



Sustainability Small Grant Application

Maximum awards of up to \$5,000 are available to eligible sustainability projects within Tacoma city limits. Strong grant applications will demonstrate benefits that help protect and restore our local environment, implement sustainability practices, and/or keep our city clean, safe, and livable.

Applications that also benefit our local economy, support social equity, and address the causes or impacts of climate change will be given extra consideration. Projects that help educate residents and/or businesses on the environment and sustainable practices are encouraged to apply. Collaboration with other groups, organizations, and agencies is not required but is highly encouraged. First time applicants may also be given preference.

Only not-for-profit organizations and individuals are eligible to apply. For-profit businesses are ineligible to apply.

Eligible Applications Must:

- Have an environmental sustainability focus.
- Demonstrate project readiness with a clearly defined scope, schedule, and budget
- Include a minimum of 10% matching contributions from the applicant or fiscal sponsor organization (includes in-kind services, funds from your organization, or any other grants, sponsors, donations, or volunteer time)
- Be located within and/or take place within Tacoma city limits*
- 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*
- Submit a Final Report and invoice within 60 calendar days of project completion date
- Have written permission from the property owner if located on private land
- 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)

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

Ineligible Activities and Elements Include:

- Applicants or organizations that received Sustainability Small Grant funds in the past 12 months
- 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 or election-related activities and events
- Promotion or endorsement of any specific religious affiliation
- Discrimination against any group
- Purchase of alcohol or drugs

Application, Award, and Contracting Timelines

	Round 1	Round 2
Applications Open	January 1 st	July 1 st
Applications Close	March 31 st	September 30 th
Award Notification*	April 30 th	October 31 st
Contracting	Please note that the contracting process may take 2-3 months. Please ensure that your project timeline can accommodate the contracting timeframe, as you will not be able to receive funding reimbursements until contracting is completed.	
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. Funds should be reimbursed to recipients within 30 days of final invoice and final report submission and approval. Phased progress-based reimbursement may also be available; recipients who are interested in this option are encouraged to inquire during the contracting process.	

*Project costs accrued before award notification will **NOT** be reimbursed.

Evaluation Criteria

Applications will be received by the Office of Environmental Policy and Sustainability (OEPS), then reviewed and awarded by the Sustainable Tacoma Commission. 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 [2030 Climate 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.

Submittal Instructions:

Completed applications must be submitted by or before 11:59 p.m. on the deadline date. Submit via email to sustainability@cityoftacoma.org with the subject line “Sustainability Small Grant Application”.

If you have project ideas or any questions, feel free to reach out to OEPS at sustainability@cityoftacoma.org. We would be delighted to discuss them with you.

Application Contents

Part A: Basic Information.....	1
Part B: Project Overview: Description, Outcomes, Benefits, and Team.....	2
Part C: Project Timeline, Estimated Budget, and Matching Funds.....	7
Part D: Supplemental Information and Signature	9

Part A: Basic Information

Applicant and Project Information:

Applicant Name:	
Proposed Project Name:	
Applicant Organization (if applicable):	
Applicant Email:	
Applicant Phone Number:	
Project Start Date:	
Project Completion Date:	
Total Grant Request Amount (\$5,000 max):	

Contract and Fund Recipient Information:

Provide details on the entity or individual who will be signing the contract and receiving the grant funds if awarded. It is important that the contract for this fund disbursement is authorized by the individual with the authority to sign on the entity's behalf. **If you are partnering with a fiscal sponsor, you may leave this table blank.**

Signing Authority Name:	
Signing Authority Title:	
Mailing Address:	
Phone Number:	
Email Address:	

Applicants may partner with a fiscal sponsor to help support up-front costs associated with their proposed project. A fiscal sponsor can be any individual or registered non-profit.

If an individual applicant chooses to partner with a fiscal sponsor, that sponsor will be the main point of contact for contracting and receiving reimbursement of grant funds (reimbursed funds will be distributed to the fiscal sponsor and not the individual applicant).

