

# Waste Not Washington School Awards

## Important Information

### Deadlines

All applications must be received by **5 p.m.** on the date listed to be considered for the corresponding award cycle:

- 2021- 2022: Friday, Dec. 17, 2021
- 2022- 2023: Friday Sept. 30, 2022

**Ecology will not consider any applications submitted after the corresponding deadline.**

Each award category has a separate application form. You may apply for more than one category. Please fill out the appropriate application form for each award category in which you intend to apply.

Be sure to read the instructions and guidelines before completing the application. Award scoring criteria are provided on pages 15-16 of the guide. Please limit each application to four pages or less and use no less than an 11-point font.

### Submission Instructions

Email completed applications as an attachment to Ecology at [schoolawards@ecy.wa.gov](mailto:schoolawards@ecy.wa.gov) by the deadline of the desired award cycle. Electronic submissions (in Adobe Acrobat PDF or MS Word compatible file formats) are preferred and strongly encouraged.

*If you must mail an application, use one of the mailing addresses provided:*

#### E-mail

[Schoolawards@ecy.wa.gov](mailto:Schoolawards@ecy.wa.gov)

#### Standard Mail

(United States Postal Service)

Solid Waste Management  
Program

Att: School Awards  
Department of Ecology PO  
BOX 47600  
OLYMPIA WA 98504-7600

#### Priority Mail

(All other carriers)

Solid Waste Management  
Program

Att: School Awards  
Department of Ecology  
300 DESMOND DRIVE SE  
LACEY WA 98503

## Eligible and Ineligible Cost

### Examples of Eligible and Ineligible Costs

#### Eligible Costs

- Durable materials to replace single-use items (lunch trays, silverware, cups for beverage dispensers, etc.)
- Bulk food/ beverage dispensers (milk, juice, water)
- Gloves and protective gear for program activities (waste audits, compost operations)
- Equipment for composting
- Printing, translation of educational materials
- Computer software for distance learning (video conferencing software, video editing software)
- Equipment for recycling

#### Eligible Costs at Discretion of Department of Ecology

- Wages and stipends
- Computer equipment or electronics – only if solely dedicated to waste reduction, composting, recycling, education and outreach

#### Ineligible Costs

- Architectural designs
- Hauling costs
- Disposal fees
- “Green” office supplies (e.g recycled paper)
- Non-toxic cleaning supplies
- Feasibility studies or plans
- Promotional materials, giveaways or swag (e.g. water bottles, magnets, t-shirts)

## Seed Award Application

**\*Be sure to read the instructions and guidelines before completing the Application.**

### Organization Information – Seed Award

Complete all items in this section.

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Project Title:

Give a two-sentence description of the project for which you seek an award:

### Contact Information

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School Name:

Contact Person:

School District:

Official Title:

Legislative District:

Contact Phone:

Mailing Address:

E-mail Address:

County:

School Website:

### Demographics

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Number of students:

Number of staff and faculty:

Number of students with free or reduced lunch:

School District Size:

Grade level:

[Washington Tracking Network \(WTN\) Environmental Health Disparity Index Ranking<sup>1</sup>:](#)

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<sup>1</sup> <http://fortress.wa.gov/doh/wtn/WTNIBL>

## Project Information – Seed Award

Complete all questions in this section.

Keep all answers brief, using no more than ten sentences per question.

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- 1.) Provide a brief description of your project. How will your project promote sustainability and relate to waste reduction, composting, or recycling? Explain how your project will tie into the goals of the Waste Not Washington School Award Program. (Ecology may use this description in speeches, press releases, or publications for the Waste Not Washington Awards.)
  
- 2.) What are the proposed project’s objectives and how will they be achieved?
  
- 3.) Describe the strength and diversity of community involvement in the project. Please describe communities involved in terms of race/ethnicity, income level, and/or English language learners. This can include activities with partners or volunteers.
  
- 4.) What resources are available to make this project successful? These resources could include access and affordability of local waste haulers, school space dedicated to the program, paid staff, software platforms for curriculum and programs, partnerships, volunteers, student time, etc.

- 5.) What important resources are not available to you? How might the lack of these resources hinder the project's success? How do you plan to overcome these barriers?
- 6.) Will the program's results demonstrate outreach and inclusion to a population living in poverty with a WTN Environmental Health Disparity Index ranking? If so, please provide detailed information regarding the population and outreach materials to this population.
- 7.) Are you able to proceed with project implementation within 2 months of receiving award?
- 8.) What outcomes do you expect to see through this program?
- 9.) That measurable data do you anticipate to gather from the aforementioned outcomes? Explain your method for measurement and how these figures will express your project's success.
- 10.) Ecology's priority is to invest in projects that will continue past the initial implementation. How will you ensure the longevity and success of this project?

- 11.) If able, attach letters/ pledges of contribution and/or general support for the project from other organizations.

### **Budget Information –Seed Award**

Complete all questions in this section. See above for a list of eligible costs before answering this question

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#### **Budget**

Total Project Budget:

Total Unfunded:

#### **Outside Funding Sources**

Do you have written agreements with outside funding sources?

Yes  No

Total Funding from Outside Sources:

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#### **Funding Gap**

If part of the budget is unfunded, please explain how your school will fill the funding gap.

#### **Financial Sustainability**

What financial planning have you done to ensure the program can remain in operation from year to year?

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**Proposed Expenses**

List all expenses you would like your Seed Award to cover and attach proof of estimates/quotes or list costs incurred and attach invoices.

