

Washtenaw County Waste Reduction Sponsorships



Sponsorship Process:

Small sponsorship applications requesting \$4,000 or less will be reviewed by the Washtenaw County Public Works Division, while Medium and Large sponsorships applications will be screened by the PIAC. The PIAC will send applications meeting requirements and recommendations through Public Works for review by the BPW and appropriate signatures. Awardees will be required to sign an agreement which details the financial reporting, metrics reporting, and other obligations required of the organization in fulfillment of the sponsorship. Organizations seeking a sponsorship will apply for the sponsorship online through the Washtenaw County Public Works website.

Projects which significantly expedite progress towards the goals of the 2017 SWMP, such as a sponsorship for a regional Materials Recovery Facility or additional Drop Off Stations can be eligible for additional funds. Please contact the Public Works Manager using the contact information at the end of this document.

Application Requirements:

- Completed application delineating scope of work for the project and associated technical documents;
- Projected timeline for implementation;
- Total project cost estimate, breakdown of budget;
- Cost-sharing (match) proposal

<u>Minimum match requirements</u>	<u>Sponsorship Amount</u>	<u>Total Project</u>
Small, 50% of project costs	\$4,000 or less	\$8,000 or less
Medium, 50% of project costs	\$4,000.01 to \$9,999.99	\$8,000.01-\$19,999.99
Large, 50% of project costs	\$10,000 to \$200,000	\$20,000 and above

- Note: Staff time will be considered for up to 50% of the awardee's match for small sponsorships, 25% of the match for Medium sponsorships and 0% for Large sponsorships. Volunteer time can be accounted for using the Independent Sector National Value of a Volunteer hour. Overhead and fringe will not be considered for reimbursement.
 - Example: For an \$8,000 project requesting a sponsorship of \$4,000, an organization must match with \$4,000 equivalent. A \$2,000 match can be in cash expenditures and \$2,000 can be staff and volunteer time.
 - Matched funds can be provided through other grants or sources, such as the [Sustaining Ann Arbor Together Neighborhood Grant Program](#).
- Projected maintenance costs and party responsible for future maintenance costs if any;
- Statement(s) of support from impacted stakeholder(s) (for medium and large sponsorships only);
- Summary of the project's anticipated benefits, summary must explicitly relate to the 2017 Solid Waste Management Plan Goals and Objectives; please read the [Executive Summary](#) found on our Washtenaw County Public Works Website
- Method for collecting metrics;
- Commitment to report on quarterly sponsorship progress and post project impact; depending on the project, the awardee may be required to make a presentation to the PIAC or BPW

Washtenaw County Public Works will NOT consider reimbursement for:

- Ongoing annual operating expenses
- Sponsorships to individuals
- Projects not serving Washtenaw County residents
- Political parties, campaigns, or candidates
- Organizations/associations redistributing funds to other groups. This does not include contracts required to complete the project. Redistributing the funds or acting as a pass-through is not permitted under this agreement.

Sponsorship Recipient Requirements:

Businesses, municipalities, authorities, 501(c)(3) non-profits, community organizations, formally organized neighborhood groups, and other organizations are encouraged to apply. Applications must specify the entity responsible for the project and how the match requirements will be met. Applicants must be a Washtenaw County-based organization or an organization that serves Washtenaw County residents.

Evaluation Criteria:

Projects that meet the application requirements will be evaluated based on:

- Percent match
- Extent to which the proposal meets the goals and objectives laid out by the [2017 SWMP](#)
- The quality of the responses given by application materials summary and metrics
- Organization capacity and communication; additional information demonstrating capacity such as P/L statement, audits, and other information may be requested for medium and large sponsorships
- Public Works and the review committee will also take into consideration economic and geographic diversity in its evaluation

Timeline for applications:

Small sponsorships are to be reviewed on a rolling basis by the Public Works Division. Each year, applications for Medium sponsorships are due by end of day on 3/31, 6/30, 9/30, and 12/31 to be considered for a sponsorship the following quarter. Each year, applications for Large sponsorships must be received between December 1st and Dec 31st at 11:59pm to be considered. Applicants will receive a confirmation of receipt prior to review. Applicants will be contacted with further information after their application has been screened and reviewed. Organizations interested in sponsorships over \$20,000 should contact the Public Works Manager at 734-222-6864.

Links:

- [Sponsorship Webpage](#)
- [Application Form](#)
- [2017 Solid Waste Plan](#) (248 pages)
- [Solid Waste Plan Executive Summary](#) (10 pages)
- [Washtenaw County Public Works Homepage](#)