



Waste Not Washington

School Awards

2021-2023

Waste Reduction in Washington Schools

Washington State Department of Ecology

Olympia, Washington

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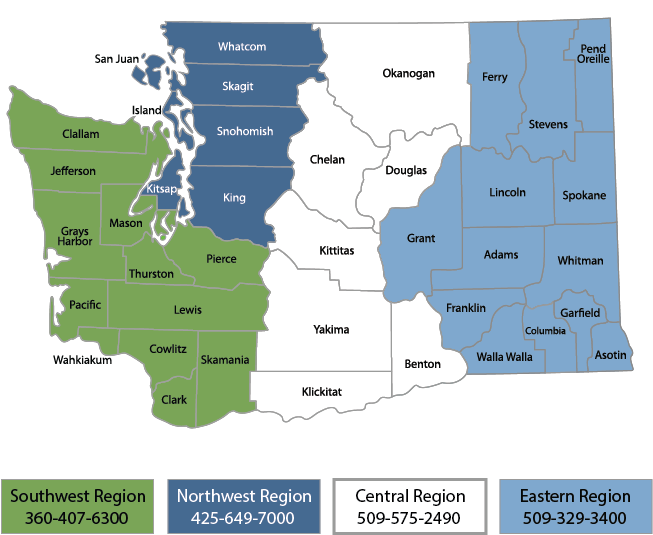
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Department of Ecology’s Regional Offices

Map of Counties Served



| Region | Counties served | Mailing Address | Phone |
| --- | --- | --- | --- |
| Southwest | Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum | PO Box 47775  Olympia, WA 98504 | 360-407-6300 |
| Northwest | Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom | 3190 160th Ave SE  Bellevue, WA 98008 | 425-649-7000 |
| Central | Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima | 1250 W Alder St  Union Gap, WA 98903 | 509-575-2490 |
| Eastern | Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman | 4601 N Monroe  Spokane, WA 99205 | 509-329-3400 |
| Headquarters | Across Washington | PO Box 46700  Olympia, WA 98504 | 360-407-6000 |

Waste Not Washington  
School Awards

2021-2023

Guidelines and Scoring Criteria  
for Waste Not Washington School Awards

Solid Waste Management Program

Washington State Department of Ecology

Olympia, WA

**Revised August 2022 | Publication 21-07-030**



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## Acknowledgements

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## Introduction

The Waste Not Washington School Awards Program was established by [RCW 70A.214.100](http://app.leg.wa.gov/RCW/default.aspx?cite=70A.214.100) to achieve waste reduction and recycling in public schools and to encourage waste reduction and recycling in private schools, grades kindergarten through high school. Ecology is implementing this program through a competitive process and as a monetary award to schools to meet the statutory intent and recognize schools committing to a more sustainable future. These guidelines are for educators wishing to compete in the Waste Not Washington School Awards Program. This program and its associated resources are intended to help build and improve waste reduction, recycling, and other materials management programs and curricula in Washington schools.

One of the most crucial issues that children face today is the uncertainty of the world they will inherit. A school that both teaches and practices sustainable behavior offers children and the local community an important role model. Such a school provides students the knowledge and skills that will help them better understand and respond to a rapidly changing world.

As human activities continue to impact the environment, we need to recognize how our society, our economy, and our environment depend on each other. If we use up our resources too quickly, there will not be enough left to support future generations. Meeting our present needs while still leaving enough resources for future generations is the aim of sustainability and managing our consumption and waste are crucial elements of this.

Some basic ways to keep your school sustainable are waste reduction, composting, and recycling. Students, faculty, and staff see the need for a less wasteful future reflected in the practical decisions the school community makes. Some of these practices may be seen in:

* Cafeteria operation
* Classroom use of paper and other products
* Office operation
* Composting programs

Bringing environmental issues into our classrooms can be a challenge when working within basic education requirements. Waste reduction programs offer an opportunity for students to learn about the environmental (including climate) impacts of materials and waste. They also provide students with leadership opportunities through modeling behavior and educating their fellow students, family at home, and community about these impacts and how we can all take ownership of and play a part in improving our future. It takes dedication and support from all members of the school and the greater community. Your school can be part of this effort to teach these important principles to the leaders of tomorrow.

Additionally, schools gain the financial benefit in reducing costs by reducing dumpster fees, energy cost savings associated with waste reduction and recycling, and preventing unnecessary purchases. However, when considering waste reduction opportunities, keep in mind that recycling is not likely to raise a substantial amount of funds for a school or waste reduction program. Markets for recyclable products fluctuate and current market rates will not always allow for a net profit.

## Waste Not Washington Awards

The Waste Not Washington School Awards promote sustainability and rewards school efforts to reduce waste, recycle, and teach environmental curricula. The Department of Ecology (Ecology) encourages schools to be role models in environmental stewardship for students and community members. Ecology currently has a $50,000 budget for this program for each year within the 2021-2021 biennium, with each award providing up to $5,000 in award funds. All around the state, schools are finding ways to carry out their missions in a less wasteful manner.

