



# SUSTAINABILITY SMALL GRANT

## Overview

The City of Tacoma's **Environmental Services Department** awards **Sustainability Grants** to help educate residents and businesses and protect and restore our local environment and quality of life. A reimbursable maximum award amount of \$5,000 is available for projects or events.

Projects or events must have an environmental sustainability focus. Strong grant applications will demonstrate a benefit to one or more of the three Environmental Services utilities to help protect and restore natural resources or keep our city clean, safe and livable. Those that also benefit our local economy, support social equity, and address the causes or impacts of climate change will be given extra consideration. Collaboration with other groups, organizations and agencies is highly encouraged. First time applicants are also encouraged. If you are unsure if your project is eligible, contact the Office of Environmental Policy and Sustainability to discuss at [sustainability@cityoftacoma.org](mailto:sustainability@cityoftacoma.org) or (253) 591-5172.

### Applications Must:

- Demonstrate project readiness with a clearly defined scope, schedule and budget
- Demonstrate a benefit to the Environmental Services' utilities, if applicable. Indicate a minimum of 10% match of cash, other grant dollars, volunteer time (example value: \$25/hour), materials, and/or professional services
- Provide a Green Event Program Scorecard Application, if holding a qualifying event
- Provide appropriate permissions/permits or letter of support (if applicable)

### Ineligible Activities and Elements Include:

- Organizations that received Sustainability Small Grant funds in the past 12 months
- Mandated or required activities (such as permit requirements)
- Purchases of computers, digital cameras, video cameras or other portable electronic equipment\*
- Anything that could be construed as a private benefit or gift to an individual or organization
- Political organizing, advocacy, or election related activities
- Programs that promote or endorse a specific religious affiliation
- More than \$5,000 awarded per organization per year
- Discrimination against any group
- Purchases of alcohol
- Surface Water-related projects – look to the City's [Make A Splash program](#)
- Solid Waste and sanitary in-kind services – look to the City's [Green Event Program](#)

*\*May be waived at the discretion of the Office of Environmental Policy and Sustainability*

*Funding for these grants are provided by the City of Tacoma's General Fund and by the Environmental Services' three utilities: Surface Water, Wastewater and Solid Waste. Annual funding amounts depend on available budget and the benefits bestowed to the utilities and its customers.*

Environmental Services Department | 326 East D Street | Tacoma, WA 98421-1801 | (253) 591-5172



[www.cityoftacoma.org/ESGrants](http://www.cityoftacoma.org/ESGrants)



## Evaluation:

**Office of Environmental Policy and Sustainability (OEPS) and the Sustainable Tacoma Commission** will evaluate requests quarterly based on the above requirements, as well as the following considerations.

- Will the project bring multiple benefits to the community?
- Will the project bring long lasting benefits to the community?
- Will the project provide measurable results?
- Will the project address climate change by reducing emissions or preparing for impacts?
- Is the project innovative or does it address a persistent problem in a new, effective way?
- Does the organization demonstrate a clear need for financial assistance?
- Does the organization and project align with Tacoma’s sustainability vision:

*“In Tacoma, we strive to achieve an exceptional quality of life for every generation and leave a legacy of stewardship. We work together to achieve lasting and equitable prosperity; build safe, healthy, vibrant communities; and minimize our negative impacts in order to conserve the natural resources that sustain us.”*

## Funded Organizations Must:

- Be located in and/or have the event or project take place within Tacoma city limits\*
- If funded organization is not a 501c (3) registered nonprofit, they must accept the tax impacts or partner with a registered non-profit to avoid them
- Provide recognition for the City of Tacoma Environmental Services in printed or promotional material; recognition at the event; media coverage or other forms of branding opportunities
- Not charge the public for services, materials or goods specifically provided by ES/OEPS
- Submit a Final Report and invoice within 60 calendar days of project completion date
- Cover all upfront project costs and accept reimbursement for approved costs after project completion and approval of Final Report

*\*May be waived at the discretion of the Office of Environmental Policy and Sustainability*

## Program Timeline:

Projects must be completed no later than one year after notice of award.

Final Reports and invoices are due within 60 calendar days of project completion.

Grant funds will be disbursed as a reimbursement within 30 days of approval of the project Final Report.

	Applications Due	Notice of Awards
<b>Quarter 1</b>	March 31	May 1
<b>Quarter 2</b>	June 30	August 1
<b>Quarter 3</b>	September 30	November 1
<b>Quarter 4</b>	December 31	February 1

## Project Examples:

- Establish a neighborhood community garden to address food security, improving access to locally and sustainably grown food.
- Support pollinator species by establishing and adopting a Pollinator Pathway.
- Expand the tree canopy by organizing neighborhood tree planting parties
- Increase education and conversation via conferences or workshops on sustainability and environmental topics.

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