



Guidelines for the Lawrence Walbridge Reuse Fund Grant Program

A Program of the Central Vermont Solid Waste Management District

The Lawrence Walbridge Reuse Fund (LWRF)

Lawrence Walbridge served as a Board Representative to the Central Vermont Solid Waste Management District (CVSWMD) from 1990 to 1996. Reuse was not a trendy new solid waste concept to Lawrence. It was a common sense part of life and he showed all of us at the District, by example, how to integrate a waste-less ethic into our daily endeavors. Lawrence's thoughtful observations, ability to turn a phrase, candid but always considerate remarks and untiring involvement in District events and issues endeared him to staff and colleagues. In his honor, this fund is set aside to further one of his most integral values – that of diminishing the wastefulness of our society through the creation of a sustainable infrastructure for reuse.

Purpose of Grants

By establishing and administering this grant fund, CVSWMD affirms its commitment to the creative expansion of reuse 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. The LWRF supports businesses, community groups, municipalities, non-profits and individuals that take initiative to stimulate and expand opportunities to practice reuse. The LWRF provides seed money and technical assistance referrals for reuse education, business development, and community projects throughout the CVSWMD.

The LWRF 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. The number of organizations offering reuse opportunities is currently small, and many of those in existence are struggling to remain viable. We hope an infusion of small cash grants, carefully placed in our region, will have a ripple effect, sending waves of success through the existing reuse community.

We believe that education about reuse is critical, and that building community engagement and partnerships around reuse 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 reuse opportunities. This is good for the development of reuse options and for utilizing the valuable resources that often find their way into our 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 via reuse that are part of the goals of the LWRF. It will be the responsibility of the applicant to express the extent to which this is a part of the business, organization or their lifestyle (if an individual applicant) in a way that convinces the review committee of its intrinsic nature to the proposal.

Grant-Making Goals

The LWRF 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 as an integral component of waste reduction.
2. Expand reuse opportunities and/or support their sustainability.
3. Establish or enhance partnerships and/or collaborations among municipalities, businesses, schools, nonprofit organizations, community groups, camps, environmental organizations and learning centers, and other institutions.
4. Increase participation in reuse activities by CVSWMD residents.
5. Pull in additional resources, and/or catalyze reuse 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).
6. Save valuable resources from entering the waste stream.

Who May Apply

Applications will be accepted from: organizations, businesses, community groups, institutions or individuals that are engaged in reuse enterprises. If the applicant has been a prior grantee, they must have met all requirements of any prior CVSWMD grant agreements and/or contracts. Applications from organizations outside the CVSWMD will be accepted if the project is serving the residents in CVSWMD member communities. An individual, 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.*

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 LWRF 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. CVSWMD may choose to offer a Lawrence Walbridge Reuse Fund Grant as challenge grant to encourage other sources of funding and participation
6. In all instances where grant funds will be used to pay for staff wages, CVSWMD will require that the applicant adhere to CVSWMD's policy of equal opportunity employment.

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
- Activities in which participants are not appropriately compensated
- Deficits and debts incurred from past activities

- Events and activities that contain religious or sectarian activities
- 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

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

Fifty-percent (50%) of the grant amount will be paid to the applicant after the District receives the signed grant agreement. The remaining fifty-percent (50%) will be rewarded upon receipt of the final report.

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. 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 Lawrence Walbridge Reuse Fund grant program.

If applicants have questions on any of the items presented in the Grant Guidelines they should call the CVSWMD office prior to submitting an application and discuss the matter with the Lawrence Walbridge Reuse Fund representative at: 802.229.9383 or grantprograms@cvswwmd.org.