This award program aims to celebrate such schools by highlighting their effort and providing a financial reward. Ecology highly recommends consulting your Regional Waste Reduction and Recycling Specialists when creating an application. These Specialists are available statewide to help schools locate assistance and resources for implementing waste reduction and recycling programs.

**Eastern Washington Regional  
Waste Reduction and Recycling Specialist  
Phone: 509-202-6946**

**Western Washington Regional  
Waste Reduction and Recycling Specialist  
Phone: 425-698-3722**

Examples of school programs and resources to provide guidance, ideas, and partnership opportunities are located on our website: <https://ecology.wa.gov/About-us/Get-to-know-us/Our-Programs/Solid-Waste-Management/Sustainable-School-Awards>

## Awards Program Timeline and Deadlines

**Deadlines for 2021 - 2023**

**Application submission deadline**

All applications must be submitted to Ecology by **5:00 PM on Friday, November 19, 2021,** to be considered for the **2021-2022 award cycle**.  
All applications must be submitted to Ecology by **5:00 PM on Friday, September 30, 2022**, to be considered for the **2022-2023 award cycle**.

**Each award category has a separate application form.** Please fill out the appropriate application form for the award category in which you intend to apply. **Electronic submissions using the downloadable PDF form are strongly encouraged.**

Be sure to read the instructions and guidelines before completing the application. Please limit your entire application to four pages or less and use no less than 11-point font. **Ecology will not consider any applications submitted after the deadline.**

All mail applications should be addressed to:

| **E-mail** | **Standard Mail**  **(United States Postal Service)** | **Priority Mail**  **(All other carriers)** |
| --- | --- | --- |
| [schoolawards@ecy.wa.gov](mailto:heather.church@ecy.wa.gov) | Solid Waste Management Program, Attn: School Awards Department of Ecology PO BOX 47600  OLYMPIA WA 98504-7600 | Solid Waste Management Program, Attn: School Awards  Department of Ecology  300 DESMOND DRIVE SE LACEY WA 98503 |

**Award announcements**

**January 3, 2022 for 2021-2022 award cycle**

**November 1, 2023 for 2022-2023 award cycle**

Ecology will announce successful applicants/proposals by no later than the dates listed above for the corresponding award cycle. Applicants will be notified individually in regards to the award and any next steps to secure award funds (e.g. provide purchase receipts, etc.).

**All awards must be disbursed**

**June 30, 2022 and June 30, 2023**

All funds must be disbursed to the awardee by June 30, 2022 for the 2021-2022 award cycle and June 30, 2023 for the 2022-2023 award cycle. Awardees that have not received their funds by this date forfeit their award.

**Project progress and monitoring reports due to Ecology**

**September 30, 2022 for the 2021-2022 award cycle**

**July 30, 2023 for the 2022-2023 award cycle**

All projects are required to submit monitoring data, progress, and status reports to Ecology by the above dates for the corresponding award cycles. These reports and data are crucial to improving and refining the Waste Not Washington School Awards program in future award cycles and provide future applicants with a foundational knowledge of how to create successful programs.

## Applicant Eligibility

Applicants may be eligible to receive awards if they meet the following criteria:

* Applicant must be a teacher or staff member of K-12 public, private, or tribal school or school district applying on behalf of a school or classroom.
* Projects must show a sustainable focus surrounding waste reduction, recycling, green purchasing, food waste reduction, and/or composting.

## Contact Information

Need assistance? For questions, concerns, or guidance in applying for the Waste Not Washington School Awards, please email [schoolawards@ecy.wa.gov](mailto:schoolawards@ecy.wa.gov) or contact

Eastern Washington Regional

Waste Reduction and Recycling Specialist

Phone: 509-202-6946

## Award Categories

There are three categories of awards, each with a separate application form.

### Seed Award

#### What ****is it?****

This category awards funds to implement school waste reduction and recycling programs. K-12 public, private, or tribal schools can apply in this category to:

* Buy educational aids and equipment for waste reduction/recycling programs. For example, reusable silverware/trays/flatware in school cafeterias, food waste reduction through bulk dispensers for milk/juice/water, educational signage, composting equipment, etc.
* Integrate sustainability lessons into the curriculum to help meet the goals established by the [State of Washington Environmental Education Guidelines](https://www.k12.wa.us/student-success/resources-subject-area/environment-sustainability)[[2]](#footnote-2).

#### ****Who can apply?****

The Seed Award is available to teachers or staff members of K-12 public, private, or tribal school or school district applying on behalf of a classroom, school, or school district.

