Continuing Success Award

Continuing Success 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 Continuing Success Award category. This award will be given out to one applicant annually and has a maximum award limit of $10,000. The Continuing Success Award recognizes a school or school district who has successful waste reduction programs in place for at least two years prior to being awarded. To learn more about the different award categories in detail, go to the Waste Not Washington School Awards Guidelines (Guidelines) document[1].

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,

[1] https://apps.ecology.wa.gov/publications/SummaryPages/2507047.html

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.

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 in 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 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: School Applicant 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[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 completely 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 have your project accomplished? 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)
☐ Implemented waste prevention/reduction policies in school purchasing or contracts
☐ Educate students on the importance of preventing waste and how to prevent/reduce waste
☐ Kept organic waste (food waste, yard debris) out of the landfill
☐ Kept recyclable materials out of the landfill
☐ Educate students/staff about how to sort waste (recyclables, compostables, and/or garbage) properly
☐ Educate students/staff on the composting process
☐ Educate students/staff about using food scraps as local animal feed stock
☐ Educate students/staff about why composting or food rescue is important and the impacts of food waste
☐ Educate students/staff about the recycling process
☐ Educate students/staff about why recycling is important and the impacts of waste
☐ Other: Please explain

3.03 Which staff, teachers, and/or volunteers have dedicated resources (time, funding, or other resources) to this project to make it a success? 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 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

3.05 How were students involved in this project? Select all that apply.
Students have…

- ☐ developed and implemented the project
- ☐ assisted in development and implementation of the project
- ☐ measured project outcomes and impacts (as identified in questions 3.09 & 3.10)
- ☐ assisted in measuring project outcomes and impacts (as identified in questions 3.09 & 3.10)
- ☐ educated their peers about the project
- ☐ learned about the project
- ☐ not been involved
- ☐ Other: Please explain

3.06 What were the educational goals of 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

3.07 Who has been the audience for the outreach or education outside of those involved in the implementation? Select all that apply:

- ☐ Students
- ☐ 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

3.08 What activities were 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

3.09 What actions were taken to measure and record the school's baseline conditions before the project was implemented? Select all that apply

- ☐ A waste assessment or waste audit was completed within the three years prior to project implementation and the results from that assessment are attached in supporting documents section of this application.
- ☐ A waste assessment or waste audit was completed at the beginning 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

3.10 How did you measure the results from implementing this project?
Select all that apply:

☐ Waste streams (garbage, recycling, and/or compost) were sorted and weighed for a comparison to the baseline conditions
☐ Frequency of waste collection and disposal (for either garbage, recycling, compost, and/or food rescue) was recorded and compared to baseline conditions
☐ Size or volume of waste container or dumpster (garbage, recycling, and/or composting) was recorded and compared to the baseline conditions
☐ Purchasing habits of items (amount, frequency, and need) after implementing the project were compared to baseline conditions
☐ Knowledge and education gained (identified in questions 3.06 - 3.08) about the project and related topics as measured through focus groups, classroom tools, surveys, etc.
☐ Other: Please explain

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

☐ Waste prevention/ reduction and/or organics management (composting/food rescue)/ recycling 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/or composting/food rescue/recycling and we anticipate they will properly sort waste in their work practices
☐ We anticipate staff/teachers will bring these waste prevention/reduction and/ or composting/food rescue/recycling lessons and goals to their families, friends, and/or communities and may see the associated waste habits adopted more widely outside of school
☐ Reduce amount of waste being created at the school and/or disposed of
☐ Develop ways to recover edible food or manage organic materials on-site
Students will be more informed about waste prevention/ reduction and/or composting/food rescue/recycling and we anticipate they will properly sort waste while at school
☐ We anticipate students will bring these waste prevention/ reduction and/or composting/food rescue/recycling lessons and goals to their families and may see the waste associated habits adopted more widely outside of school
☐ Other: Please explain

3.12 If your project is selected for recognition by the Waste Not Washington School Awards program, in general, how will the funding be used? Select all that apply:

☐ Continuing the project as it is
☐ Expanding the project to include new elements (if selecting this option, please describe the project expansions in the project description under question 3.01 and show this in an attached budget)
☐ Changing the project to address new issues (if selecting this option, please describe the project changes in the project description under question 3.01 and show this in an attached budget)
☐ Using a small portion of the funds to celebrate the successes of this project so far
☐ Other: Please explain

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 continuing, expanding, changing, or celebrating this project in an itemized budget including those covered by other funding sources. Include estimated taxes and shipping, where appropriate.

Reminder: Please consult the Department of Ecology for approval when pursuing reimbursements for costs spent on programs and when pursuing funds to celebrate achievements to ensure cost eligibility and specifics.

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 and Report Documents & Optional Supporting Documents

Required:

5.1 A planning document is required to outline how you intend to spend the funding gained through this award. This document should list each action necessary to continue 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.

5.2 A report that summarizes the measurable outcomes from the project that are identified in question 3.10. This document should describe and provide details of the measurable outcomes you have seen because of your project. Please include any measurements you have, financial data, survey results, or other means of measurement.

This document can be a simple Word, Excel, handwritten, or other accepted document type, but should include clear and complete results from the measurements that are described in question 3.10.

Optional:

5.3 If "yes" was selected for question 1.3 "Did your school complete a waste assessment before implementing your project?" 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.