



REGIONAL RECYCLING AND EDIBLE FOOD RECOVERY GRANT (RREFR)

GRANT APPLICATION FORM



**REGIONAL RECYCLING AND EDIBLE FOOD RECOVERY
GRANT PROGRAM APPLICATION
FOR FISCAL YEARS 26-27, 27-28, 28-29**

Complete and submit all sections.

APPLICANT / ORGANIZATION INFORMATION			
APPLICANT / ORGANIZATION NAME (MUST MATCH RESOLUTION):		REQUESTED GRANT AMOUNT:	
GRANT PARTICIPANT(S) (FOR REGIONAL PROGRAMS ONLY):			
MAILING ADDRESS:		PROJECT ADDRESS (IF APPLICABLE):	
CITY:		CITY:	
STATE:	ZIP CODE:	STATE:	ZIP CODE:
PRIMARY CONTACT NAME:			
TITLE:			
TELEPHONE NUMBER:			
FAX NUMBER:			
EMAIL ADDRESS:			
RESOLUTION AND/OR LETTER OF AUTHORIZATION REQUIREMENT (ATTACHMENT)			
<p>ANY APPLICANT THAT IS UNDER THE DIRECTION OF A GOVERNING BODY MUST SUBMIT A RESOLUTION THAT AUTHORIZES SPECIFIC GRANT-RELATED MATTERS AND IDENTIFIES AN INDIVIDUAL OR INDIVIDUALS WITH AUTHORITY TO ACT ON BEHALF OF THE APPLICANT.</p> <p>A LETTER OF AUTHORIZATION IS USED FOR JOINT APPLICATIONS. PLEASE REFER TO THE APPLICATION GUIDELINES AND INSTRUCTIONS DOCUMENT FOR REQUIREMENTS.</p> <p>MUST CHECK ONE:</p> <p>FOR ENTITIES WITH GOVERNING BODIES:</p> <p><input type="checkbox"/> WE ACKNOWLEDGE THAT AN APPROVED RESOLUTION AND, IF APPLICABLE, LOA DESIGNATING AN ADDITIONAL AUTHORIZED SIGNATORY IS ENCLOSED IN THE APPLICATION.</p>			

WE ACKNOWLEDGE THAT OUR RESOLUTION WAS APPROVED BY CITY COUNCIL AND/OR BOARD BY:

WE FURTHER ACKNOWLEDGE THAT OUR APPROVED RESOLUTION MUST BE RECEIVED BY OC WASTE & RECYCLING NO LATER THAN FRIDAY, **JUNE 5, 2026**, OTHERWISE OUR APPLICATION WILL BE DEEMED INCOMPLETE.

PRIOR GRANT HISTORY

DID ANY OF THE JURISDICTIONS RECEIVE PREVIOUS GRANT FUNDING FROM OC WASTE & RECYCLING? YES NO
IF YES, PROVIDE A BRIEF DESCRIPTION OF EACH PROJECT (3-5 SENTENCES):

PROJECT DESCRIPTION

PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED GRANT PROJECT (3-5 SENTENCES):

IDENTIFY THE POPULATION SERVED BY THE GRANT PROJECT AND THE GEOGRAPHICAL AREA WHERE ACTIVITIES WILL TAKE PLACE:

EXPLAIN PARTNERSHIPS WITH OTHER CITIES, AGENCIES, ORGANIZATIONS, OR ENTITIES AND GRANTEE(S) COMMITMENTS:

PROJECT NARRATIVE (ATTACHMENT, NOT TO EXCEED 6 PAGES)

- A THOROUGH EXPLANATION OF WHY THE FUNDING IS NEEDED AND INCLUDES DOCUMENTED DATA OR RESEARCH (E.G., BENEFITS, END PRODUCTS, TARGET POPULATION, ETC.)
- EXISTING EDIBLE FOOD RECOVERY PROGRAMS IN THE AREA, IF ANY, AND INCLUDES A DESCRIPTION OF HOW THE PROJECT WILL IMPROVE OR CREATE PARTNERSHIPS
- CHALLENGES THE PROJECT WILL ADDRESS AND HOW THE PROJECT WILL PROVIDE SOLUTIONS
- GOALS AND OBJECTIVES. GOALS AND OBJECTIVES MUST BE CLEAR, QUANTIFIABLE, AND SUPPORT THE GRANT'S OVERALL MISSION
- HOW THE PROJECT WILL INCREASE THE EXPANSION OF EDIBLE FOOD RECOVERY CAPACITY WHILE BENEFITING THE COMMUNITY AND THE ENVIRONMENT
- HOW DIVERSE EDUCATIONAL OUTREACH IS INTEGRATED INTO THE GRANT PROGRAM

PROJECT SUSTAINABILITY (ATTACHMENT)

- LIST SPECIFIC PERSONNEL WHO WILL BE RESPONSIBLE FOR MONITORING, REPORTING, AND EVALUATING PROJECT SUSTAINABILITY OVER A FIVE-YEAR GRANT CYCLE
- INCLUDES A DESCRIPTION OF HOW THE PROJECT WILL SUSTAIN REGIONAL OUTCOMES OVER A FIVE-YEAR GRANT CYCLE AND BEYOND THE GRANT TERM
- CLEARLY DESCRIBES THE SOURCE OF FUNDS THE GRANTEE WILL CONTRIBUTE FINANCIALLY THROUGHOUT THE GRANT TERM TO ENSURE EDIBLE FOOD RECOVERY PROJECT SUSTAINABILITY.