### Sustainable School Program Award

#### What is it?

This category recognizes a K-12 public, private, or tribal school or school district’s ongoing efforts to maintain and expand waste reduction, composting, and recycling programs. This is intended to not only recognize a school for its past efforts but to support the continuation and future goals of its programs. Ecology may recognize sustainable school programs created and implemented within five (5) years of the application date.

#### Who can apply?

The Sustainable School Program Award is available to teachers or staff members of K-12 public, private, or tribal school or school districts applying on behalf of a classroom, school, or school district for projects/curriculum implemented within the past 5 years. Projects and curriculum must still be in place and funds awarded must be put toward continuing or expanding these programs.

### Creative Curriculum Award

#### What is it?

This category awards funds to generate newly created and original curricula that:

* Introduces students, teachers, staff, and administrators to the concepts of waste reduction, composting, recycling, green chemistry, sustainable design, or circular economy.
* Strives to inspire a sense of environmental stewardship in the students and staff.

All developed materials must be made publicly available through the Open Educational Resources (OER) Commons portal.

#### Who can apply?

The Creative Curriculum Award is available to teachers or staff members of K-12 public, private, or tribal school or school district applying on behalf of a classroom, school, or school district.

## Award Scoring Criteria

**Regardless of which award category your application falls under, a successful application must address the following criteria:**

* Goals of proposals, or results of previously implemented programs, to support waste reduction, recycling, green purchasing, food waste reduction, composting, etc.
* The outcome of the program will likely lead to one of the following:
  + Reduced waste.
  + Reduced contamination in the recycling and compost waste streams.
  + Increased materials recycled or composted.
  + A greater understanding of waste and waste processes.
* Application includes or results can show measurable outcomes. Proposals must clearly describe how they will deliver the monitoring data, progress, and status reports of these measurable outcomes to Ecology.
* Proposal or results must clearly describe the work to be (or work that was) conducted.
* Proposals must clearly state how the objectives of the project will be or have been achieved.
* The application provides estimates/quotes, or the project costs and includes proof of those costs.
* Proposal or results clearly describes the need for the project.
* The proposal is sustainable and will be self-sustaining in the long-term, without the ongoing need for monetary support from Ecology.

**Optional criteria that will result in up to 5 additional points:**

* Include at least one letter of contribution or letters of general support for programs from school staff (administrative, janitorial, nutrition services) or outside organizations (multiple letters are encouraged).

**Listed below are criteria an applicant must address in order to receive the additional (optional) points for the corresponding award categories:**

**Seed Award**

* Award recipient is ready to start implementing the project within two months of receiving the award.

**Sustainable School Program Award**

**Creative Curriculum Award**

* The curriculum will be developed and translated into multiple languages meeting the two predominant languages spoken in that geographic area. Additional points will be awarded for each additional language the material is translated into.
* The proposed curriculum is relevant to current issues facing the applicant’s community.
* The proposed curriculum includes resources such as static materials, activities, and videos for communities within the focus region.

**Scaling criteria for curriculum/outreach materials**

If a school is not having class in person, videos will be a necessary replacement for activities unless otherwise able to implement safe and effective at-home activities.

* Multi-day (at least 5 days w/ 1 hour of content) curriculum with static materials and at least two activities/videos = 10 points
* Multi-day curriculum (at least 5 days w/ 1 hour of content) with static materials and at least one activity/video = 7 points
* Multi-day curriculum (at least 3 days w/ 1 hour of content) with static materials = 4 points
* One day curriculum (w/ 1 hours of content) with static materials = 1 point
* All curriculum and materials must be made available statewide via the [Open Educational Resources (OER) Commons portal](https://www.oercommons.org/hubs/washington).

**Ecology reserves the right to award additional points to applications that demonstrate that the project:**

* Focuses on a population with a Washington Tracking Network (WTN) Environmental Health Disparity index rating of 8 or above. For point details, see the School Awards Application Screening and Evaluation Criteria.
* Focuses on a population with higher percentages of students receiving free or reduced-price lunch. For point details, see the School Awards Application Screening and Evaluation Criteria.

To ensure equity of awards to applicants across the state, Ecology may adjust the distribution of awards. Ecology may also adjust the percentage of funds awarded between award categories to best distribute available funding.

## Appendix A. School Awards Application Screening and Evaluation Criteria

### Screening Checklist

| **Topic** | **Evaluation** | **Required Answer** |
| --- | --- | --- |
| Application | Was the application received before the deadline? | Yes |
| Applicant | Is the applicant part of a K-12 public, private, or tribal school or school district? | Yes |
| Project | Does the proposal fit the intent of the school awards program? | Yes |
| Award Category\* | Which award category does the proposal qualify for consideration | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Fill-in) |

\*Award eligibility categories

|  | Seed | Sustainable School Program | Creative Curriculum |
| --- | --- | --- | --- |
| K-12 School | Yes | Yes | Yes |

Target funding allocation (may shift depending on proposals)

65% Seed / Sustainable School Program

35% Creative Curriculum

Note: Scores vary in points between award scorecards, but are valued equally across categories. Applications will be measured by their percentage of meeting the total points available and applications with the highest percentage will be favored to receive award funds.

