



Edible Food Recovery Grant Program

INFORMATION and CONDITIONS PACKET

APPLICATIONS OPEN:

January 15, 2025

APPLICATION DEADLINE:

February 26, 2025

RecycleMore
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About RecycleMore

RecycleMore is a local government public agency officially known as the West Contra Costa Integrated Waste Management Authority (WCCIWMA) or “Authority.” The Authority is a special district created by the Member Agencies of El Cerrito, Pinole, Richmond, San Pablo, Hercules, and parts of unincorporated West Contra Costa County with a joint powers agreement.

The Authority provides waste processing management services of the franchised waste streams, including landfill, recyclables, composting and household hazardous waste (HHW); ensuring the region is compliant with California State Laws such as AB 939, AB 1826, and SB 1383, which mandate reducing the amount of waste materials going to landfill, including surplus edible food. SB1383 also requires the Authority to work with local Food Recovery Organizations and Commercial Edible Food Generators to ensure that surplus edible food is being recovered and provided for neighbors in need.

RecycleMore helps local governments, businesses, schools, nonprofits, and residents reduce waste through:

- Compost and recycling programs
- Surplus edible food recovery programs
- Household hazardous waste programs
- Public education and community engagement

RecycleMore’s Edible Food Recovery Grant Program

RecycleMore is currently offering funding to non-profit food recovery organizations to purchase equipment and cover specific operating costs necessary for excess edible food recovery. **Funding of up to \$20,000 per organization is available, with a total funding amount of \$100,000.** This grant cycle is not providing microgrants, and funding requests less than \$1,000 will not be awarded. The grant program is aimed at increasing edible food recovery capacity for organizations with programs focused on the recovery and distribution of surplus edible food in West Contra Costa County. Proposed projects must be located in and serve the residents of the RecycleMore jurisdiction. To view a map of RecycleMore’s jurisdiction, visit: <https://recyclemore.com/about/member-agency-information/>.

The grant cycle will open on **January 15, 2025**, and applications will be accepted until **11:59pm** on **February 26, 2025**.

GRANT TIMELINE OVERVIEW:

- **Informational Webinar:** January 15, 2025, at 9:00am

- **Grant Cycle Opens:** January 15, 2025
- **Grant Applications Due:** February 26, 2025
- **Grant Awards Announced:** April 11, 2025
- **Grant Funding Provided:** May 12, 2025
- **Progress Report Due:** November 30, 2025
- **Final Report Due:** May 31, 2026

Eligible Applicants

Organizations interested in applying for the edible food recovery grant must:

- Have a program focused on recovery and/or distribution of surplus edible food from commercial generators.
- Be located in Richmond, El Cerrito, San Pablo, Pinole, Hercules or Unincorporated County (Bayview, East Richmond Heights, El Sobrante, Montalvin Manor, North Richmond, Rollingwood and Tara Hills).
- Be a non-profit with a valid 501(c) or 501(c)(3).
- Have all necessary food handling certificates and permits in good standing. RecycleMore reserves the right to view these documents as part of the application process.
- Be compliant with all federal, state, and local land use regulatory requirements.
- Have waste reduction practices in place, including waste sorting best practices, and utilizing the recycling and organics collection programs provided by Republic Services or East Bay Sanitary.
- Have sufficient suitable space, infrastructure, power supply, and staff to make use of any purchased equipment within six months of award of funds.
- Have secured additional funding (or demonstrated ability to secure the funding before the end of the grant period) to purchase proposed equipment if the total cost of your proposed equipment budget exceeds the requested funding amount.
- Weigh all incoming food donations rescued from commercial entities. Weights must be tracked according to each entity and made available to them in receipts or monthly reports. Total weights must be provided to RecycleMore annually.
- **Be utilizing or willing to utilize [Careit](#) to track donations and share data with RecycleMore.** Careit is an online food tracking platform that is paid for by RecycleMore.
- Receive prior approval from RecycleMore staff if planning to utilize a *Fiscal Sponsor*. Please review fiscal sponsor definition in the Q&A section of <https://recyclemore.com/about/grant-opportunities/> webpage and contact

rekaa@recyclemore.com for authorization to utilize a Fiscal Sponsor for proposed equipment.

