



# Waste Not Washington School Awards 2024 Award Cycle - Seed Award Application

## Important Dates

Application Period: August 1<sup>st</sup> – October 31<sup>st</sup>

**Application Deadline: October 31st at 5pm**

Awardees Announced: December 4<sup>th</sup>

Award Checks Sent: December 4<sup>th</sup> – December 29<sup>th</sup>

Implementation Begins: January 2024

## Directions

Each award category has a separate application form. You may apply for more than one category. This application form is for the Seed Award. Seed Awards fund future waste reduction and recycling projects at K-12 public, private, or tribal schools in Washington State. To learn more about the other application types, please refer to the [Waste Not Washington School Awards Guidelines](#).

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](mailto: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](mailto: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 Awards Seed Award Application

Please read the instructions and guidelines before completing the application

### Overview, Contact Information, Demographics

#### Project Overview

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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:

Title of contact person:

[Legislative district](#)<sup>1</sup>:

Contact phone:

Mailing address:

E-mail address: School

County:

Website:

#### School 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(s):

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

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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 and recycling project for K-12 schools.
- b. What is the main goal or objective of your project?

### 2. Impact and Potential:

- a. How do you anticipate your project will contribute to waste reduction and recycling behaviors among students, faculty, and staff?
- b. What long-term impact do you envision your project having on the environmental consciousness of the school community?

### 3. Implementation and Feasibility:

- a. How will you collaborate with school administrators, teachers, and other stakeholders to implement your waste reduction and recycling project?
- b. What resources or partnerships are required to ensure the successful implementation of your project?

**4. Community Engagement:**

- a. How will you involve parents and the broader community in supporting and participating in the waste reduction and recycling efforts at schools?
- b. Are there any plans to collaborate with local organizations or waste management facilities to enhance the impact of your project?

**5. Monitoring and Evaluation:**

- a. How will you measure and track the effectiveness and progress of your waste reduction and recycling project within the school community?
- b. Will you involve students and teachers in data collection or monitoring activities? If so, how?

**6. Sustainability and Long-term Impact:**

- a. How will you ensure that the waste reduction and recycling practices introduced through your project are sustained in schools beyond the initial implementation phase?
- b. Are there plans to integrate waste reduction and recycling into the school's curriculum or policies to ensure long-term impact?

**7. Previous Experience and Track Record:**

- a. Have you implemented similar waste reduction or recycling projects in K-12 schools in the past? If yes, please provide details.
- b. Can you provide testimonials or references from previous school partners, teachers, or students who have benefited from your initiatives?

**8. Implementation:**

Are you able to proceed with project implementation within TWO months of receiving funding?

If able, attach letters/ pledges of contribution and/or general support for the project from other organizations. Please send documents to [schoolawards@ecy.wa.gov](mailto: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):

Total Unfunded:

### Outside Funding Sources

Do you have written agreements with outside funding sources?

Yes            No

Total Funding from Outside Sources:

### 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?

## Additional Materials

Email completed applications and supporting documents to [schoolawards@ecy.wa.gov](mailto:schoolawards@ecy.wa.gov) by the deadline of the desired award cycle. Refer to the examples below for how to create lists for Proposed Expenses and Planning.

### 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.

#### 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
<b>Total</b>	<b>\$2000</b>

### Planning

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

#### Example

Action <i>List each action that must be taken to complete the project.</i>	Who is responsible <i>Title of person to complete the action, i.e., teacher</i>	Completion date <i>Estimated completion date</i>
Create and Teach Course	Jane Doe (Instructor)	2023-24 Academic Year
Construction of School Garden	Jane Doe John Appleseed (Facilities) James C. Corn (Groundskeeper)	January 30, 2024
Garden Coaching	Besty Greenthumbs (WWU Master Gardener Extension)	January 5, 2024
Garden-to-Dining Hall Project	Jane Doe Maria Mesa (Head Cook)	May 30, 2024