For example, an application to the Seed Award category receives a score of 60 out of 72 points and an application to the Creative Curriculum Award category receives a score of 70 out of 89 points, then the ranking of each of these applications will be seen as 91.66% and 78.65% respectively.

### Score Cards

#### Score Card 1

**Evaluation Scorecard**

**Award Type: Seed Award**

##### Priorities

| Numbers | Criteria | Possible Score |
| --- | --- | --- |
| 1.1 | The proposal’s goal is one of the following:   * Waste reduction/recycling * Food waste reduction * Composting | 10 |
| 1.2 | Outcome of the proposal would likely lead to less contamination in the recycling waste stream or composting process | 5 |
| 1.3 | Project has a WTN Environmental Health Disparity index ranking of:  10 = 5 points  8-9 = 3 points  1-7 = 0 points  The index can be found at:  <https://fortress.wa.gov/doh/wtn/WTNIBL/> | 5 |
| 1.4 | As per the National Center for Education Statistics, the percentage of students eligible for free or reduced-price lunch (FRPL) under the National School Lunch Program provides a proxy measure for the concentration of low-income students within a school. The indicator is reflected in this score point ranking.  High-Poverty Schools: 75.0% or greater of students eligible for FRPL = 5 points  Mid-high Poverty Schools: 50.1 – 75.0% of students eligible for FRPL = 3 points  Mid-Low Poverty Schools: 25.1 – 50.0% or less of students eligible for FRPL = 2 points  Low Poverty Schools: Less than 25.0% of students eligible for FRPL = 0 points | 5 |

##### Budget

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 2.1 | Proposal describes project costs and estimates/quotes or proof of costs are included. | 5 |

##### Scope of Work

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 3.1 | Proposal clearly states how the objectives of the project will be achieved  For full points, proposal must be clear leaving no room for questions or doubt about goals/ objectives of project/program and how they will be acheived | 5 |
| 3.2 | Award recipient is ready to proceed with project within 2 months of receiving award  For full points, project must proceed within 2 months of funds being awarded | 2 |
| 3.3 | Proposal clearly describes the work that will be conducted if awarded the funds  For full points, proposal must address who will implement and staff the project, how/ when will it be done, and who will continue to staff the program to ensure continued success (no questions are left for what/how/who/when/why/where of this project) | 5 |
| 3.4 | Proposal clearly describes the desired outcome  For full points, application must clarly describe the desired outcomes leaving no room for confusion of what to expect from this project/ program | 5 |
| 3.5 | Proposal will be self-sustaining in the long-term  For full points, all costs must be outlined in the application (i.e. infrastructure materials, staff time, ect.) that extend beyond the costs covered by this awards program and show identified and secured sustainable funding sources. Additionally, for full points the proposal must include demonstrated community support/ engagement to provide long term support and accountability, including future years the program will run/ be effective in the school/ community. | 10 |
| 3.6 | Proposal includes measurable outcomes  For full points, the application must identify measurable outcomes and methods for collecting data to compare to project goals (i.e. collected data on pre and post waste audit, tracking weight or volume of waste diverted or composted, frequency of needed waste container hauling, etc.) | 10 |

##### Other

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 4.0 | Letter(s) of pledges/contribution for the project from internal program or external organization(s) are included = 5 points  More general letter(s) of support for the project are included = 2 points  No letters of support or pledges of contribution = 0 points | 5 |
| **Total** |  | **72** |

#### Score Card 2

**Evaluation Scorecard**

**Award Type: Sustainable School Program (Project)**

##### Priorities

| Numbers | Criteria | Possible Score |
| --- | --- | --- |
| 1.1 | Results support at least one of the following:   * Waste reduction/recycling * Food waste reduction * Composting | 10 |
| 1.2 | Outcome of results likely leads to less contamination in the recycling waste stream or composting process | 5 |
| 1.3 | Project is within a population living in poverty with a WTN Environmental Health Disparity index ranking of:  10 = 5 points  8-9 = 3 points  1-7 = 0 points  The index can be found at:  <https://fortress.wa.gov/doh/wtn/WTNIBL/> | 5 |
| 1.4 | As per the [National Center for Education Statistics](https://nces.ed.gov/programs/coe/indicator_clb.asp)[[3]](#footnote-3), the percentage of students eligible for free or reduced-price lunch (FRPL) under the National School Lunch Program provides a proxy measure for the concentration of low-income students within a school. The indicator is reflected in this score point ranking.  High-Poverty Schools: 75.0% or greater of students eligible for FRPL = 5 points  Mid-high Poverty Schools: 50.1 – 75.0% of students eligible for FRPL = 3.5 points  Mid-Low Poverty Schools: 25.1 – 50.0% or less of students eligible for FRPL = 2 points  Low Poverty Schools: Less than 25.0% of students eligible for FRPL = 0 points | 5 |