Item	Cost
Total	

*Add more rows if needed.*

**Planning**

List each action necessary to complete your proposed project, the person responsible, and the estimated completion date

<b>Action</b> <i>List each action that must be taken to complete the project.</i>	<b>Who is responsible</b> <i>Title of person to complete the action, i.e., teacher</i>	<b>Completion date</b> <i>Estimated completion date</i>

*Add more rows if needed.*

## Sustainable School Award Application

### Organization Information – Sustainable School Award

Complete all items in this section.

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Project Title:

Give a two-sentence description of the project for which you seek an award:

#### Contact Information

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School Name:

Contact Person:

School District:

Official Title:

Legislative District:

Contact Phone:

Mailing Address:

E-mail Address:

County:

School Website:

#### Demographics

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Number of students:

Number of staff and faculty:

Number of students with free or reduced lunch:

School District Size:

Grade level:

[Washington Tracking Network \(WTN\) Environmental Health Disparity Index Ranking<sup>2</sup>](#):

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<sup>2</sup> <http://fortress.wa.gov/doh/wtn/WTNIBL>



## Program Information – Sustainable School Award

Complete all questions in this section.

Keep all answers brief, using no more than ten sentences per question.

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- 1.) Provide a brief description of your program. How does your program promote sustainability and relate to waste reduction? Explain how your program ties into the goals of the Waste Not Washington School Award Program. (This description may be used in speeches, press releases, or publications for the Waste Not Washington Awards.)
  
- 2.) What are the proposed project’s objectives and how will they be achieved?
  
- 3.) Describe the strength and diversity of community involvement in the project. Please describe communities involved in terms of race/ethnicity, income level, and/or English language learners. This can include activities with partners or volunteers.
  
- 4.) What resources are available to make this project successful? These resources could include access and affordability of local waste haulers, school space dedicated to the program, paid staff, software platforms for curriculum and programs, partnerships, volunteers, student time, etc.

- 5.) What important resources are not available to you? How might the lack of these resources hinder the project's success? How do you plan to overcome these barriers?
- 6.) How did you involve students, faculty, and staff to achieve your goals? If applicable, how did community members contribute to the program's success?
- 7.) Do the program's results demonstrate outreach and inclusion to a population living in poverty with a WTN Environmental Health Disparity Index ranking? If so, please provide detailed information regarding the population and outreach materials to this population.
- 8.) What outcomes do you expect to see through this program?
- 9.) That measurable data do you anticipate to gather from the aforementioned outcomes? Explain your method for measurement and how these figures will express your program's success.

- 10.) Ecology's priority is to invest in projects that will continue past the initial implementation. How will you ensure the longevity and success of this program?
- 11.) If able, attach letters/ pledges of contribution and/or general support for the project from other organizations.

### **Budget Information –Sustainable School Award**

Complete all questions in this section. See above for a list of eligible costs before answering this question

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#### **Budget**

Total Program Budget:

Total Unfunded:

#### **Outside Funding Sources**

Do you have written agreements with outside funding sources?

Yes  No

Total Funding from Outside Sources:

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#### **Funding Gap**

If part of the budget is unfunded, please explain how your school will fill the funding gap.

#### **Financial Sustainability**

What financial planning have you done to ensure the program can remain in operation from year to year?

**Program Expenses**

List all expenses you would like your Sustainable School Award to cover and attach proof of estimates/quotes or list costs incurred and attach invoices.

Item	Cost
Total	

*Add more rows if needed.*

## Creative Curriculum Application

### Organization Information – Creative Curriculum Application

Complete all items in this section.

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Program or Curriculum Title:

Give a two-sentence description of your program or curriculum:

### Contact Information

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School/Organization Name:

School District Curriculum Intended  
for:

Legislative District:

Mailing Address:

County:

Contact Person:

Official Title:

Contact Phone:

E-mail Address:

School Website:





- 8.) Will the program's results demonstrate outreach and inclusion to a population living in poverty with a WTN Environmental Health Disparity Index ranking? If so, please provide detailed information regarding the population and outreach materials to this population
- 9.) What materials will you produce as a result of this curriculum, e.g.: static materials, videos, interactive materials, in person activities, etc.? Be as specific as possible.
- 10.) Explain what tools or knowledge the students and faculty will gain through this curriculum. How will this curriculum help students and faculty understand the environmental, social, and economic benefits of waste reduction
- 11.) Briefly describe your vision for the future of this curriculum. What will it look like in the years to come? How might it evolve? What will your school do to keep this program going year after year?



## Budget Information – Sustainable School Award

Complete all questions in this section. See above for a list of eligible costs before answering this question

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### Budget

Total Program Budget:

Total Unfunded:

### Outside Funding Sources

Do you have written agreements with outside funding sources?

Yes  No

Total Funding from Outside Sources:

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### Funding Gap

If part of the budget is unfunded, please explain how your school will fill the funding gap.

### Financial Sustainability

What financial planning have you done to ensure the program can remain in operation from year to year?

**Proposed Expenses**

List all expenses you would like your Creative Curriculum Award to cover and attach proof of estimates/quotes or list costs incurred and attach invoices.

Item	Cost
Total	

*Add more rows if needed.*

**Planning**

List each action necessary to complete your proposed project, the person responsible, and the estimated completion date

<b>Action</b> <i>List each action that must be taken to complete the project.</i>	<b>Who is responsible</b> <i>Title of person to complete the action, i.e., teacher</i>	<b>Completion date</b> <i>Estimated completion date</i>

*Add more rows if needed.*