

## RETHINK WASTE COMMUNITY INNOVATION FUND

### Application Guidelines

The Environmental Center's Rethink Waste Project is accepting applications for the 2024 Community Innovation Fund (CIF)! This program provides up to \$5,000 per awarded project to implement waste reduction, reuse, recycle, and compost projects throughout Deschutes County. The Rethink Waste Project will provide a total of \$54,500 in awards and application, implementation, and evaluation support in 2024. Depending on project budget requirements, 12 to 20 projects will be funded. The Community Innovation Fund is carried out in partnership with Deschutes County Solid Waste, City of Bend, Visit Central Oregon, and with additional support from Republic Services, and Cascade Disposal.

Projects must have measurable results - for example, the amount of waste reduced, the increase in waste recycled, community members reached, the amount of waste composted, etc. Project work should support equity and accessibility in our communities. Learn more about The Environmental Center's commitment to equity here (<https://envirocenter.org/wp-content/uploads/2023/04/Our-Commitment-to-Equity.pdf>). Applicants may utilize project funds for materials, infrastructure, or time. Work should plan for continued success beyond this funding period.

Need support developing your application or implementing your project? Contact [udara@envirocenter.org](mailto:udara@envirocenter.org) and [lindsey@envirocenter.org](mailto:lindsey@envirocenter.org).

### Eligibility

- Individuals, businesses, and community organizations in Deschutes County or a project that largely impacts Deschutes County and/or its residents. \$25,000 of the project funds are available to projects more broadly within the County, while some project funds are reserved for specific sources of waste - read more about these priority areas below.
  - \$22,000 of the project funds will be awarded to projects within the City of Bend. Projects that address recycling solutions at multi-family housing residences and food waste composting or food waste prevention solutions will be given priority. These solutions have been identified and prioritized as Waste and Materials - Climate Action Strategies in the Bend Community Climate Action Plan.
  - \$7,500 of the project funds will be awarded to projects throughout Deschutes County that take place at or largely impact visitor destinations, such as a visitor lodging property, restaurant / eatery, park / trail/ nature area, outfitter / activity company, museum / gallery, entertainment venue. Deschutes County has over 4 million visitors annually. That's a lot of extra people who produce waste and

practice a wide variety of different recycling habits while enjoying their vacations, so it's important to set visitors up for success to reduce, reuse, and recycle like a local.

- Applicants may request up to \$5,000. There is no minimum project budget/award amount. Projects that demonstrate 20% cash or in-kind matching funds may be given preference. Non-monetary contributions to the projects such as staff/volunteer time, equipment, or supplies may be counted towards in-kind match.
- The [application](https://envirocenter.org/programs/rethink-waste-project/community-innovation-fund/community-innovation-fund-application-2023/) (<https://envirocenter.org/programs/rethink-waste-project/community-innovation-fund/community-innovation-fund-application-2023/>) is complete, submitted, and all questions are answered completely. Please see alternative application submission options below.
- Projects should be completed by December 30th, 2024.

### Ideas of What Can Be Funded

- Reusable alternatives to single-use products (such as reusable mugs, dishware, napkins)
- Materials or infrastructure related to waste diversion (such as compost tumblers or recycling bins)
- Educational elements to support the project activities (such as signage or training)
- Incentives, stipends, or wages for community members or staff to implement the project
- Check out the CIF Projects Showcase here (<https://envirocenter.org/programs/rethink-waste-project/community-innovation-fund-projects/>) for inspiration from previously awarded CIF projects!

### Application & Reporting Timelines

Applications are available in November 2023.