##### Budget

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 2.1 | Proposal describes project costs and estimates/quotes or proof of costs are included | 5 |

##### Scope of Work

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 3.1 | Proposal clearly states achieved objectives of the project and how the program/ project with continue to grow  For full points, proposal must be clear leaving no room for questions or doubt about goals/ objectives of project/program and how they will be acheived | 5 |
| 3.2 | Proposal clearly describes the work that will be conducted if awarded the funds  For full points, proposal must address who will implement and staff the project, how/ when will it be done, and who will continue to staff the program to ensure continued success (no questions are left for what/how/who/when/why/where of this project) | 5 |
| 3.3 | Proposal clearly describes the desired outcome  For full points, application must clarly describe the desired outcomes leaving no room for confusion of what to expect from this project/ program | 5 |
| 3.4 | Proposal will be self-sustaining in the long-term  For full points, all costs must be outlined in the application (i.e. infrastructure materials, staff time, ect.) that extend beyond the costs covered by this awards program and show identified and secured sustainable funding sources. Additionally, for full points the proposal must include demonstrated community support/ engagement to provide long term support and accountability, including future years the program will run/ be effective in the school/ community. | 10 |
| 3.5 | Proposal includes measurable outcomes  For full points, the application must identify measurable outcomes and methods for collecting data to compare to project goals (i.e. collected data on pre and post waste audit, tracking weight or volume of waste diverted or composted, frequency of needed waste container hauling, etc.) | 10 |

##### Other

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 4.0 | Letter(s) of pledges/contribution for the project from other organization(s) are included = 5 points  More general letter(s) of support for the project are included = 2 points  No letters of support or pledges of contribution = 0 points | 5 |
| **Total** |  | **70** |

#### Score Card 3

**Evaluation Scorecard**

**Award Type: Sustainable School Program Award (Creative Curriculum))**

##### Priorities

| Numbers | Criteria | Possible Score |
| --- | --- | --- |
| 1.1 | Proposal’s goal is to support at least one of the following:   * Waste reduction/recycling * Food waste reduction * Composting * Green Chemistry / Sustainable Design / Closed-Loop Waste Education | 10 |
| 1.2 | Outcome of results likely leads to less contamination in the recycling waste stream or composting process | 5 |
| 1.3 | Project is within a population living in poverty with a WTN Environmental Health Disparity index ranking of:  10 = 5 points  8-9 = 3 points  1-7 = 0 points  The index can be found at:  <https://fortress.wa.gov/doh/wtn/WTNIBL/> | 5 |
| 1.4 | As per the [National Center for Education Statistics](https://nces.ed.gov/programs/coe/indicator_clb.asp)[[4]](#footnote-4), the percentage of students eligible for free or reduced-price lunch (FRPL) under the National School Lunch Program provides a proxy measure for the concentration of low-income students within a school. The indicator is reflected in this score point ranking.  High-Poverty Schools: 75.0% or greater of students eligible for FRPL = 5 points  Mid-high Poverty Schools: 50.1 – 75.0% of students eligible for FRPL = 3.5 points  Mid-Low Poverty Schools: 25.1 – 50.0% or less of students eligible for FRPL = 2 points  Low Poverty Schools: Less than 25.0% of students eligible for FRPL = 0 points | 5 |
| 1.5 | Proposed curriculum will be developed and translated in multiple languages = 4 points + 0.5 points for each additional language with a maximum of 7 total points | 7 |

##### Budget

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 2.1 | Proposal describes project costs and proof of costs are included | 5 |

##### Scope of Work

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 3.1 | Proposal clearly states how the objectives of the project will be achieved  For full points, proposal must be clear leaving no room for questions or doubt about goals/ objectives of project/program and how they will be acheived | 5 |
| 3.2 | Award recipient is ready to proceed with project within 2 months of receiving award  For full points, project must proceed within 2 months of funds being awarded | 2 |
| 3.3 | Proposal clearly describes the work that will be conducted if awarded the funds  For full points, proposal must address who will implement and staff the project, how/ when will it be done, and who will continue to staff the program to ensure continued success (no questions are left for what/how/who/when/why/where of this project) | 5 |
| 3.4 | Proposal clearly describes the desired outcome  For full points, application must clarly describe the desired outcomes leaving no room for confusion of what to expect from this project/ program | 5 |
| 3.5 | Proposal will be self-sustaining in the long-term  For full points, all costs must be outlined in the application (i.e. infrastructure materials, staff time, ect.) that extend beyond the costs covered by this awards program and show identified and secured sustainable funding sources. Additionally, for full points the proposal must include demonstrated community support/ engagement to provide long term support and accountability, including future years the program will run/ be effective in the school/ community. | 10 |
| 3.6 | Proposal includes measurable outcomes  For full points, the application must identify measurable outcomes and methods for collecting data to compare to project goals (i.e. how many students did the curriculum reach, data collected if there were surveys of comprehension completed, etc.) | 10 |