- Maintain insurance that meets Authority minimum criteria. Review the insurance requirements section of this document for more information.

Non- Eligible Applicants/Activities

The following applicants and activities are not eligible:

- For profit organizations
- Recycling and/or composting based projects and related supplies (this includes purchase of bins for compost/recycling or garbage). Please reach out to your waste hauler to inquire about RecycleMore's free indoor recycling and organics bin program.
- Using grant funds to subsidize payment of legal, loan or bank fees, fines, or penalties.
- Payment for any activities before grant contract execution.
- Requests to purchase trucks, vans or other vehicles.

For any questions regarding eligibility, please contact rekaa@recyclemore.com.

Eligible Funding Categories

Organizations may receive up to \$20,000 in funding at the discretion of RecycleMore.

Total funding requests less than \$1,000 will not be awarded. Multiple categories of funding may be awarded to applicants.

For any questions regarding eligibility, please contact rekaa@recyclemore.com.

1. Equipment and Supplies

Equipment and supplies must be directly related to edible food recovery or distribution and be utilized by the organization within six months of funding. Multiple pieces of equipment or supplies may be purchased with grant funds. If renovation or contractor assistance is required in order to utilize requested equipment,

Equipment

Equipment may be purchased new or used. Supplies and replacement parts to fix existing equipment are eligible, depending on the equipment they will be used to fix.

Examples of eligible equipment include:

- a. Walk in fridge or freezer
- b. Walk in storage container
- c. Appliances such as fridge/freezers, dishwashers, stoves/ovens and microwaves
- d. Other equipment required for edible food recovery or distribution

The application must include three quotes for each piece of equipment requested or provide an explanation why three quotes are not available.

Supplies

Eligible supply requests must meet or exceed \$100 per item. For example, an organization may request a moving wagon that costs \$100 or two of the same shelving units that cost \$50 each ($\$50 \times 2 = \100).

Examples of eligible supplies include:

- a. Temperature control supplies (e.g. thermal blankets and coolers)
- b. Storage including shelving, reusable totes, and bins
- c. Reusable pallets and strapping
- d. Dolly, wagon utility cart, pallet jack
- e. Scales or weighing equipment
- f. Other supplies required for edible food recovery or distribution

The application must include one quote from the vendor for supplies requested or provide an explanation why a quote is not available.

2. Vehicle Gas Stipend

Organizations may apply for up to \$1,000 funding to cover mileage expenses related to the recovery or distribution of surplus edible food.

The application must include a breakdown of average weekly mileage traveled between January 1, 2024, and December 31, 2024, to receive or deliver surplus edible food, including the destination of pickup or delivery. The cost of the mileage will be calculated using the 2025 IRS standard mileage rate for businesses.

For example, an organization may submit that a representative drives one time per week from the organization's location to a partner grocery store and back, driving a total of 10 miles each time. The weekly mileage is multiplied by 52 weeks per year and applied to the IRS standard mileage rate (2024 rate of 67 cents per mile used for example). The calculation would follow as: $10 \times 52 \times 0.67 = \348.40

3. Utilities Stipend

Organizations may apply for funding for PG&E utility expenses required to run the surplus edible food recovery program at the organization's facility. Funding will be based on the previous year's expenditures. If the organization's food recovery program shares utilities with another program or organization, the methodology for how the food recovery program's utility expenses were calculated must be included. This funding category is not capped.

Applications must include monthly utility bills between January 1, 2024, and December 31, 2024, and the requested funding amount must not exceed the total amount spent on PG&E utilities. If the utilities are shared, the application must include the methodology used to determine how much of the cost is required for the edible food recovery program.

4. Vehicle Rentals and Lease/Loan Stipend

Organizations may request funding to contribute towards rental costs or existing lease/loan payments for vehicles related to the recovery or distribution of surplus edible food. This category of funding is capped at \$5,000 per organization.