Winter Application Cycle	When
Info Session*	Mid January 2024
Applications Due	March 1, 2024
Winter Awards Announced	Late March 2024
Winter Projects Progress Report Due (3 months of project implementation)	July 1, 2024
Winter Projects Complete Work (9 months of project implementation)	December 31, 2024
Winter Projects Final Report Due	January 31, 2025

Spring Application Cycle	When
Info Session*	Mid March 2024
Applications Due	May 1, 2024
Spring Project Awards Announced	Late May 2024
Spring Projects Progress Report Due <i>(1 month of project implementation)</i>	July 1, 2024
Spring Projects Complete Work <i>(7 months of project implementation)</i>	December 31, 2024
Spring Projects Final Report Due	January 31, 2025

Summer Application Cycle	When
Info Session*	Mid June 2024
Applications Due	August 1, 2024
Summer Project Awards Announced	Late August 2024
Summer Projects Progress Report Due <i>(1 month of project implementation)</i>	July 1, 2024
Summer Projects Complete Work <i>(4 months of project implementation)</i>	December 31, 2024
Summer Projects Final Report Due	January 31, 2025

\* See website [envirocenter.org/community-innovation-fund/](https://envirocenter.org/community-innovation-fund/) for exact dates/times and registration for Info Sessions. All Info Sessions will cover the same information and be largely a time for Q&A about the Community Innovation Fund or application.

Please submit any questions and application materials with e-mail subject "2024 Rethink Waste Community Innovation Fund" in the subject line to [udara@envirocenter.org](mailto:udara@envirocenter.org) and [lindsey@envirocenter.org](mailto:lindsey@envirocenter.org).

## 2024 Rethink Waste Community Innovation Fund Application

Please submit an application online through the webform [here](#), if possible. If this is not an option, submit a document or video covering the questions below to [udara@envirocenter.org](mailto:udara@envirocenter.org) and [lindsey@envirocenter.org](mailto:lindsey@envirocenter.org) with "2024 Rethink Waste Community Innovation Fund" in the subject line. You can also pick up/drop off a printed copy of the application at The Environmental Center (16 NW Kansas Ave in Bend).

### Applicant Details

First and Last Name *(Required)* \_\_\_\_\_

Pronouns \_\_\_\_\_

Email *(Required)* \_\_\_\_\_

Phone *(Required)* \_\_\_\_\_

Organization/Business *(Required)*

If you are applying as an individual (i.e., this application is not affiliated with a particular organization or business), put N/A here

\_\_\_\_\_

Your Role in the Organization/Business *(Required)*

If you are applying as an individual (i.e., this application is not affiliated with a particular organization or business), put N/A here

\_\_\_\_\_

How did you hear about the Community Innovation Fund? *(Required)*

- Newsletter
- Social Media
- Advertisement
- Newspaper
- Other

Please specify if other or which newsletter, social media channel/account

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## Project Overview

Please check the box to confirm your work will be completed in Deschutes County or for Deschutes County residents. *(Required)*

Projects must be implemented within Deschutes County or largely impact Deschutes County and/or its residents.

- I confirm this work takes place within Deschutes County

What area(s) of Deschutes County will your project take place in or impact? *(Required)*

- La Pine
- Sunriver
- Bend
- Tumalo
- Redmond
- Sisters
- Crooked River Ranch
- Other area

Please specify if you selected "other area" in the previous question.

### Project Address

This address will be used as the location on our CIF projects map. It will not be used to evaluate your project.

Street Address

City

Oregon

State

ZIP Code

Does your project take place at or largely impact any of the following locations?

Some project funds will be awarded specifically to projects that take place at or largely impact visitor destinations. NOT all projects are required to impact visitors/visitor destinations.

- Visitor lodging property (hotel, resort, Airbnb, short-term/vacation rental, etc.)
- Restaurant / Eatery
- Park / Trail/ Nature Area
- Outfitter / Activity Company
- Museum / Gallery
- Entertainment Venue
- Other visitor destination

Please specify if you selected other visitor destination in the previous question.

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**Project Title** *(Required)*

Something like your location or your organization/business name and core activity or goal. (e.g., Reusable Dishware Program Launch at The Environmental Center; Begin On-Site Composting at \_\_\_\_\_ Restaurant\_\_\_\_; Recycling Signage Update at \_\_\_\_\_Office\_\_\_\_\_).