##### Outreach Results

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 4.0 | Scaling criteria for curriculum/outreach materials:  If a school no longer holds class in person due to COVID-19, videos will be a necessary replacement for activities unless educators have proof of implementing safe and effective at-home activities.  Multi-day (at least 5 days w/ 1 hour of content) curriculum with static materials and at least two activities/videos = 10 points  Multi-day curriculum (at least 5 days w/ 1 hour of content) with static materials and at least one activity/video = 7 points  Multi-day curriculum (at least 3 days w/ 1 hour of content) with static materials = 4 points  One day curriculum (w/ 1 hours of content) with static materials = 1 point | 10 |

##### Other

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 5.0 | Letter(s) of pledges/contribution for the project from other organization(s) are included = 5 points  More general letter(s) of support for the project are included = 2 points  No letters of support or pledges of contribution = 0 points | 5 |
| **Total** |  | **89** |

#### Score Card 4

**Evaluation Scorecard**

**Award Type: Creative Curriculum**

##### Priorities

| Numbers | Criteria | Possible Score |
| --- | --- | --- |
| 1.1 | Proposal’s goal is to support at least one of the following:   * Waste reduction/recycling * Food waste reduction * Composting * Green Chemistry / Sustainable Design / Closed-Loop Waste Education | 10 |
| 1.2 | Outcome of results likely leads to less contamination in the recycling waste stream or composting process | 5 |
| 1.3 | Project is within a population living in poverty with a WTN Environmental Health Disparity index ranking of:  10 = 5 points  8-9 = 3 points  1-7 = 0 points  The index can be found at:  <https://fortress.wa.gov/doh/wtn/WTNIBL/> | 5 |
| 1.4 | As per the [National Center for Education Statistics](https://nces.ed.gov/programs/coe/indicator_clb.asp)[[5]](#footnote-5), the percentage of students eligible for free or reduced-price lunch (FRPL) under the National School Lunch Program provides a proxy measure for the concentration of low-income students within a school. The indicator is reflected in this score point ranking.  High-Poverty Schools: 75.0% or greater of students eligible for FRPL = 5 points  Mid-high Poverty Schools: 50.1 – 75.0% of students eligible for FRPL = 3.5 points  Mid-Low Poverty Schools: 25.1 – 50.0% or less of students eligible for FRPL = 2 points  Low Poverty Schools: Less than 25.0% of students eligible for FRPL = 0 points | 5 |
| 1.5 | Proposed curriculum will be developed and translated in multiple languages = 4 points + 0.5 points for each additional language with a maximum of 7 total points | 7 |

##### Budget

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 2.1 | Proposal describes project costs and estimates/quotes or proof of costs are included | 5 |

##### Scope of Work

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 3.1 | Proposal clearly states how the objectives of the project will be achieved  For full points, proposal must be clear leaving no room for questions or doubt about goals/ objectives of project/program and how they will be acheived | 5 |
| 3.2 | Award recipient is ready to proceed with project within 2 months of receiving award  For full points, project must proceed within 2 months of funds being awarded | 2 |
| 3.3 | Proposal clearly describes the work that will be conducted if awarded the funds  For full points, proposal must address who will implement and staff the project, how/ when will it be done, and who will continue to staff the program to ensure continued success (no questions are left for what/how/who/when/why/where of this project) | 5 |
| 3.4 | Proposal clearly describes the desired outcome  For full points, application must clarly describe the desired outcomes leaving no room for confusion of what to expect from this project/ program | 5 |
| 3.5 | Proposal will be self-sustaining in the long-term  For full points, all costs must be outlined in the application (i.e. infrastructure materials, staff time, ect.) that extend beyond the costs covered by this awards program and show identified and secured sustainable funding sources. Additionally, for full points the proposal must include demonstrated community support/ engagement to provide long term support and accountability, including future years the program will run/ be effective in the school/ community. | 10 |
| 3.6 | Proposal includes measurable outcomes  For full points, the application must identify measurable outcomes and methods for collecting data to compare to project goals (i.e. how many students did the curriculum reach, data collected if there were surveys of comprehension completed, etc.) | 10 |