Vehicle Rentals

Applications must include a breakdown of expected rental fees to be spent during the grant term of May 12, 2025, to May 31, 2026. Rental fees should be calculated by determining expected rental costs per month and the calculations must be included in the application. ***A copy of the vehicle rental quote used to make the calculations must be included in the application. An explanation of what the vehicle rental will be used for must be included in the application.***

For example, an organization may rent a U-Haul truck twice per month in order to drive to the food bank distribution site and back. The rental fee is \$80 per occurrence. The requested funding total would be \$1,920 ($\$80 \times 2/\text{month} \times 12 \text{ months}$).

Vehicle Leases or Loans

Vehicle leases or loans are eligible for grant funding only if the lease or loan agreement is in the organization's name. Vehicle loans or leases must be pre-existing and cannot be initiated due to grant funding. Vehicle usage must be predominantly for surplus edible food recovery. If the vehicle is used for multiple programs, the breakdown of usage must be determined and only the percentage of use pertaining to edible food recovery will be eligible for funding. ***Applications must include a copy of the lease or loan agreement, lease payment schedule, an explanation of what the vehicle is used for, and a cost breakdown for program sharing, if applicable.***

Proposal Evaluation and Criteria

This is a competitive grant, meaning RecycleMore will be choosing recipients based on how well they meet the grant requirements. Proposals are reviewed and evaluated thoroughly by RecycleMore staff members. Outside experts may be consulted as needed. During the review process, RecycleMore staff may contact the applicant for more information and elect to interview applicants or conduct a site visit before making a funding recommendation. However, an expression of interest by staff should not be construed as an indication of forthcoming grant approval.

Applications are reviewed based on the following categories:

1. Completeness of Application
2. Organization Eligibility
3. Requested Funding Eligibility
4. Budget
5. Organizational Viability and Community Support
6. Equity in Organizational Practices

General Conditions

- All materials submitted become the property of RecycleMore and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements. In specific instances, certain financial information may be deemed confidential and not subject to public disclosure. Prior arrangements may be made for the return of such information.
- Each applicant understands there is no appeal process for proposals not accepted for funding and that all decisions are final.

- If selected for grant award, the organization's manager may be required to submit a [Statement of Economic Interest Form \(Form 700\)](#) as required by the State Fair Political Practices Commission. You will be notified if you are required to complete this form upon award of funding – you **do not** need to complete it as part of the application process.
- Site visits and site assessments by RecycleMore may be required before funds are awarded. Photos of the installed equipment will be required within the grant term.
- Awarded funds must be used to purchase the agreed equipment within six (6) months of receiving payment.
- Equipment purchased with grant funding must be used for the intended purpose for at least three (3) years after purchase.
- Resale of equipment purchased with grant funding is prohibited without prior approval from RecycleMore for three (3) years after purchase.
- **RecycleMore requires all grant recipients to utilize [Careit](#) for edible food recovery tracking** if recovering surplus edible food from commercial businesses outside of Feeding America agreements. Careit is free for all food recovery organizations and businesses in RecycleMore's jurisdiction and RecycleMore can assist with sign-up and training.
- **Grant recipients must track all incoming donations in pounds per month as required by SB1383.** If the organization has no means to measure incoming donations, a scale of sufficient size must be included in the funding request.
- **Project costs incurred before execution of the contract will not be reimbursed.**

This packet may be modified at any time during the application period and may, where necessary, allow applicants adequate time to submit additional requested information. RecycleMore reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, to grant full or partial funding of any request, and/or to cancel all or part of this grant solicitation at any time prior to awards.

For any questions regarding grant conditions, please contact rekaa@recyclemore.com.

Funding Budget

All applicants are required to fill out the budget form available with the application that shows the proposed funding requests and includes a reasonable itemized budget. Include funding that leverages other resources (matching grants, in-kind support, service fees, sales, etc.). See Appendix A for a completed sample budget.

If the proposed grant request is only a portion of what the applicant needs to implement the project, the applicant must list the additional funds needed to complete the project and the source of those funds in the budget form.

Grant Funding **cannot** be used for:

- Repayment for any activities conducted before contract execution.
- Labor to install/upgrade facility for requested equipment awarded.
- Payment of tax liens or legal fees, bank fees, fines, or penalties.

Insurance Requirements

RecycleMore requires that any organization selected to receive grant funding maintain the following minimum insurance during the grant contract term.