Fiscal Sponsor Organization:	
Fiscal Sponsor Contact Name:	
Fiscal Sponsor Contact Title:	
Fiscal Sponsor Mailing Address:	
Fiscal Sponsor Phone Number:	
Fiscal Sponsor Email:	

Not Applicable (*No Fiscal Sponsor*)

Project Summary (3-4 sentences):

--

Part B: Project Overview: Description, Outcomes, Benefits, and Team

1. **Project Description. Provide the basic what, how, and why of your project (500 words max):**

2. **Characterize the short and long-term successful outcomes you plan to achieve with this project. How will you measure and report these?**

3. Will your project benefit one or more of Environmental Services' three utilities? (If so, briefly describe)

<input type="checkbox"/> <u>Stormwater:</u>	
<input type="checkbox"/> <u>Wastewater:</u>	
<input type="checkbox"/> <u>Solid Waste:</u>	

4. Select two or more categories of benefits your project provides to Tacoma communities and describe how your project achieves the selected benefits.

Benefit	<input checked="" type="checkbox"/>	Description of Selected Benefits
Equity, diversity, and inclusion		
Community education		
Public health		
Environmental stewardship		
Community resilience		
Economic benefits		
Arts and culture		
Recreation		
Historic preservation		
Other		

5. Is your project actively contributing to local or regional climate change adaptation and mitigation initiatives? If so, indicate whether it focuses on adaptation, mitigation, or both, and provide a description of how your project is positively impacting these efforts.

Mitigating the causes of climate change

Adapting to the impacts of climate change

6. How will your project create opportunities for community participation?

7. Does your project create benefits for [frontline communities](#) within Tacoma? If so, describe these benefits.

8. Describe your organization and proposed project team, including plans to coordinate efforts with other agencies, partners, and/or stakeholders. If coordinating with other groups, you must attach written documentation from them describing their support.

I am coordinating with other groups, and I have attached documentation.

I will not be coordinating with other groups.

9. Will your project leverage other funds? If so, please describe and explain why your project would benefit from additional financial support through a Sustainability Small Grant.

10. Will your project have any ongoing maintenance or upkeep requirements that will continue once funding from the Sustainability Small Grant has ended? If so, please explain these and your plan for sustaining them.

11. Will your project take place on public or private property?

Projects that take place on **public property** must comply with City of Tacoma permitting requirements. Documentation of completed or pending permit applications must be provided **before projects on public property may begin**. Information on City permits can be found at tacomapermits.org.

Projects on **private property** generally do not require permits but must demonstrate a clear public benefit. Projects on private property that do not demonstrate a clear public benefit will not be considered.

- Public Property Private Property Not Applicable (or no physical location)

12. Insurance Coverage.

Applicants may need to carry specific insurance coverage types with certain minimum coverage thresholds based on the types of activities your proposed project includes. Potential insurance requirements are not considered during evaluation of applications; the City reviews scopes of work and determines insurance requirements for awarded projects as part of the subsequent contracting process.

Coverage Type	Potential Coverage Trigger	Yes/No
Workers' Compensation	Does the applicant have employees?	
Auto Insurance	Does the Scope of Work require the use of an automobile?	
Sexual Misconduct or Abuse & Molestation Liability Insurance	Does the Scope of Work include programming specifically targeted to youth under the age of 18 or elderly or disabled individuals?	
Marine General Liability Insurance	Does the Scope of Work include work on or around water or the use of watercraft?	

13. If your project is gardening related, have you reviewed the [Gardening Information Document](#)?

Projects related to **gardening and/or urban farming** must comply with all relevant permit, right-of-way, and occupancy requirements. If your project is related to gardening and/or urban farming, you must review the Sustainability Small Grant Gardening Information Document before submitting your application.

- Yes, I have reviewed and understand the Gardening Information Document Not Applicable

14. How did you hear about the Sustainability Small Grant program?

For all questions, please attach additional pages or documentation as needed. If providing attachments, please write "See Attached".