##### Outreach Results

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 4.0 | Scaling criteria for curriculum/outreach materials:  If a school no longer held class in person due to COVID-19, videos will be a necessary replacement for activities unless educators have proof of implementing safe and effective at-home activities.  Multi-day (at least 5 days w/ 1 hour of content) curriculum with static materials and at least two activities/videos = 10 points  Multi-day curriculum (at least 5 days w/ 1 hour of content) with static materials and at least one activity/video = 7 points  Multi-day curriculum (at least 3 days w/ 1 hour of content) with static materials = 4 points  One day curriculum (w/ 1 hours of content) with static materials = 1 point | 10 |

##### Other

| Number | Criteria | Possible Score |
| --- | --- | --- |
| 5.0 | Letter(s) of pledges/contribution for the project from other organization(s) are included = 5 points  More general letter(s) of support for the project are included = 2 points  No letters of support or pledges of contribution = 0 points | 5 |
| **Total** |  | **89** |

## Appendix B. Award Applications

### Waste Not Washington School Awards 2021-2023

**Important Information**

**The deadline for applications is 5 p.m., September 30, 2022**

**Ecology will not consider any applications submitted after the 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 the listed word count maximum or less, and use no less than 11-point font.

Electronic submissions by completing the downloadable Adobe Acrobat PDF application form and sending applications and supporting materials to [schoolawards@ecy.wa.gov](mailto:schoolawards@ecy.wa.gov) are preferred and strongly encouraged. For applicants whom cannot edit the PDF application form, please contact [schoolawards@ecy.wa.gov](mailto:schoolawards@ecy.wa.gov) with your request to receive a MS Word compatible file.

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

| **E-mail** | **Standard Mail**  **(United States Postal Service)** | **Priority Mail**  **(All other carriers)** |
| --- | --- | --- |
| [schoolawards@ecy.wa.gov](mailto:heather.church@ecy.wa.gov) | Solid Waste Management Program, Attn: School Awards  Department of Ecology PO BOX 47600  OLYMPIA WA 98504-7600 | Solid Waste Management Program, Attn: 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 (i.e.: durable lunch trays, reusable silverware, reusable cups for beverage dispensers, etc.)
* Bulk food/ beverage dispensers (milk, juice, water)
* Gloves and protective gear for program activities (i.e.: waste audits, compost operations)
* Equipment for composting
* Printing, translation of educational materials
* Computer software for distanced learning (i.e.: 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)

**Waste Not Washington School Award**

### 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.

Project Title:

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

**Contact Information**

School Name:

School District:

Legislative District:

Mailing Address:

County:

Contact Person:

Official Title:

Contact Phone:

E-mail Address:

School Website:

**Demographics**

Number of students:

Number of staff and faculty:

Percentage of students with free or reduced-price lunch:   
School District Size:

Grade level:

[WTN Environmental Health Disparity Index Ranking](https://fortress.wa.gov/doh/wtn/WTNIBL/)[[6]](#footnote-6):

**Project Information – Seed Award**

Complete all questions in this section.

Keep all answers brief, using no more than the listed maximum word count per question.

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 School Awards.) [Maximum word count 400]
2. What are the proposed project’s objectives and how will they be achieved? [Maximum word count 300]
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. [Maximum word count 300]
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. [Maximum word count 200]
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? [Maximum word count 200]
6. How will you involve students, faculty, and staff to achieve your goals? If applicable, how will community members contribute to the program’s success? [Maximum word count 200]
7. 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. [Maximum word count 200]
8. Are you able to proceed with project implementation within 2 months of receiving the award? [Maximum word count 200]
9. What outcomes do you expect to see through this program? [Maximum word count 200]
10. 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. [Maximum word count 200]
11. 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? [Maximum word count 200]
12. If able, attach letters/ pledges of contribution and/or general support for the project from other organizations. [No word count limit]

**Budget Information –Seed Award**

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

**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:

**Funding Gap**

If part of the budget is unfunded, please explain how your school will fill the funding gap. [Maximum word count 200]

**Financial Sustainability**

What financial planning have you done to ensure the program can remain in operation from year to year? [Maximum word count 200]

**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** |
| --- | --- |
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| Total |  |

*Add more rows if needed.*

**Planning**

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

| **Action**  *List each action that must be taken to complete the project.* | **Who is responsible**  *Title of person to complete the action, i.e., teacher* | **Completion date**  *Estimated completion date* |
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* *Add more rows if needed.*

**Waste Not Washington School Award**

### Sustainable School Program Award Application

**Organization Information – Sustainable School Program Award**

Complete all items in this section.

Project Title:

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

**Contact Information**

School Name:

School District:

Legislative District:

Mailing Address:

County:

Contact Person:

Official Title:

Contact Phone:

E-mail Address:

School Website:

**Demographics**

Number of students:

Number of staff and faculty

Percentage of students with free or reduced-price lunch:   
School District Size:

Grade level:

[WTN Environmental Health Disparity Index Ranking](https://fortress.wa.gov/doh/wtn/WTNIBL/)[[7]](#footnote-7):

**Program Information – Sustainable School Program Award**

Complete all questions in this section. Keep all answers brief, using no more than ten sentences per question.

