



Guidelines for the Lawrence Walbridge Reuse Fund Grants

A Program of the Central Vermont Solid Waste Management District

The Lawrence Walbridge Fund

Lawrence Walbridge served as a Board Representative to the Central Vermont Solid Waste Management District (The District) 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, the District affirms its commitment to the creative expansion of reuse options in Central Vermont. The District 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 Fund is meant to support businesses, municipalities and individuals to take initiative to stimulate and expand opportunities to practice reuse. The Fund provides seed money and technical assistance referrals for reuse education, business development, and community projects throughout the District.

The Fund aspires to play a part in promoting innovative and sustainable solutions to problems and concerns about waste disposal. 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. The District'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 our District in meaningful ways. It is vital to the District'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.

Grantmaking 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. Raise public awareness of the social and environmental value/ethic of reuse activities.
2. Promote or provide educational activities about reuse as an integral component of waste reduction.
3. Expand reuse opportunities and/or support their sustainability.
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 activities by CVSWMMD residents.
6. Pull in additional resources, and/or catalyze reuse activities in the district (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.

Who May Apply

Applications will be accepted from organizations with not-for-profit, 501 (c)(3) tax-exempt status from the IRS that are governed by a board of directors that meets regularly to set policy, or any for-profit business, or institution, or individuals engaged in reuse enterprises that:

- Is registered in Vermont, and
- Has been in existence and offering services to Vermont residents for at least one year prior to application date, and
- If applicant has been a prior grantee applicant must have met all requirements of any prior District grant agreements and/or contracts.

Applications will also be accepted from individuals who:

- Have been residents of Vermont for a minimum of one year prior to the application deadline, and
- Are residents at the time the award is made, and
- Are 18 years of age or older at the time of application,
- And, have met all requirements of any prior District grant agreements and/or contracts.

An individual, non-profit, for-profit business or institution, 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. The District will not fund applications from more than one applicant for a given project.

Evaluation Criteria

In addition to the degree to which they address the goals of the Lawrence Walbridge Reuse Fund, 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. **Personnel:** Are the personnel 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. The District reserves the right to require, at its discretion, contributions by the applicant of resources—inclusive of cash—to the proposed undertaking. The District may also choose to view Lawrence Walbridge Reuse Fund Grants as challenge grants to encourage other sources to contribute to the success of the applicant's proposal.
6. In all instances where grant funds will be used to pay for staff wages, the District will require that the applicant adhere to the District's policy of equal opportunity employment.

Conflict of Interest

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

Articulation of Reuse Value

The District 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 Lawrence Walbridge Reuse Fund. 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.

Application Process

Grant applications are reviewed on an ongoing basis. The Reuse Opportunity Grants are designed with as little “red tape” as possible, given our accountability to our resident taxpayers. Normally it takes 8 weeks from the application deadline for the District to decide on grant award(s).

Generally the Fund grants monies to requests of up to \$3,000 in some cases proposals with exceptional reuse value requesting more than this suggested funding

amount may be considered. In this case, we recommend the applicant contact the Administrative Manager to discuss the proposed project prior to submitting an application.

If applicants have questions they should call the District office prior to submitting an application and discuss the matter with the Administrative Manager.

Send completed applications to:

CVSWMD
Attn: Administrative Manager
137 Barre Street
Montpelier, VT 05602
schoolcompost@cvswwmd.org

Grant Application Narrative

Each proposal must have a narrative explaining what the applicant wishes to do with funding. Applicants must demonstrate a tangible benefit to the CVSWMD’s service area in their proposed grant activity. Recommended length for the narrative is 1-2 pages.

Narratives should address the following:

1. Why is funding being requested?
2. How will funds be used?
3. What resources will the applicant bring to the project?
4. What are the anticipated benefits?
5. What are the realistic benchmarks of success?

Proposed Budget

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

1. The budget should reflect both expense and revenue sections. New revenue anticipated as a result of the grant must be identified as part of the budget.
2. Applicants may combine similar expenses or revenue sources into one line item.

3. If a line item needs to be explained, there should be an accompanying narrative that describes the item in one or two sentences.
4. If there are resources from other sources than this grant for the same project, such as in kind donations, they should be clearly identified in the revenue section. Contributions of resources from the applicant, if any, should be identified. The District reserves the right to verify other revenue sources.

Support 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, as stated below.

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 no circumstances will the final payment be released until all reporting is completed in an acceptable manner to the District. These reports are essential to the District's accountability.

Confidentiality

The CVSWMD is a union municipality. Inherent in its responsibility as a public organization is to ensure that all District 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 your application contains proprietary information you must indicate this prior to submittal. As a courtesy to applicants the District 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 Reuse Opportunity Grants program.

For more information on any of the items presented in the Grant Guidelines contact the CVSWMD.