



Waste Prevention & Reduction Award

Waste Prevention & Reduction Award Application

What to know when applying

Each award category has a separate application with questions specific to that award category. Make sure you use the correct application for your project and its award category.

This application is for the Waste Prevention & Reduction Award category. This award has a maximum award limit of \$10,000. The Waste Prevention & Reduction Award funds projects that are focused on preventing waste from occurring in the first place. To learn more about the different award categories in detail, go to the [Waste Not Washington School Awards Guidelines \(Guidelines\) document¹](https://apps.ecology.wa.gov/publications/SummaryPages/2507047.html).

 Waste Prevention & Reduction Award	 Organics Management & Recycling Award	 Waste Assessment Award	 Continuing Success Award
The Waste Prevention & Reduction Award funds projects that prevent waste from occurring in the first place. This can look like switching to reusables, teaching repair skills, implementing food donation to rescue edible food, and more.	The Organics Management & Recycling Award is for projects that focus on diverting waste from landfills, incineration, or improper disposal through food recovery methods, composting, or recycling.	The Waste Assessment Award provides funds to conduct waste assessments to help applicants better understand their waste streams and issues. A waste assessment is the first step in effectively reducing waste and a great place to start for new applicants.	The Continuing Success Award provides funds to a school or school district that has achieved significant waste prevention/ reduction, organics management, and/or recycling through ongoing projects. Awarded funds will help continue or grow existing projects.

A school is eligible to receive **one award per cycle**. Please consider this before submitting more than one application for your school. Applications from the same school submitted in different award categories will not be considered if the project is the same. If your project could fit multiple award categories, review the award eligibility section for each award category and decide the best fit. If it is still unclear, contact the Department of Ecology staff at schoolawards@ecy.wa.gov and we will assist you in identifying the correct award category for your project.

¹<https://apps.ecology.wa.gov/publications/SummaryPages/2507047.html>

In this application, you will see numbers before some of the questions. These numbers indicate a scored or tracked question that is reflected in the corresponding score card outlined in the [Guidelines](#). For applicants who are interested in the scoring criteria and point value associated with a question, use this number to find that question's details. Score cards for each of the award categories are listed Appendix B of the [Guidelines](#).

Submission Instructions

Read through and answer all questions in this application as completely and clearly as possible. There are two options for completing the application before emailing or mailing it to Ecology:

Option 1) Type your answers directly in this form on your computer or device.

Option 2) Print this form and hand write answers manually in the space following each question in the document.

Once complete, you can email or mail a copy of the completed application and required budget, planning document, and supporting documents to Ecology. All applications should be addressed to one of the following:

Email:

Email schoolawards@ecy.wa.gov with the required and supporting documentation and subject line: "Waste Assessment Award – [Applicant School Name & Project Title]".

Edit the subject line with your school and project information and attach the required budget document to the email in an accepted format type (discussed further in this application). Once your subject line has been tailored to your application and your required budget and planning documents are attached, add any statements you would like to include in the body of the email and send as your submission.

Standard Mail (USPS):

Solid Waste Management Program
Attn: School Awards
Department of Ecology
PO Box 47600
Olympia, WA 98504-7600

Priority Mail (All other carriers):

Solid Waste Management Program
Attn: School Awards
Department of Ecology
300 Desmond Drive SE
Lacey, WA 98503

If you have any issues or questions during your application, please contact Ecology at 509-688-5358 or schoolawards@ecy.wa.gov.



Required Applicant Agreement

Required for all applications - Please review the following statements:

- I have read the [Guidelines](#) document, including the timeline and deadlines, applicant eligibility, eligible and ineligible costs, award category details and requirements, and scoring information before completing my application.
- I have read the application's instructions.
- I understand that the questions in the award history section of this application are subject to verification by Ecology staff.
- I understand that this application will not save my responses as I fill it out. It is strongly recommended that I save my application's responses frequently as a local copy in case technological issues arise.
- No applications will be accepted after the deadline on October 31 at 5:00 PM PST.