WORK PLAN (ATTACHMENT)

- WORK PLAN TEMPLATE ATTACHED

BUDGET PLAN (ATTACHMENT)

- BUDGET PLAN ATTACHED

APPLICATION CERTIFICATION

Certification: I declare, under penalty of perjury under the laws of the State of California, that I have read all information in the Application Guidelines and Instructions and that all information submitted for the OC Waste & Recycling's consideration for award of grant funds is true and accurate to the best of my knowledge.

X

*Signature Authority - as authorized in Resolution; or Authorized Designee -
as authorized in submitted Letter of Authorization*

Date

Print Name

Print Title

WORK PLAN (EXAMPLE)

LIST THE GOALS, OBJECTIVES, TASKS/ACTIVITIES, SUB-TASKS, STAFF/CONTRACTOR, AND TIMEFRAMES NECESSARY TO COMPLETE YOUR PROJECT.

THE WORK PLAN TASKS/ACTIVITIES SHOULD MATCH THE TASKS/ACTIVITIES IDENTIFIED IN THE BUDGET.

GOAL					
OBJECTIVE					
TASK #	TASK/ACTIVITY DESCRIPTION	RESPONSIBLE PERSONNEL <small>(contractor or staff, include name & title)</small>	EVALUATION METHOD <small>(survey, workshop, etc.)</small>	TIMEFRAME <small>(month/year-month/year)</small>	BUDGET CATEGORY

BUDGET PLAN (EXAMPLE)

EQUIPMENT	
Refrigerator(s)	\$70,000
Signs & Sign plates to be installed on refrigerator(s)	\$2,000
Subtotal	\$72,000
ADMINISTRATIVE/OPERATING EXPENSES	
Supplies including but not limited to food storage containers	\$2,000
Outreach and education material including but not limited to webpage, signage, banners, posters and flyers	\$8,000
Subtotal	\$10,000
TOTAL BUDGETED PROGRAM EXPENSES	\$82,000

**REGIONAL RECYCLING AND EDIBLE FOOD RECOVERY
GRANT PROGRAM APPLICATION
FOR FISCAL YEARS 25-26, 26-27, 27-28
APPLICATION CHECKLIST**

This application checklist is provided for your convenience and is not intended to be all inclusive. You are responsible for completing and submitting all required documentation.

APPLICATION FORM

- All applicable information and documents are provided; applicable boxes are checked.
- Application Certification is signed by the:
 - 1) Signature Authority as authorized in Resolution, or
 - 2) Authorized Designee.

**Authorized Designee may sign only if the Letter of Authorization has been submitted to OC Waste & Recycling.*

RESOLUTION AND/OR LETTER OF AUTHORIZATION REQUIREMENT

- Approved Resolution is included with application; box is checked, or
- If applicable, approved Resolution is not submitted with application but will be submitted to *OC Waste & Recycling* for receipt by Friday, **JUNE 5, 2026**; box is checked.
- If applicable, Letter of Authorization (LOA) is included with application.

**A LOA is not required to be submitted with the application; however, it must be submitted prior to Designee's exercise of his/her authority.*

PROJECT DESCRIPTION (10 POINTS)

- Description
- Population served
- Specific personnel responsible

PROJECT NARRATIVE (40 POINTS)

- Project narrative does not exceed 6 pages (does not include letters of support or other attachments)

PROJECT SUSTAINABILITY (20 POINTS)

- List specific personnel who will be responsible for monitoring, reporting, and evaluating project sustainability over a five-year grant cycle.
- Includes a description of how the project will sustain regional outcomes over a five-year grant cycle and beyond the grant term.
- Clearly describes the source of funds the grantee will contribute financially throughout the grant term to ensure edible food recovery project sustainability.

WORK PLAN (10 POINTS)

- Work plan is organized by Tasks/Activities
- Work plan template complete

BUDGET PLAN (10 POINTS)

- Matches all tasks/activities, sub-tasks, staff, contractor, and equipment listed in work plan.

APPLICATION FORMAT SUBMITTAL (10 POINTS)

- Hard Copy (Wet Signatures Required)**
The complete hard copy application, including original signatures, must be received or postmarked no later than 4:59 p.m. on Friday, May 15, 2026.

To schedule a drop-off appointment, please email grants@ocwr.ocgov.com.
- Digital Submission**
A complete digital application package must also be submitted through the OpenGov portal. The digital submission must be received no later than 4:59 p.m. on Friday, May 15, 2026.
- The proposal is clear, concise, well-organized, and provides adequate detail and data.
- The project is well-planned from beginning to end and forecasts the project's sustainability after the grant term has ended.
- Application documents are on the grantee(s) letterhead and includes Project Description, Project Narrative, Work Plan, Budget Plan, Resolution (if applicable), Letter of Authorization (if applicable), and all other relevant documents.