local governments and non-profit organizations will only be allowed to submit one application in each grant category (at most one Mega Grant application and/or at most one Mini Grant application).

Additional Conditions

5. Public/non-profit educational institutions (e.g., K-12 public school districts, college districts, The Regents of the University of California, etc.) will be allowed to submit more than one application within the Mini Grant category, as long as the Benefiting Organizations are not the same.

Example:

Johnson Elementary School District (Applicant Organization) can submit a Mini Grant application for Hugh Elementary School (Benefiting Organization) and a separate Mini Grant application for Theodore Elementary School (Benefiting Organization), schools that are both within the Johnson Elementary School District. However, Johnson Elementary School District cannot submit two different Mini Grant applications for Hugh Elementary School.

School Districts

Updated Guidelines (Mega Grant only)

K-12 public school districts in San Mateo County have the option of applying for a Mega Grant *if* the school district meets both the criteria below:

- There are five (5) or more schools in its district

OR

- There is more than one (1) K-12 school in its district AND at least 50% of its schools are Title 1 or FRLP* schools;

AND

- **All the district's schools will participate in the proposed Mega Grant project.**

** Free Reduced Lunch Program: 32% and above of student population qualify for the Federal Free Reduced Lunch Program*

Grant Documents

- Grant guidelines and applications
 - Made available on **Monday, February 7th** on OOS website
 - <https://www.smcsustainability.org/4rs-grant>
 - Applications will be submitted online via Google Docs
 - **Application closing period is Monday, March 21st at 6:00pm**
- Grants Q & A:
 - Made available on Monday, February 7th
 - <https://www.smcsustainability.org/wp-content/uploads/OOS-4Rs-Grants-Program-QA-2.pdf>
- Informational Webinar on Tuesday, February 8th at Noon
- *All Grant guidelines, Q&A and application forms will be available in Spanish and Simplified Chinese*



Grant Evaluation Criteria

1. Project Concept and Objectives
2. Project Implementation and Timeline
3. Project Budget
4. Project Deliverables, Outcomes, and Evaluation
5. Project Team
6. Grant Application and Written Communication
7. Past Performance (*for previous grantees*)

Some Helpful Tips

- Objectives of proposed project = Objectives of 4Rs Grants program
- Carefully review grant application guidelines and Q&A, and follow instructions in applications
- Provide all and complete information requested in applications (e.g., attachments, content, etc.)
- Double check for ineligible expenses in proposed budget
- Implementation plan = clear, detailed info on how project will be carried out
- Letters of commitment from partners (if applicable)
- Do not assume reader is knowledgeable about your organization, project history, etc.
- Check spelling, grammar, clarification of information, etc.

Grant Application Mentors

*Are you interested in being
a grant application
mentor?*

If you can volunteer some time
during the application period,
please reach out to us.

Bilingual mentors highly sought
too!



Dates (Dates may be subject to change)	Activity
Monday, February 7, 2022	Call for grant applications released.
Monday, March 21, 2022 at 6:00 pm	Application deadline for grant applicants.
Late May 2022	Grant Evaluation Committee determines and finalizes list of new grant recipients. OOS staff notifies all applicants of the results.
June - August 2022	OOS staff initiates grant agreements and other paperwork (e.g., certificate of insurance, W-9s, etc.) with new grant recipients.
September 2022	<u>Mini</u> : OOS distributes grant funding. <u>Mega</u> : OOS distributes the first (of two) grant funding. Second (final) grant disbursement will be provided at the end of project once final report has been submitted and reviewed by OOS staff.
Grant Agreement End Date (earlier reporting accepted)	Grant recipients submit final report to OOS.

QUESTIONS?

Please visit:

<https://www.smcsustainability.org/4rs-grant>

Email: sustainability@smcgov.org

Phone:

888-442-2666



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Thank you!