



COMMERCIAL WASTE REDUCTION GRANT PROGRAM  
WAKE COUNTY SOLID WASTE MANAGEMENT DIVISION  
P.O. BOX 550 · RALEIGH, NC 27602  
[WWW.WAKEGOV.COM/RECYCLING/DIVISION/GRANTS](http://WWW.WAKEGOV.COM/RECYCLING/DIVISION/GRANTS)

Wake County Solid Waste Management is now accepting applications for the Commercial Waste Reduction Grant Program. Organizations that are looking to increase their involvement in waste prevention efforts and decrease the amount of waste sent to landfills are encouraged to apply. The Solid Waste Management Division is offering up to \$10,000 for innovative business waste reduction projects.

#### ELIGIBILITY REQUIREMENTS, PROJECT CRITERIA & GRANT AMOUNT

- Commercial, industrial, institutional and nonprofit organizations are eligible to apply.
- The minimum grant awarded is \$500 and the maximum is \$10,000.
- Recipients must register as a vendor with Wake County and sign a contract before any grant funds will be disbursed.
- The proposed project must be in the area of waste prevention, composting, reuse, recycling or recycling market development and have a significant impact in Wake County. Funds may also be requested for educational programs that promote waste prevention, composting, reuse, recycling and buying recycled in Wake County.
- Proposed projects must be in compliance with all federal, state and local statutes, rules and regulations, including, but not limited to zoning, labor and transportation laws.
- Grant recipients are required to submit a mid-term report on the progress of the project and a summary at the conclusion of the project.
- Project funding is made in three payments, 50% at the start of the project, 40% after receipt of a mid-term report, and 10% after receipt of a final report.

#### INELIGIBLE USES OF GRANT FUNDS

Commercial Waste Reduction funds may *not* be used for the following purposes:

- Repayment of existing debt or pre-existing tax liens or obligations
- Payment of organizational overhead
- Fellowships, scholarships or endowment funds
- Legal fees
- Loan or bank fees
- Subsidization of existing contracts
- Ongoing garbage, recycling or organic waste hauling service fees
- Labor costs

#### APPLICATION DEADLINE

Applications for this year's Commercial Waste Reduction Grants will be accepted until **5 pm on Friday, October 29, 2021**. Grant awards will be announced in December. Grantees will be expected to execute their projects between January 1, and June 30, 2022.

Proposals may be submitted via email to [Bianca Howard](#), but may also be mailed to Wake County Solid Waste Management Division, Attention: Bianca Howard, P.O. Box 550, Raleigh, NC 27602.

### EVALUATION PROCESS & CRITERIA

All submitted proposals which are in compliance with the requirements will be evaluated and rated, according to the following criteria:

- **Project Conception** - Proposal clear and comprehensible with a realistic timeline; project activities well defined and technically feasible.
- **Outcomes** - Objectives clearly stated, specific, realistic and measurable.
- **Organizational Capacity** - Management and staff qualified to implement project.
- **Financial Viability** - Organization demonstrates sound fiscal management; project budget is realistic and cost effective.
- **Impact** - Extent of contribution to solid waste reduction and diversion in Wake County; transferability of successful waste prevention tasks and strategies.
- **Bonus Points** – Project innovation, matching contributions, educational or incentive component for employees or customers.

Applicants are encouraged to discuss potential ideas with Wake County Solid Waste Management staff before submitting a proposal. The grant review committee may contact applicants to clarify proposal content and may elect to do a site visit prior to making a funding recommendation. Staff recommendations will be presented to the Solid Waste Management Director for approval. The Director will make final funding approval based on staff recommendations. Each applicant understands that there is *no appeal process* for proposals that are *not approved* for funding.

### GRANT AWARDS

All applicants will be notified of the results of the grant review process and decision within four weeks of the October 29, 2021 deadline, provided all questions have been answered by the applicant. For successful applicants, 50% of the funds will be available for expenditure after a contract between Wake County Solid Waste Management and the grantee is signed and fully executed; 40% will be awarded after receipt of the mid-term report and the remaining 10% will be dispersed with receipt of the summary report at the conclusion of the contract.

Wake County Solid Waste Management reserves the right to revoke any grant for which a contract is not executed due to delays on the part of the grantee. Funded projects must be initiated within six (6) months of execution of the contract or the grant contract can be terminated and the remaining funds will revert back to Wake County Solid Waste Management.

