



Application

Environmental Services incorporates four divisions represented by a diverse work force which manages the City's waste streams through three utilities: Surface Water, Wastewater, and Solid Waste. The goal of these three utilities is to protect the environment, recover value from Tacoma's waste streams, and enhance the quality of life for citizens and ratepayers. If you have a project that aligns with Environmental Services' goals, this grant might be a great opportunity to work with the city to make Tacoma a leader in the field of sustainability.

Please fill out the application and **sign in Section D** - submit via email to sustainability@cityoftacoma.org.

If you have questions, please contact the City of Tacoma Office of Environmental Policy and Sustainability at (253) 591-5172 or sustainability@cityoftacoma.org.

Part A: Contact Information

Applicant Name:

Date:

Organization:

Brief description of organization:

Mailing Address:

Please use an address where you can receive and respond to mailed materials in a timely manner, including during summer months.

Phone Number (day):

E-mail Address:

Part B: Project Scope Information

Project name:

Monetary Amount Requested:

1. **Brief Project Description (50 words max):**

2. **Scope Summary:** (Please include who is doing the project, what the project involves, planned outcomes and rationale.)

3. **Have you attached any images, maps, letters or supplemental information with your application to help explain your project proposal?**
 Yes No
4. **Further explanation, details or elaboration on your project:**
5. **Project or event location/street address:**
6. **Does your project or event require legal access permission (located on private land)?**
 Yes No
 If access is required, attach a copy of a permission letter from the property owner.
7. **Does your project address any of these three aspects of sustainability in our community? Please explain.**

7a) **Economic**

7b) **Equity & diversity (i.e. race, gender, age, disability, etc.)**

7c) **Culture (recreation, art, historic preservation)**

8. **If applicable, how does your project benefit Environmental Services' three utilities (Surface Water, Solid Waste, and Wastewater)? (See the online FAQ for information about these utilities) Please check all that apply and describe below.**

**cannot receive funding for Surface Water activities if project also receives Make A Splash grant*

Surface Water:

Solid Waste:

Wastewater:

9. **How does your project reduce the causes (through mitigation) or address the impacts (through adaptation) of climate change in our community?**
10. **Have you coordinated efforts with other agencies/partners/principals/stakeholders? Please list partners and explain. If support is necessary to complete your project, you must include a letter or email from them describing their support.**
11. **Does this project leverage other funds or services? Please explain.**
12. **If holding an event, does the event meet the criteria for mandatory participation in the City's Green Event Program?**
 Yes No
- *If Green Event Program participation is required, attach a copy of the application.
13. **How will this project help educate community members about sustainability related issues?**
14. **Does your project have an ongoing benefit and/or maintenance requirement that will continue once funding has ended? Please explain.**
15. **Are you aware of a similar project that has been implemented elsewhere? If so, please briefly describe.**
16. **How did you hear about the Sustainability Grant program?**

Part C: Project Timeline and Estimated Budget

1. List the specific activities or steps needed to complete your project, from first to last.
2. List costs, including necessary equipment, supplies, labor or other expenses. Up to 10 percent of the grant may be spent on food, and up to 20 percent can be spent on overhead or general administrative costs. The grant cannot fund computers, digital cameras, video cameras or other portable electronic equipment (*may be waived at the discretion of the Office of Environmental Policy and Sustainability*). A disposable camera and film development may be included in the grant budget. If the designated grant recipient charges an administrative fee, or others are hired to perform work, you may include those fees in the budget.

BRIEF DESCRIPTION OF EACH ACTIVITY	START DATE	END DATE	COST, IF ANY	BRIEF DESCRIPTION OF COSTS	MATCHING CONTRIBUTION? YES/NO*
Example: Produce banner promoting garden plot availability	11/1	12/1	\$200.00	3 x 12 ft. banner – 1 color.	No
Final Project Completion:					
GRAND PROJECT TOTAL:					

Note: Although the reimbursement costs assigned to each item/activity may vary from this budget estimate, **items not listed on this approved budget will not be reimbursed.**

*10% of total project costs must consist of a matching contribution from the applicant. Matched contributions may include in-kind or funds from your organization or any other grants, sponsors, donations, volunteers (example value: \$25/hr), etc. Complete the table below to reflect the Project Total Amount and the Total Match Amount.

	Dollar Amount
Total Request Amount	\$
Total Match Amount (10% of Grand Project Total Amount)	\$
Grand Project Total	\$

Part D: Project Measurement Criteria

Explain how you will measure the success or outcomes of your project. Examples of measurement tools include interviews, on-site observations, photographs taken over time, videos, physical specimens, and other recordable documentation. This information should be included in the final report.

Example: We will work with Tacoma's Solid Waste Department to identify proper and current recycling procedures before the video is produced. We will survey students and staff on what they know about the dos and don'ts of recycling in Tacoma. After the video is completed, we will determine success by the amount of times the video is viewed and by conducting post-interviews of the students and staff to see what they learned and how they changed their practices. Success would be measured by 500 views of the video and the majority of students and staff indicating they learned something new.

Supplemental Information:

A. If your grant application is approved, the following items (if they apply) must be obtained before beginning your project and prior to receiving any grant funds, but they are not required to be submitted with your application.

Permits: If your grant application is accepted and your project requires a permit (building permit, wetland development permit, or any other type of permit from the City of Tacoma or other governmental agency), you will need to obtain those permits before beginning your project and prior to receiving any grant funds.

Public agency approval: If your project is located on public land (for example, Metro Parks property, Tribal property, School District property, right of way, etc.), you will need to obtain public agency approval and a permission letter from the appropriate agency before beginning your project and prior to receiving any grant funds.

B. The individual items and activities listed in the budget under grant application **Part C** may be reimbursed as each activity is completed. Please submit an invoice form (an example is available on the [grant website](#)) with receipts attached to request partial reimbursement. The entire grant amount will not be reimbursed until the project is complete and a final report is submitted and approved. Final report guidelines are available on the grant website.

NOTE: Please document the project with photographs and turn in with your request for reimbursement. If you use a digital camera, burn a CD with high-resolution images for use in future City publications or promotional materials.

Applicant Signature: _____ **Date:** _____

Official use only

Approved Signature: _____ Amount: _____

Comments: _____

_____ Date: _____