

# CITY FUNDING AVAILABLE TO HELP YOUR ENTERPRISE REDUCE WASTE!

Zero Waste Microgrants from the Office of Sustainability  
will invest in your new, sustainable project

Apply by April 15, 2022 at  
[bit.ly/PhillyZWGrant](https://bit.ly/PhillyZWGrant)

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## Zero Waste Microgrants Q&A

### **What is "Zero Waste"? Why is the City investing money in this?**

Zero Waste is a set of principles focused on preventing waste (like trash, plastics, food waste, and more). It encourages re-thinking how we use resources so that more materials & items are reused, rather than sent to the landfill or an incinerator. The City of Philadelphia has a goal of becoming a Zero Waste city by 2035, where less than 10% of our waste becomes trash. To do this, we must work with partners across the whole city. Zero Waste strategies are an investment – they have an upfront cost, but can end up paying for themselves over time. The City wants to invest in enterprises to undertake new Zero Waste strategies because it builds our local circular economy, builds trust and partnership among the City and those who it serves, and supports progress towards a goal that benefits the whole of Philadelphia.

### **I don't know what kind of project to do. Can I still apply?**

Yes! If this is your first time taking on a project to reduce your waste, we want to help. **If you need help coming up with ideas for your application or filling out the form, contact [Helena.Rudoff@phila.gov](mailto:Helena.Rudoff@phila.gov) by April 1 for one-on-one help.**

No matter your level of experience with Zero Waste, if you receive a grant, you will be offered help from a Waste Coach to get your project off the ground. This Coach will be available to support you for the entire grant period to help you get your project started, measure your progress, and figure out ways to grow your strategy.

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### **What happens if I win a grant?**

If offered a grant, you must use 100% of the funds to support your project. You will work with a Waste Coach to plan all of the materials needed to purchase and develop a plan to use all funds before December 1, 2022. You will be required to report your business' waste generation on a monthly basis until December. You do this using an online reporting system and will receive training with a Waste Coach.

### **Is there a reporting requirement for microgrant recipients?**

Yes, grant recipients will be required to submit monthly reports tracking their progress. They will work with their Waste Coach to choose at least 2 additional measurements that relate to their project, specifically. Finally, they must submit receipts tracking how they are spending the grant funds.

### **How many enterprises will be selected to receive a microgrant?**

Between 8 - 28 grants are available. Projects will be selected based on what they aim to accomplish, not how much money they are requesting. So, the number of grants awarded will depend on which projects are chosen to receive funding and their cost.

### **What types of organizations qualify to receive a microgrant?**

Any organization in Philadelphia County qualifies, including for-profit businesses & organizations, non-profit organizations, and public and private institutions. Individuals applying for personal projects do not qualify.

### **How much will each microgrant be worth?**

Microgrant values will range between \$250 and \$1000. You can apply to receive funding of any amount within this range. You can apply for funding for multiple projects, but you can only receive funding for one project.

### **Do I have to submit any paperwork to prove my financial status?**

Grant recipients are required to complete and submit a W-9 form and an e-payment form to receive the grant, but no other tax/financial documentation is required.

### **How long will I have to spend the microgrant?**

About 6 months, between June and December 2022.

### **My project will cost more than \$1000. Can I apply for this funding to pay for part of my project?**

Yes! You can apply to fund only part of a project if the whole project will cost more than the maximum grant limit.

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## What types of projects qualify to receive a microgrant?

A wide range of projects are able to receive funding. However, the selection committee will first be looking for projects that prevent waste (less waste is created in the first place), over projects that divert waste (less waste is sent to the landfill, but waste is still created). You can propose a project that focuses on waste diversion (like starting a new composting program), but you must work with a Waste Coach to choose at least one waste prevention strategy to build into your project.

Additionally, the selection committee will look for projects that demonstrate social & economic benefits. Examples are: How will your project result in cost savings or greater efficiency? How will this project allow you to work with other local enterprises towards creating a more circular economy? How will this project impact your staff, enterprise, and/or neighborhood? Do you think there will be any environmental or economic benefits that might extend throughout your community (such as: neighborhood litter reduction, increased social connectivity & waste circularity, or availability of waste education?)

## What are some examples of projects I could apply for? How much will they cost?

See the table below for a list of project examples and their estimated costs. You may apply for these projects if you'd like to, but you are encouraged to modify them or come up with other ideas that best fit the needs of your enterprise.

Project Detail	Est. Cost	Notes
<b>6 months composting for small food service/coffee shop (8-10 buckets/week)</b>	<b>\$ 750.00</b>	You must also choose a waste prevention strategy to meet the funding requirements for this project.
<b>Purchase reusable containers for a restaurant to-go service pilot</b>	<b>\$ 800.00</b>	Does not include technology/other pilot elements. Estimate for ~350 large, medium, small containers
<b>Purchase zero-waste lunch kits for office members</b>	<b>\$ 750.00</b>	10 people, up to \$75 per kit
<b>Bicycle and cart to haul food scraps to an off-site compost pile</b>	<b>\$900</b>	Cost depends on product type. Must be paired with a waste prevention strategy.
<b>Water bottle filler station (equipment only)</b>	<b>\$500 - \$800</b>	Cost depends on product type. Does not include service costs
<b>On-site compost system equipment</b>	<b>\$ 400.00</b>	Considers turning bin, kitchen collection bins, thermometer, gloves, scale, shovel
<b>Materials to conduct a waste audit + sort</b>	<b>\$ 250.00</b>	Considers bins, bags, gloves + protective equip, scales, cleaning equipment