



# Guidelines for School Zero Waste Grant Program

A Program of the Central Vermont Solid Waste Management District

## Purpose of Grants

By establishing and administering this grant fund, the Central Vermont Solid Waste Management District (District) affirms its commitment to the expansion of waste reduction efforts in central Vermont. The grant program supports schools that take the initiative to expand opportunities for solid waste reduction in their school and community. The grant program provides seed money and technical assistance referrals for waste reduction education and projects in schools and communities throughout the District.

## Grantmaking Goals

The School Zero Waste Grant Program supports projects that result in a positive social and/or environmental impact, and address one or more of the following goals:

1. **Raise public awareness** of the social and environmental value/ethic of zero waste and/or waste reduction.
2. **Promote or provide educational activities** about zero waste and/or waste reduction.
3. **Expand waste reduction opportunities** (in schools) and/or support their sustainability.
4. **Establish or enhance partnerships and/or collaborations** among municipalities, businesses, schools, nonprofit organizations, community groups, camps, environmental organizations, learning centers and other institutions.
5. **Directly involve students** in any proposed initiative, where applicable.

## Who May Apply

Applications will be accepted from any public school (K-12) which is located in a CVSWMD member town. For a listing of member towns go to [www.cvswwmd.org](http://www.cvswwmd.org). Schools may not apply for multiple grants in the same school year. A final

report is due within 365 days of the signed grant agreement, and before any additional funds may be requested through a new grant application in the following fiscal year.

## Evaluation Criteria

In addition to the degree to which they address the goals of the School Zero Waste Grant Program, 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?
2. **Participants:** Are the people 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 School Zero Waste Grant Program 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?
5. **If applicable: Student Involvement:** To what degree and how are students involved in this project? How realistic are the students' proposed roles in this project?

## Conflict of Interest

Members of the District Board of Supervisors or Alternate Members, as well as employees of the District or their family members, spouses, domestic or civil union partners, business partners, or businesses, which they or any of them hold equity



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interest, are disqualified and are not eligible to receive grants and shall not be considered.

## What will not be funded

- Academic tuition or conference fees
- 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
- Organizational operating expenses

## Application Process

Grant applications are reviewed on an on-going first come, first served basis.

The maximum grant award is \$2,500.00.

For requests of \$200 or less, contact CVSWMD School Zero Waste Coordinator prior to completing application.

## Mail, Fax, or Email Completed Application to:

CVSWMD  
Attn: School Zero Waste Grant Program  
137 Barre Street  
Montpelier, VT 05602  
Email: [johnj@cvswmd.org](mailto:johnj@cvswmd.org)  
Fax: 802.229.1318

## Application Review Process

The District reserves the right to reject those applications that are incomplete or do not meet the *Grant Guidelines*. The District may request an interview with the applicant or conduct a site visit.

## Reporting

A final grant report must be completed, using the District's Final Report Grant Template, once funds have been expended and within 365 days of the signed grant agreement. Final reports must include completion of a survey and copies of all receipts for purchases made using grant funds. A satisfactory final report is required to be submitted before a school may apply for an additional grant, in the proceeding school/fiscal year, through the School Zero Waste Grant Program.

## Confidentiality

The CVSWMD is a union municipality. Inherent in its responsibility as a public organization is to ensure all District records and files are available to the public, that Committee and Board meetings are open to the public and all transcripts of those meetings are available for public review. All grant applications and 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 or Committee or Board will enter private executive session.

**These guidelines are applicable ONLY to the Central Vermont Solid Waste Management District's School Zero Waste Grant Program.**



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*For more information, please contact School Zero  
Waste Coordinator John Jose at 802.461.9246 or  
email: [johnj@cvswmd.org](mailto:johnj@cvswmd.org)*