As part of the application, applicants must submit certificates of insurance for the policies listed below. The grantee is required to give written notice to RecycleMore at least 10 days prior to cancellation of or any material change in the policy.

- **REQUIRED: Comprehensive general liability insurance**, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage.
- *If the entity has paid employees (contractors not considered employees)* **REQUIRED: Statutory workers' compensation and employer's liability insurance** as required by state law.
- *If the entity is requesting funding for vehicle rental or vehicle lease/loan stipend* **REQUIRED: Minimum liability insurance per California Insurance Code §11580.1b**

PLEASE NOTE: If an applicant does not currently maintain insurance that meets the Authority's requirements, a submittal of a current insurance quote that meets these requirements will suffice for application purposes only. Any applicant selected for grant funding must procure insurance that meets the above requirements. Under special circumstances, exceptions may be made to the minimum insurance requirements, but only upon prior agreement by RecycleMore.

Grant Agreement Requirements

There are several steps that will need to be taken after your project has been approved in order to receive an executed Grant Agreement. This process typically takes several weeks to complete. The project begins only after full execution of the Grant Agreement by all parties, so please plan accordingly. **Project costs incurred before execution of the contract will not be reimbursed.**

The following will give you a better understanding of the activities that need to occur in order to fully execute the Grant Agreement:

1. RecycleMore's Grant Manager contacts grant recipient and generates a grant agreement, which will include the agreed-upon funding amount, payment schedule and reporting requirement. The grant recipient should pay particular attention to the Payment Schedule as they determine how and when the grant recipient receives funds.
2. Grant Manager sends the agreement to Grantee via Adobe Sign. Grantee signs via software. Make sure to check junk mail as Adobe Sign often goes to the junk folder.
3. The signed agreement is sent to RecycleMore's legal representative for review and then to RecycleMore's Executive Director for final signature.
4. Once the parties have signed the agreement, the grant agreement is considered fully executed, and the project may commence. Invoices can be submitted according to the Payment Schedule.

Invoices

Invoices will need to be prepared as follows:

1. Prepare an invoice on a letterhead including organization name, address, and phone number. Include a breakdown of requested funds per funding category (if purchasing more than one piece of equipment, including equipment name, amount, and vendor).
 - a. Include the required attachments noted per funding category
 - b. List each attachment in the invoice. See Appendix B for sample invoice.
2. Send invoice to the Grant Manager at rekaa@recyclemore.com. Include supporting documents as required.

Reporting

Funding agreements are structured to require reporting that is tied to deliverables and payments. The reporting data required is described in the Payments and Deliverables section of the executed Funding Agreement.

This grant requires your organization to track and report to RecycleMore the additional surplus edible food that was recovered due to grant funding provided over a six (6) month and twelve (12) month period after funds are received. Surplus edible food recovered is to be tracked in pounds.

Grant recipients are required to submit the required information in a progress report and a final report. The grant manager will provide you with a blank report form to use.

Reporting Breakdown

Equipment and Supplies

If funding was provided for equipment or supplies, provide photos of the installed equipment and a brief statement confirming that the equipment is being used as originally described in this application document.

Gas Stipend

If funding was provided for vehicle gas expenses, submit an estimate of average weekly mileage traveled since receiving grant funding, including destination of surplus edible food pickup or delivery.

Utilities Stipend

If funding was provided for PG&E expenses, submit utility bills incurred since receiving grant funding.

Vehicle Rental Stipend

If funding was provided for vehicle rental fees, submit vehicle rental invoices incurred since receiving grant funding. Include a breakdown of purpose and destinations driven with the rental vehicles.

Vehicle Lease/Loan Stipend

If funding was provided for vehicle lease or loan payments, submit monthly proof of payment since receiving funding. Include a breakdown of purpose and destinations driven with the vehicle.

Payments

Payments are to be made to grant recipients by May 15, 2025, provided that all of the required documentation itemized in the Payments Schedule section of the Grant Agreement has been submitted and approved by the Grant Manager. Payments received by check are to be deposited by June 16, 2025.

Acknowledgements

All publicity or promotional materials concerning the grant funding, including press releases, feature stories, public service announcements, brochures, product literature and signs must acknowledge RecycleMore and include RecycleMore's logo. All of the aforementioned materials must be submitted to RecycleMore for review and approval.