☐ I, the applicant, have read and agree to the preceding statements. **[required]**

Overview, Contact Information, Demographics

Project Overview

Project title:

Give a short description of your project and how you would use this award limit:
(limit 450 characters, about 75 words)

Contact Information

School name:

School district:

Legislative district:

Find your Legislative district by using the [Washington State Legislature's District Finder Tool](#)²

² <https://app.leg.wa.gov/DistrictFinder/>

Contact person:

Title of contact person:

Contact phone:

Contact e-mail address:

School address (please include city and zip code):

County:

School website:

Section 1: Award History

1.1 Has the school received a Waste Not Washington School Award in the past 5 years?

- ☐ Yes
☐ No
☐ Unsure

If yes, did the school submit the required final project report to Ecology at the end of the award?

- ☐ Yes
☐ No
☐ Unsure

1.2 How many times have you applied for a Waste Not Washington School Award and not been funded over the past 2 cycles?

- ☐ We applied once over the past two cycles and did not get an award
☐ We applied twice over the past two cycles and did not get an award
☐ We have not applied for a Waste Not Washington School Award in the last two cycles
☐ Not applicable, we received an award within the last 5 years (see question 1.1)

1.3 Has your school completed a waste assessment within the past 3 years, and do you have a report or other proof you can send with the application?

- ☐ Yes
☐ No

1.4 Has an on-staff school or school district grant writer, resource conservation specialist, or staff whose position is dedicated to securing external funding for your school been part of developing this application?

- ☐ Yes
☐ No

Section 2: School Demographics

Number of students:

Number of staff and teachers:

Grade levels:

Please include all grades included in applicant school. Example: If an elementary school has combined with a middle school, please list K-8.

School District Size:

- ☐ 1 – 29 schools in School District
- ☐ 30 or more schools in School District
- ☐ Applicant school is not part of a School District

2.1 What percentage of your student population is eligible for Free and Reduced-Price meals?

Use the [USDA Child Nutrition Program Income Guidelines](https://ospi.k12.wa.us/sites/default/files/2026-04/incomeguidelines_26-27.pdf)³ provided by OSPI to identify eligible students for free and reduced-price meals.

OR

What percentage of your schools' funds have been dedicated to scholarships for low-income families? To calculate this percentage, take the applicant school's amount of funds given to low-income families in student scholarships and divide that cost by the total amount of fundraising dollars made by the school last fiscal year.

%

³ https://ospi.k12.wa.us/sites/default/files/2026-04/incomeguidelines_26-27.pdf

2.2 Does your school mostly serve students who face disproportionate health risks from environmental harms, or is your school located in a community experiencing cumulative environmental and health impacts? Is your school a Bureau of Indian Education (BIE) school, Tribally controlled school, State-Tribal Education Compact School, or does it mostly serve students from Tribes?

Using the [DOH Environmental Health Disparities Map](#)⁴, look at census tracts where the majority of students reside for the **Environmental Exposures indicator** and at the **Sensitive Populations indicator** to support your answer. If more than 50% of students reside in areas ranking 9 or 10, select “yes” and list which map layers and census tracts score a 9 or 10 and the number of students residing in those areas.

Applicants may use [US Census data](#)⁵, but will need to describe which environmental exposure and sensitive population factors apply to more than 50% of the school population to support their answer.

If fewer than 50% of the students served by your school meet the criteria listed above, select “no.”

If you would like assistance in using the resources provided, please contact Ecology staff at schoolawards@ecy.wa.gov and we can help you determine your answer.

☐ Yes, please describe which factors apply to more than 50% of your school population. (limit 1000 characters, about 150 words)

☐ No

⁴ <https://doh.wa.gov/ehdmap>

⁵ <https://data.census.gov/advanced>



Section 3: Project Information

Please answer the questions as thoroughly as possible so that the scoring team has all the information needed to understand your project and score your application.

3.01 Describe the waste prevention and/or reduction project your school would like to implement (limit 2500 characters, about 400 words).



3.02 What goals will your project support? Select all that apply:

- ☐ Prevent waste from occurring in the first place / Reduce overall amount of waste generated (either organic waste, recyclable materials, or garbage)
- ☐ Implement waste prevention and/or reduction policies in school purchasing or contracts
- ☐ Educate students on the importance of preventing waste and how to prevent/reduce waste
- ☐ Other: Please explain

3.03 What positions will be part of putting this project in motion through dedicated resources like time or funding? Select all that apply:

- ☐ School Administration (principal, school board)
- ☐ Teachers and Faculty
- ☐ Special Education Teachers
- ☐ Custodial Staff
- ☐ School Cafeteria/Nutrition Staff
- ☐ School Counselor
- ☐ Bus Drivers
- ☐ Coaches
- ☐ Parent Teacher Student Association
- ☐ Consultants or Non-Profit Organizations
- ☐ Other: Please explain

3.04 Which school staff or departments are in support of this project? Only select those departments or staff who write a letter of support for your project.