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**Project Details**

Describe the big picture goal(s) you aim to accomplish by implementing this project. What are the reduce, reuse, repair, recycle, compost related result(s) you aim to accomplish by implementing this project? *(Required)*  
(e.g., The Environmental Center works to embed sustainability into daily life in Central Oregon through education, resources, and advocacy. The Reusable Dishware Program at The Environmental Center will offer free dishware kits (3 sets of 25 plates, cups, and utensils) to community members for use at events. We aim to reduce 3,000 units of single use dishware and utensils in the first year of the project by promoting this resource broadly via blog, newsletter, and posters.)

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What specific activities or actions will you take to accomplish the goal(s) / result(s) you described above? Please include a simple timeline of these activities. *(Required)*

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A bullet list here will suffice. Alternatively, you may use the timeline template here (pdf: <https://envirocenter.org/wp-content/uploads/2023/01/Community-Innovation-Fund-Application-Timeline-Template.pdf> OR doc: <https://envirocenter.org/wp-content/uploads/2023/01/Community-Innovation-Fund-Application-Timeline-Template.docx>). You may also attach a file to your application or email a file to [udara@envirocenter.org](mailto:udara@envirocenter.org). Please make a note here if you plan to email a copy.

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Does this project include components that meet the needs and includes the voices of individuals who are most often impacted by environmental degradation and climate change — including Black, Indigenous, and people of color (BIPOC), people who are LGBTQ+, people with diverse abilities, and people and families with low incomes? If yes, please tell us more about these components of your project.

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Learn more about The Environmental Center's commitment to equity here

<https://envirocenter.org/wp-content/uploads/2023/04/Our-Commitment-to-Equity.pdf>

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Are there co-workers, other organizations, volunteers, etc. that you will collaborate with to complete project activities? If yes, list your collaborators here. Tell us if you have already secured commitments for these collaborations or how you plan to get there.

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How much funding are you requesting? *(Required)*

Each project can be awarded up to \$5,000. There is no minimum project budget/award amount.

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Provide a simple budget breakdown that outlines how you plan to spend the requested funds. Projects that demonstrate 20% cash or in-kind matching funds may be given preference. Non-monetary contributions to the projects such as staff/volunteer time, equipment, or supplies may be counted towards in-kind match. *(Required)*

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A bullet list here will suffice. Alternatively, you may use the budget template here (pdf: <https://envirocenter.org/wp-content/uploads/2023/01/Community-Innovation-Fund-Application-Budget-Template.pdf> OR doc: <https://envirocenter.org/wp-content/uploads/2023/01/Community-Innovation-Fund-Application-Budget-Template.docx>). You may also attach a file to your application or email a file to [udara@envirocenter.org](mailto:udara@envirocenter.org). Please make a note here if you plan to email a copy.

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Will future funding or other support be necessary to sustain project results? If yes, what is your plan to secure additional funding or other support? If no, how will you sustain project success? *(Required)*

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## Reporting

Please check the box to confirm you agree to submit a progress report with the following information by the date identified in Application Guidelines and website [envirocenter.org/community-innovation-fund/](https://envirocenter.org/community-innovation-fund/).

1. Itemized list of money spent (please include receipts sent as one attachment)
2. Photograph(s) showing progress of project implementation
3. Samples of project promotion when applicable
4. Short description of what has been done and what will be done
5. Any other pertinent information on progress of the project

- I agree to submit a progress report.

Please check the box to confirm you agree to submit a final report with the following information by January 31, 2025.

1. An estimate of the amount of waste prevented, reduced, or diverted from landfill as a result of this project.



2. An estimate of the number of people reached or educated through this project.
  3. A description of what was accomplished.
  4. Final photographs of project implementation.
  5. Samples of any materials such as signage, labels, or educational materials developed as part of the project.
  6. Samples of any project promotion or other deliverables from social media, website, newsletter and any press releases.
  7. Final list of money spent (including receipts sent as one attachment).
  8. Any lessons learned that can be shared with other entities in the community who may wish to implement a similar program.
- I agree to submit a final report.