Part C: Project Timeline, Estimated Budget, and Matching Funds

In the table below, list specific activities, items, and costs for which you are requesting funding. PLEASE NOTE:

- The maximum grant award is \$5,000.
- Grant money can be applied toward costs identified in the approved project budget, submitted with your grant application. These costs may include materials, transportation, equipment rental, and other approved expenses.
- If the grant recipient charges an administrative fee or others are hired to perform work as part of the project, you may include those fees in the budget.
- Sustainability Small Grants will not reimburse for the purchase of computers, digital cameras, video cameras, or other portable electronics. Rental fees for electronic equipment necessary to the project are acceptable.
- Applicants proposing the purchase of tools and equipment for projects should consider borrowing or renting tools first. If purchasing tools is required, you must include justification for why renting or borrowing tools and equipment is not a feasible option for your project.

Description of Activity	Start Date	End Date	Description of Costs	Grant Request
<i>EXAMPLE: Printed banner promoting garden plot availability at community garden</i>	11/1/23	12/31/23	3 x 12 ft. banner	\$150
Total Grant Request Amount (\$5,000 maximum):				

In the table below, list matching contributions. PLEASE NOTE:

- Applicants must provide matching contributions totaling at least 10% of the grant request amount. Matched contributions may include in-kind services, funds from your organization, or any other grants, sponsors, donations, or volunteer time. (Example: \$25/hour payment for services.)

Match Contribution Description	Amount

In the table below, provide summary details from the tables above:

Project Start Date:	
Project Completion Date:	
Total Grant Request Amount (\$5,000 maximum):	
Total Match Amount (At Least 10% of Total Project Costs):	
Total Project Funding (Grant + Match Combined):	

Please select one of the grant payment options for your project:

- One lump sum at end of project and met final deliverables
- Two payments spread out over life of the project- one at a mid-way point once deliverables are met, and one at the end of the project and final deliverables are met
- Three payments spread out over life of the project – one after contract is signed and approved (\$500 max), one at a mid-way point once deliverables are met, and one at the end of the project and final deliverables are met.

Part D: Supplemental Information and Signature

The following items (if applicable) must be obtained or shown to be in-process before beginning your project and prior to receiving reimbursement of any grant funds:

Permits

- If your project requires a permit (building, construction, wetland development, or any other type of permit from the City of Tacoma or other governmental agency) you will need to obtain these permits before beginning your project and prior to receiving any grant funds. The permit process does not need to be complete upon submittal of this application, however you must agree to obtain all necessary permits prior to beginning your project. Reimbursement of grant funds may be conditional based on meeting all necessary permit requirements. For information about permits and the City of Tacoma permitting process, visit tacomapermits.org.

Public Agency Approval

- If your project will be located on public land managed by a public agency (Example: Metro Parks Tacoma property, Tribal property, School District property, right-of-way areas, etc.) you will need to obtain and provide public agency approval and written permission from the appropriate agency before beginning your project and prior to receiving any grant funds.

I have reviewed all understand permit and public agency approval requirements that may be necessary before beginning my project and prior to receiving any grant funds. I understand that grant funding reimbursement may be conditional based on meeting these necessary requirements.

Upon completion of my project and prior to receiving any grant funds, I will submit a final report detailing outcomes, successes, lessons learned, and community impact of my project. *(Information on this final report will be provided upon grant award.)*

Applicant Name:	
Applicant Signature:	Date:
Fiscal Sponsor Name <i>(If applicable):</i>	
Fiscal Sponsor Signature <i>(If applicable):</i>	Date:

For questions or assistance completing this application, please see the FAQ's on the [Sustainability Small Grant webpage](#) or contact the Office of Environmental Policy and Sustainability at sustainability@cityoftacoma.org.

Additional resources and information about the Sustainability Small Grant Program and other Environmental Services grants and sponsorship can be found at cityoftacoma.org/esgrants.