



Waste Not Washington School Awards 2024 Award Cycle – Sustainable School Award Application

Important Dates

Application Period: August 1st – October 31st

Application Deadline: October 31st at 5pm

Awardees Announced: December 4th

Award Checks Sent: December 4th – December 29th

Implementation Begins: January 2024

Directions

Each award category has a separate application form. This application form is for the Sustainable School Award. Sustainable School Awards compensate K-12 public, private, or tribal schools in Washington State for past waste reduction and recycling projects. To learn more about the other application types, please refer to the [Waste Not Washington School Awards Guidelines](#). Guidelines for the 2023-25 biennium will be available in September.

Be sure to read the instructions and guidelines before completing the application. Award scoring criteria are provided on pages 16-17 of the guidelines.

Submission Instructions

Email completed applications and supporting documents to schoolawards@ecy.wa.gov by the deadline of the desired award cycle.

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
- On-site gardening supplies
- 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 or disposal fees
- “Green” office supplies (e.g recycled paper) or non-toxic cleaning supplies
- Feasibility studies or plans
- Promotional materials, giveaways or swag (e.g. water bottles, magnets, t-shirts)

ADA and Accessibility

To request an ADA accommodation, contact Ecology by phone at 360-407-6000 or email at SWMPublications@ecy.wa.gov, or visit <https://ecology.wa.gov/accessibility>. For Relay Service or TTY call 711 or 877-833-6341.



Waste Not Washington School Award Sustainable School Application

Please read the instructions and guidelines before completing the application

Overview, Contact Information, Demographics

Project Overview

Project Title:

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

Contact Information

School name:

Contact person:

School district:

Title of contact person:

[Legislative district¹](#):

Contact phone:

Mailing address:

E-mail address: School

County:

Website:

School Demographics

Number of students:

Number of staff and faculty:

Number of students with free or reduced lunch:

School district size:

Grade level(s):

[Washington Tracking Network \(WTN\) Environmental Health Disparity Index Ranking²](#):

1 Go to the Washington State Legislature’s District Finder Tool - <https://app.leg.wa.gov/DistrictFinder/>

2 (a) Go to the Washington State Department of Health’s Washington Tracking Network map (linked above). (b) Click on “Environmental Health Disparities V 2.0” at top of left page (c) Click on the location icon (d) Enter your school’s address (e) Click “find” (f) Zoom in on map (g) Enter number for location on scale on the right

Project Information

1. Project Overview:

- a. Briefly describe your waste reduction or recycling project.
- b. What were the main goals or objectives of your project in the implementation phase?

2. Implementation Process:

- a. Explain how the project was executed, including the strategies, activities, and timeline.
- b. What were the key challenges or successes encountered during the implementation phase?

3. Impact and Outcomes:

- a. What positive outcomes or results were achieved as a result of the project's implementation?
- b. Can you provide data or metrics that demonstrate the project's impact on waste reduction and recycling behaviors within the school community?

4. Lessons Learned and Improvements:

- a. Based on the implemented project, what lessons were learned regarding waste reduction and recycling efforts in K-12 schools?
- b. How do you plan to leverage those lessons to improve or refine future waste reduction and recycling initiatives?

5. Sustainability and Future Plans:

- a. How will the project's initiatives and practices be sustained in the long term beyond the initial implementation phase?
- b. Are there any plans to expand or replicate the project in other schools or educational settings? If so, please provide details.

6. Community Engagement and Collaboration:

- a. Describe the level of engagement and collaboration with school administrators, teachers, students, and the broader community during the project's implementation.
- b. How did the project foster a sense of environmental awareness and participation within the school community?

7. Evaluation and Feedback:

- a. Did you conduct any assessments or gather feedback from participants/stakeholders during or after the project's implementation? If yes, what were the key findings?
- b. How have the evaluation results informed future decisions or improvements related to waste reduction and recycling initiatives?

8. Funding and Resource Utilization:

- a. How was the project funded during the implementation phase?
- b. Can you provide an overview of how the allocated resources were utilized to support the project's objectives?

If able, attach letters/ pledges of contribution and/or general support for the project from other organizations. All supporting documents can be sent to schoolawards@ecy.wa.gov.

Budget Information

Complete all questions in this section. See first page for a list of eligible and illegible costs.

Budget

Total Project Budget (including funding from outside funding sources or school budget):

Outside Funding Sources

Do you have written agreements with outside funding sources?

Yes No

Funding Gap

If part of the budget was unfunded, please explain how your school filled the funding gap.

Financial Sustainability

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

Additional Materials

Email completed applications and supporting documents to schoolawards@ecy.wa.gov by the deadline of the desired award cycle. Refer to the examples below for how to create lists for Project Expenses.

Project 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.

Example

Item	Cost
Purchase of "Ecology through Gardening" textbooks (invoice attached)	\$600
Purchase of materials for school garden construction (materials list attached)	\$1100
Donation to Master Gardener Program for consulting (letter of agreement attached)	\$200
Seeds for school garden (invoice attached)	\$100
Total	\$2000