### OTHER CONDITIONS

All materials submitted become the property of the Wake County Solid Waste Management and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

Wake County Solid Waste Management reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, to grant full or partial funding of any request, and/or to cancel all or part of this grant solicitation at any time prior to awards. Wake County Solid Waste Management will not be liable for any project costs incurred prior to the legal execution of the contract, unless mutually agreed upon in writing.

For inquiries or clarification of Commercial Waste Reduction Grants, contact [Bianca Howard](#) at 919-856-6432.

### PROPOSAL CONTENT AND ORGANIZATION

(Applicant's Check List)

Unless otherwise noted, a complete grant proposal must include all of the following forms and supporting documents to be eligible for consideration. Complete proposals in Microsoft Word or PDF formats may also be submitted by email to [Bianca Howard](#) no later than the application deadline listed above.

- ☐ Form A: Application Cover Page
- ☐ Form B: Project Summary & Narrative (one double-sided page maximum)
- ☐ Form C: Project Budget

## FORM A: APPLICATION COVER PAGE

APPLICANT INFORMATION		
Applicant:		
Type of Organization: <input type="checkbox"/> corporation <input type="checkbox"/> sole proprietorship <input type="checkbox"/> partnership <input type="checkbox"/> non-profit <input type="checkbox"/> government agency <input type="checkbox"/> other:		
Year Established:	Federal Tax ID Number:	
Address:		
City:	State:	Zip:
Phone Number:	Fax Number:	
Web Page:		
Contact Person:	Title:	
Direct Phone Number:	Email Address:	

PROJECT INFORMATION	
Project Name:	
Amount Requested: \$	Total Project Budget: \$
Project Service Area:	

CERTIFICATION	
Please provide a name, relationship, phone number and email address of a reference who can verify the project. The reference should not be related to the applicant by blood or marriage.	
Name:	Relationship:
Phone Number:	Email:
In submitting this application, I attest that I have read and understood the terms and requirements for release and use of the grant funds. I certify that the information contained in this proposal is true and accurate to the best of my knowledge and belief. (For electronic versions, please type name in signature section.)	
Signature:	Date:
Name:	Title:

## FORM B: PROJECT SUMMARY AND NARRATIVE

### APPLICANT:

#### PROJECT SUMMARY

Briefly summarize (2-3 sentences) the specific purpose for which you are requesting funds.

#### PROJECT NARRATIVE

##### 1) Agency or Business Overview

Briefly describe the purpose and primary activities of your organization or business, your geographic area of operations and the primary sources of financial support for your organization.

##### 2) Statement of Need

Identify the issue or need your project seeks to address.

3) Project Description

a. Briefly describe the project for which funds are requested, including program design and relevant tasks and activities.

b. List your project's goals and objectives.

c. Explain how your project could be completed between January 1 and June 30, 2022. List anticipated starting and ending dates, plus any targets for completing project milestones.

d. List key project personnel, including name and title.

4) Project Evaluation and Accountability

How will you measure the success of this project? Who will be responsible for monitoring it?

5) Baseline Data

Answer the following questions to the best of your ability. You may need to talk with your waste hauler to obtain this information.

a. What is your organization's current level of garbage service? If you don't know the estimated annual volume or weight, please describe the size of the container used and how often it is picked up.

c. What is your organization's current level of recycling service? If you don't know the estimated annual volume or weight, please describe the size of the container used and how often it is picked up.

d. How much do you expect to reduce your organization's garbage service by implementing this project?

## FORM C: PROJECT BUDGET

APPLICANT:	
Funding Request: \$	Total Project Budget: \$

PROJECT EXPENSES	
1. PROJECT MANAGEMENT	
2. DESIGN	
3. CONSTRUCTION	
4. MAINTENANCE	
5. OPERATIONS	
6. RESEARCH AND DEVELOPMENT	
7. MARKETING AND SALES	
8. GENERAL AND ADMINISTRATIVE	
9. FINANCIAL	
10. LEGAL	
11. OTHER	
TOTAL	

List project expenses and specify how requested funds will be used.

Supplies, equipment, operating expenses, etc.	Cost
Total Expense	\$

If the funds requested do not constitute full support for your project, please list other sources of income and funding. Indicate whether funds are committed or anticipated.

Total of other funding sources	\$
(Total Expense – Total Other Funding Sources)=Total Project Budget	\$