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 School Awards.) [Maximum word count 400]
2. What are the proposed project’s objectives and how will they be achieved? [Maximum word count 300]
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. [Maximum word count 300]
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. [Maximum word count 200]
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? [Maximum word count 200]
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? [Maximum word count 200]
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. [Maximum word count 200]
8. What outcomes do you expect to see through this program? [Maximum word count 200]
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. [Maximum word count 200]
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? [Maximum word count 200]
11. If able, attach letters/ pledges of contribution and/or general support for the project from other organizations. [No word count limit]

**Budget Information –Sustainable School Program Award**

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

**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:

**Funding Gap**

If part of the budget is unfunded, please explain how your school will fill the funding gap. [Maximum word count 200]

**Financial Sustainability**

What financial planning have you done to ensure the program can remain in operation from year to year? [Maximum word count 200]

**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** |
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| Total |  |

*Add more rows if needed.*

**Waste Not Washington Sustainable School Award**

### Creative Curriculum Application

**Organization Information – Creative Curriculum Application**

Complete all items in this section.

Program or Curriculum Title:

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

**Contact Information**

School/Organization Name:

School District Curriculum Intended for:

Legislative District:

Mailing Address:

County:

Contact Person:

Official Title:

Contact Phone:

E-mail Address:

School Website:

**Demographics**

Number of students:

Number of staff and faculty:

Percentage of students with free or reduced-priced lunch:   
School District Size:

Grade level:

[WTN Environmental Health Disparity Index Ranking](https://fortress.wa.gov/doh/wtn/WTNIBL/)[[8]](#footnote-8):

**Program Information – Creative Curriculum Award**

Complete all questions in this section. Keep all answers brief, using no more than ten sentences per question.

1. Provide a brief overview of your curriculum. How does your curriculum inspire waste reduction, composting, recycling, sustainable design, green chemistry, or circular economy in the students’, staff’s, or community’s habits? (This description may be used in speeches, press releases, or publications for the Waste Not Washington Award ceremony.) [Maximum word count 400]
2. Which student groups or grade levels will you reach with this curriculum? What teaching methods will you use to reach these students? [Maximum word count 300]
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. [Maximum word count 300]
4. How will your school carry out the curriculum in the coming year? Discuss the access to necessary resources such as education materials, paid staff, volunteers, student time, etc. [Maximum word count 300]
5. Are you able to proceed with this project within 2 months of receiving the award? [Maximum word count 200]
6. What roles will the students and faculty play in planning, preparing, and using this curriculum? [Maximum word count 200]
7. How will the curriculum be integrated into the school’s current mission? How do you predict the administration and community will recognize the value and cooperate with the goals of the curriculum? [Maximum word count 250]
8. How does the curriculum meet the Washington State Essential Academic Learning Requirements (EALR)? For current EALR information refer to the [Integrated Environmental and Sustainability K-12 Learning Standards](https://www.k12.wa.us/student-success/resources-subject-area/environment-sustainability/integrated-environmental-and-sustainability-k%E2%80%9312-learning-standards). [Maximum word count 200]
9. 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. [Maximum word count 200]
10. 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. [Maximum word count 200]
11. 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. [Maximum word count 300]
12. 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? [Maximum word count 200]

**Budget Information – Creative Curriculum Award**

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

**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:

**Funding Gap**

If part of the budget is unfunded, please explain how your school will fill the funding gap. [Maximum word count 200]

**Financial Sustainability**

What financial planning have you done to ensure the program can remain in operation from year to year? [Maximum word count 200]

**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** |
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| Total |  |

*Add more rows if needed.*

**Planning**

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

| **Action**  *List each action that must be taken to complete the project.* | **Who is responsible**  *Title of person to complete the action, i.e., teacher* | **Completion date**  *Estimated completion date* |
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*Add more rows if needed.*

1. www.ecology.wa.gov/contact [↑](#footnote-ref-1)
2. https://www.k12.wa.us/student-success/resources-subject-area/environment-sustainability [↑](#footnote-ref-2)
3. https://nces.ed.gov/programs/coe/indicator\_clb.asp [↑](#footnote-ref-3)
4. https://nces.ed.gov/programs/coe/indicator\_clb.asp [↑](#footnote-ref-4)
5. https://nces.ed.gov/programs/coe/indicator\_clb.asp [↑](#footnote-ref-5)
6. http://fortress.wa.gov/doh/wtn/WTNIBL [↑](#footnote-ref-6)
7. http://fortress.wa.gov/doh/wtn/WTNIBL [↑](#footnote-ref-7)
8. http://fortress.wa.gov/doh/wtn/WTNIBL [↑](#footnote-ref-8)