Letters of support must be included as supporting documents with your application alongside the budget and planning document. (Tip: See an example Letter of Support in Appendix D of the [Guidelines](#).)

- ☐ School Administration (principal, school board)
- ☐ Teachers and Faculty
- ☐ Special Education Teachers
- ☐ Custodial Staff
- ☐ School Cafeteria/Nutrition Staff
- ☐ School Counselor
- ☐ Bus Drivers
- ☐ Coaches



- ☐ Parent Teacher Student Association
- ☐ Consultants or Non-Profit Organizations
- ☐ Other: Please explain

- ☐ No demonstrated support from school staff or departments

3.05 How many students will be involved in implementing this project? Select one of the following:

- ☐ Classrooms or classes
- ☐ Student groups or clubs
- ☐ Entire grades or grade levels
- ☐ The entire student community will be involved in implementing the project
- ☐ Students will not directly be involved in implementing the project

3.06 How will students be involved in this project? Select all that apply.
Students will...

- ☐ develop and implement the project
- ☐ assist in development and implementation of the project
- ☐ measure project outcomes and impacts (as identified in questions 3.10 & 3.11)
- ☐ assist in measuring project outcomes and impacts (as identified in questions 3.10 & 3.11)
- ☐ educate their peers about the project
- ☐ learn about the project
- ☐ not be involved
- ☐ Other: Please explain

3.07 What are the educational components in this project? Select all that apply:

- ☐ Provide outreach about the project and its purpose, but not focused on educating about the reasons for implementing the project. *Example: Informing the focused audience that the project is happening.*
- ☐ School specific procedures or program development. *Example: Teaching the audience how to participate in the project, but not discussing the reason for the project's implementation.*
- ☐ Teach about organics management, food rescue, and/or recycling in general *Example: Teaching the audience about the larger topic of the project and why the project is taking place.*
- ☐ Highlight the impacts of waste (financial, social, or environmental) *Example: Diving into the detailed financial, social, and/or environmental reasons for implementing the project.*
- ☐ Other: Please explain

- ☐ This project does not have an educational component

3.08 Who is the audience for the outreach or education? Select all that apply:

- ☐ Students
- ☐ Teachers and Faculty
- ☐ Staff
- ☐ Contracted vendors
- ☐ N/A - This project does not have an educational component
- ☐ N/A – The only educational component is for those involved with implementation

3.09 What activities will be part of the education and outreach identified above? Select all that apply:

- ☐ School event(s) or assembly(ies)
- ☐ Classroom lessons, activities, fieldtrips, or tours
- ☐ Creating/expanding a club or student group
- ☐ After school group activities or lessons
- ☐ Printed educational materials posted or distributed in appropriate locations
- ☐ Staff or faculty meetings
- ☐ Emails or newsletters
- ☐ N/A - This project does not have an educational component
- ☐ Other: Please explain

3.10 What actions will be taken to document the school's baseline conditions before the project is implemented? Select all that apply

- ☐ A waste assessment or waste audit has been completed within the past three years, and the results are attached in the supporting documents section of this application.
- ☐ A waste assessment or waste audit will be completed by the start of the project.
- ☐ Measuring the weight or volume of different waste streams including food and organics, recycling, and/or garbage.
- ☐ Reviewing purchase history, including cost and frequency, to supply single-use products before implementing the project.
- ☐ Assessing service levels at the school like collection frequency as well as size and type of waste collection container.
- ☐ Assessing existing knowledge about the project topic before implementing project.
- ☐ Other: Please explain

3.11 What will be measured to demonstrate the results from implementing this project?

Select all that apply:

- ☐ Waste streams (garbage, recycling, and/or compost) will be sorted and weighed for a comparison to the baseline conditions
- ☐ Frequency of waste collection and disposal (for either garbage, recycling, and/or compost) will be recorded and compared to baseline conditions
- ☐ Size or volume of waste (garbage, recycling, and/or composting) will be recorded and compared to the baseline conditions
- ☐ Purchasing habits of items (amount, frequency, and need) after implementing the project
- ☐ Knowledge and education gained (identified in question 3.7) about the project and related topics as measured through focus groups, classroom tools, surveys, etc.
- ☐ Other: Please explain

3.12 What are the long-term waste goals in your school community that this project will help you achieve? Select all that apply:

- ☐ Waste prevention/reduction goals may be adopted into other policies, purchasing procedures, or contracts for long-term effects.
- ☐ Staff/teachers will be more informed about waste prevention/reduction and we anticipate they will prevent/reduce waste in their work practices
- ☐ We anticipate staff/teachers will bring these waste prevention/reduction lessons and goals to their families, friends, and/or communities and may see waste prevention/reduction habits adopted more widely outside of school
- ☐ Reduce amount of waste being created at the school and/or being disposed of
- ☐ Develop ways to prevent waste from occurring in the first place
- ☐ Students will be more informed about waste prevention/reduction and we anticipate they will prevent/reduce waste in their school practices
- ☐ We anticipate students will bring these waste prevention/reduction lessons and goals to their families and may see waste prevention/reduction habits adopted more widely outside of school
- ☐ Other: Please explain

3.13 Are you able to implement this project within the Waste Not Washington School Awards program funding cycle for which you are applying?

- ☐ Yes
- ☐ No

Budget Information and Supporting Documents

Submission of Budget and Supporting Documents

Please submit the documents outlined in the Budget and Supporting Documents sections by email to schoolawards@ecy.wa.gov or by mail with your printed application. For email submissions, only acceptable attachment types (as described in the following list) will be reviewed.

The Department of Ecology will save these documents and attach them to your application submitted online through the Ecology webpage application.

Acceptable file types:

- Adobe PDF
- Microsoft Word (.DOC or .DOCX)
- Excel (.XLS)
- CSV files
- JPG, PNG, or TIFF Image Files
- MP4 or MOV Media Files

Section 4: Budget

Complete all questions in this section. See the [Guidelines](#) for a list of eligible and ineligible costs.

4.1 Outline all costs associated with this project in an itemized budget, including those covered by other funding sources. Include estimated taxes and shipping, where appropriate.

An example budget is available in Appendix E of the [Guidelines](#), and template budget forms are available on the [School Awards webpage](#)⁶.

These can be filled out with your project's information. If you are not using the provided template, please attach an itemized budget with all items, staff wages (if charging these to the award funding), and other costs associated with the project. You will need to include quotes or other proof of costs for items covered by this award funding.

⁶ www.ecology.wa.gov/schoolawards

4.2 Do you have outside funding sources to help implement this project?

☐ Yes, please list these agreements, the organization providing funding, and the amounts received from the outside funding sources. (limit 1000 characters, about 150 words)

☐ No, no additional funds are needed

☐ No, but additional funding is still needed

4.3 Are there unfunded costs associated with your project? Do not include costs that are part of this application.

☐ Yes, please explain how your school will fill this funding gap and if this gap could affect the implementation of your project. (limit 1000 characters, about 150 words)

☐ No

4.4 Is this project part of long-term programming?

☐ Yes, please explain how your school does or will prioritize this program or dedicate resources to keep it running from year to year? (limit 1000 characters, about 150 words)

☐ No

Section 5: Required Planning Document & Optional Supporting Documents

Required:

5.1 A planning document is required. This document should list each action necessary to complete your proposed project, the person responsible, and the estimated completion date. This document and its actions should reflect and provide details for the answers selected within this application.

An example planning document is available in Appendix F of the [Guidelines](#) and a template planning form is available on the [School Awards webpage](#) and can be filled out with your project's information.

Optional:

5.2 If "yes" was selected for question 1.3 "Has your school completed a waste assessment within the past three years?" you must include a copy of the waste assessment report or other proof as a supporting document to receive the associated points. This document should show how the results support the proposed project's work.

5.3 If an applicant wishes to submit letters of support from programs, staff, students, or other contacts within the school showing their contributions to the project or general support, you may do so by including these in the supporting documents to Ecology with the required documents.