Examples of acknowledgments are shown below:

- This project made possible (in part) by a grant from RecycleMore.
- This container/equipment purchased through a grant from RecycleMore.

Application Information


To apply for this grant, please visit recyclemore.com/about/grant-opportunities and choose "Apply Here" to apply online, or download the application PDF to fill out the application. The application for this grant will only become available on January 17, 2025. Please download and complete the budget template and attach it to your application along with your proof of insurance and additional required documents. If you have trouble with the attachments or online application, please use the downloadable application and submit via email to rekaa@recyclemore.com.

Announcement of Awardees

Grant awardees will be announced on April 11, 2025. Awardees will be contacted via email, and the list of awardees will be posted on RecycleMore's website.

Grant Applications are due at 11:59pm on February 26, 2025
***Submissions received after the deadline will not be eligible
for consideration.***

Appendix A - Sample Budget

		EQUIPMENT GRANT BUDGET SAMPLE							
GRANT FUNDS REQUESTED FROM RECYCLEMORE									
Complete budget for the requested grant funds using the line items below. Edit each line item as they relate to your proposed budget.									
Organization Name		Example Food Recovery Organization							
Total Funding Request		\$18,848			Note: Organizations can request only up to \$20,000				
Contact Name		Jane Doe		Contact Phone Number		555-555-5555			
Proposed Surplus Edible Food Recovery Funding Requests (one line per request).									
Equipment and Supplies	Quantity	Equipment Cost	Tax	Shipping Fees	Total Cost	Funds Requested	Note: If only requesting a portion of total cost, please detail how the rest of the money will be raised.		
							Amount	Source of funding	
1	Walk-in Fridge	1	\$10,000.00	\$950.00	\$50.00	\$11,000.00	\$10,000.00	\$1,000.00	Annual fundraiser* see notes
2	Shelving	5	\$100.00	Included	\$0.00	\$500.00	\$500.00		
Equipment Total		6	\$10,100.00	\$950.00	\$50.00	\$11,500.00	\$10,500.00		
Vehicle Gas Stipend		Weekly Mileage	Weeks Used per Year	Total Miles	2024 Mileage Reimbursement Rate	Mileage Rate	Requested Funds (\$1,000 cap)		
2024 average mileage		10	52	520	67 cents per mile	\$348.40	\$348.40		
Utilities Stipend		Utilities Shared With Other Programs?		Utility Expenses Per Year	Food Recovery Program Utility Usage Per Year	Funds Requested			
2024 PG&E expenses		Yes		\$5,000.00	60%	\$3,000.00			
Vehicle Rental or Lease/Loan Expenses		Vehicle Shared With Other Programs?		Vehicle Expense Per Year	Food Recovery Program Usage of Vehicle	Funds Requested (\$5,000 cap)			
Vehicle Loan		Yes		\$10,000.00	50%	\$5,000.00			
Total Funding Request							\$18,848.40		
If you have any additional notes you'd like to include, please comment in space below:									
*Additional funding for walk-in fridge will be raised at fundraiser on 03/20/2025. Historically we raise well over \$10k for this event.									

Appendix B – Sample Invoice to RecycleMore



Example Food Recovery Organization
 123 Example Ave. Anywhere
 CA 12345
 555-555-5555

May 1, 2025

INVOICE to RECYCLEMORE: Request for Funds

	Funding Category	Description	Requested Funds
1	Equipment	Walk-in Fridge	\$10,000.00
2	Supplies	Shelving	\$500.00
3	Gas Stipend	520 miles calculated in 2024	\$348.40
4	Utilities Stipend	2024 PG&E expenses	\$3,000.00
5	Vehicle Loan	Food recovery program portion of vehicle loan	\$5,000.00
Total			\$18,848.40

Attachments:

1. Quotes – Walk-In Fridge - \$10000_Restaurant Supply-Kitchen Supply-RM Fridges
2. Quote – Shelving - \$500 _ Home Depot
3. Gas stipend mileage calculations
4. PG&E 2024 utility bills and usage calculation
5. Copy of vehicle loan and usage calculation