



Sustainability Small Grant Overview

Reimbursable, maximum awards of up to \$5,000 are available to eligible projects within Tacoma city limits that help protect and restore our environment. Projects that help educate residents and/or businesses on the environment and sustainable practices are encouraged to apply. Strong grant applications will demonstrate a benefit to one or more of the three Environmental Services utilities: Surface Water, Solid Waste, and Wastewater.

Projects or events must have an environmental sustainability focus. Strong grant applications will demonstrate benefits that 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 not required, but highly encouraged. First time applicants may also be given preference.

If you are unsure if your project is eligible, contact the Office of Environmental Policy and Sustainability at sustainability@cityoftacoma.org or (253) 591-5172.

Eligible Applications Must:

- Demonstrate project readiness with a clearly defined scope, schedule, and budget
- Demonstrate a benefit to one or more of Environmental Services' utilities
- Include a minimum of 10% matching contributions from the applicant or fiscal sponsor organization. Matched contributions may include in-kind services, funds from your organization, or any other grants, sponsors, donations, or volunteer time.
- Meet Green Event certification criteria, as defined by the City's Green Events program (*if applicable; applying for official Green Event certification is encouraged, but not required*)
- Meet all permit requirements and public agency permissions (*if applicable*)

Ineligible Activities and Elements Include:

- Applicants or organizations that received Sustainability Small Grant funds in the past 12 months
- For-profit organizations or private companies (although staff and professional services can be hired to support project goals)
- Project elements required by law, municipal code, or ordinances (*Example: fees associated with required permits or insurance liability requirements are not eligible for reimbursement*)
- Purchases of computers, digital cameras, video cameras or other portable electronics (*Rental fees for electronic equipment necessary to the project are acceptable*)
- Anything that could be construed as being for private benefit or gifting to an individual or organization
- Political organizing, advocacy, or election related activities and events
- Promotion or endorsement of any specific religious affiliation
- Discrimination against any group
- Purchase of alcohol or drugs

Evaluation Criteria

Applications will be received by the Office of Environmental Policy and Sustainability (OEPS), then reviewed and awarded by the Sustainable Tacoma Commission (STC). Applications will be evaluated on the following criteria:

Does the project:

- Demonstrate a clear benefit to one or more of the three Environmental Services utilities?
- Align with sustainability goals as outlined in the City’s Environmental Action Plan?
- Provide opportunities for local partnerships and community participation?
- Create multiple and/or long-term benefits to the Tacoma community?
- Promote local and regional climate change adaptation and mitigation efforts?
- Allow for measurable results and long-term, lasting success?
- Identify a clear need for financial assistance?

Additional evaluation criteria may be considered at the discretion of the Sustainable Tacoma Commission.

Eligible Projects and/or Applicants Must:

- Be located in and/or take place within Tacoma city limits*
- Cover all up-front project costs and accept reimbursement for approved costs after project completion and approval of Final Report, or partner with a fiscal sponsor to support up-front costs
- If not affiliated with a registered 501 (c)(3), accept tax reporting impacts associated with receiving grant funding, or partner with a registered non-profit who will accept funding on behalf of the applicant
- Not charge the public for services, materials, or goods funded by the Sustainability Small Grant
- Provide recognition for the City of Tacoma Environmental Services in printed or promotional material, recognition at the event (if applicable), media coverage, and/or other branding opportunities where available
- Submit a Final Report and invoice within 60 calendar days of project completion date

**May be waived at the discretion of the Office of Environmental Policy and Sustainability or STC.*

Application and Award Timelines

	Spring Cycle	Fall Cycle
Applications Open	January 1	July 1
Applications Close	June 30	December 31
Award Notifications	July 7	January 7
Contract Start Date	On or before August 1	On or before February 1
Project Completion	Projects must be complete no later than one year following award notification date.	
Reimbursement	Final invoices and report are due within 60 days following project completion. Reimbursement of funds will take place within 30 days of final invoice and final report submission and approval.	



To learn more about previous Sustainability Small Grant recipients and see project examples, visit the [Funded Projects Webpage](#). For questions or additional information, contact the Office of Environmental Policy and Sustainability at sustainability@cityoftacoma.org or (253) 591-5172.