



Massachusetts Department of Environmental Protection
Reduce, Reuse, Repair Micro-Grant
Grant Guidelines

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Overview

The [Reduce, Reuse, Repair Micro-Grants](#) are awarded by the Municipal Waste Reduction Branch of the Massachusetts Department of Environmental Protection. The Municipal Waste Reduction Branch provides grants and technical assistance to further the state’s solid waste reduction goals as outlined in the [2030 Solid Waste Master Plan](#).

The Reduce, Reuse, Repair Micro-Grants provide from \$3,000 (minimum) to \$10,000 (maximum) to eligible businesses, non-profits, regional authorities, municipalities, and schools/colleges for short-term waste reduction projects (defined as projects lasting ≤1 year).

Goals of this grant program:

- Increase access, interest, and participation in reuse and repair.
- Build sustainable infrastructure that supports widespread adoption of reuse and repair in MA.
- Encourage innovation through testing or expanding new approaches, systems, or technologies that help achieve the first two goals.

Projects must focus on reducing waste in Massachusetts by extending the life of products through donation, sharing, rescue, reuse and/or repair.

This grant is **not** for recycling and composting projects.

Glossary of Terms

“Deconstruction” means the careful dismantling of a structure to maximize the salvage of materials for reuse over recycling, energy recovery, or sending them to a landfill or incinerator.

“Environmental Justice” is based on the principle that all people have a right to be protected from environmental hazards and to live in and enjoy a clean and healthful environment regardless of race, color, national origin, income, or English language proficiency. Environmental justice is the equal protection and meaningful involvement of all people and communities with respect to the development, implementation, and enforcement of energy, climate change, and environmental laws, regulations, and policies and the equitable distribution of energy and environmental benefits and burdens. See Environmental Justice Policy of the Executive Office of Energy and Environmental Affairs (updated June 24, 2021): <https://www.mass.gov/doc/environmental-justice-policy6242021-update/download>.

“Operating Expenses” are ongoing expenses incurred from the normal day-to-day running of a business. These costs include rent, equipment, inventory, marketing, payroll, insurance, and funds allocated for research and development.

“Repair” returns a faulty or broken item back to a usable state to fulfill its intended use.

“Rescue” is the collection and redistribution of items that would otherwise go to waste. Most often it is used to describe the redistribution of edible food (**“Food Rescue”**).

“Reuse” is the repeated use of a product for its intended purpose.

“Reusable” means a durable product or packaging designed to be used many times instead of thrown in the trash, recycled, or composted after short-term use.

“Waste reduction” and **“reduce”** mean reducing waste from the start by replacing disposable items with durable alternatives, using and purchasing less, reuse and/or redistribution of items in working condition, and repairing items to keep them in use longer.

Eligible Applicants:

- An organization or business (for-profit or non-profit) properly licensed to do business in Massachusetts.
- A regional entity, such as a solid waste management district, solid waste/recycling cooperative or regional planning authority, that is recognized as a governmental body under Mass General Laws.
- An individual Massachusetts city or town, or one acting as the lead for a multi-town regional initiative.
- Pre-K-12 schools, colleges and universities, both public and private.

Grant Award Amount:

Individual Micro-Grants have a **minimum award value of \$3,000** and a **maximum award value of \$10,000**, with a total available budget up to \$125,000. MassDEP reserves the right to award more or less than the full budget available for this program.

Grant funding will be distributed on a reimbursement basis. Payments will be made either in one lump sum upon completion of the project and submission of an approved final report and invoice OR in two payments. The decision to allow two payments will be considered on a case-by-case basis during the grant evaluation process. If receiving two payments, the first payment would be distributed early in the project as a reimbursement of eligible expenses agreed upon in the Grant Scope of Work. The balance of funds would be distributed upon completion of the project and submission of an approved final report and invoice.

Use of Grant Funds:

Eligible Expenses: Grant funds must be used for costs associated with implementing the proposed project such as equipment/tools/software specific to the new project; event promotion/marketing; event space rental fees; and the employment of temporary workers for a specified and finite period of time (e.g. consultants, contractors, paid interns, and specialists).

Eligible projects include but are not limited to:

- Develop or expand programs that **collect and redistribute and/or resell reusable clothing, footwear, electronics, furniture, and other household goods.**
- Implement **reusable transport packaging systems** that eliminate or replace limited-life packaging used in manufacturing, transportation and/or distribution. Examples include the replacement of cardboard boxes with reusable crates, switching to reusable pallet wraps instead of plastic film, and replacing pallets with stackable crates.

- **Convert from single-use to reusable food service ware** at schools, food service businesses, or institutional cafeterias (e.g., dishwasher installation, third-party dishwashing services, and/or reusable dishware). **Note:** Purchase of food service ware for establishing a new program or construction is not eligible.
- **Install bulk dispensing systems** in school, commercial, retail and/or hospitality settings for food, beverages, personal care products (i.e., soap, shampoo, lotion), or cleaning products. Projects must replace single-use packaging.
- Develop or expand programs that **repair used clothing, furniture, appliances, electronics, bicycles, and other durable goods** for resale or distribution. May include a training program.
- Creation or expansion of **food donation collection, storage, and distribution** programs.
- Develop and host **trainings on deconstruction techniques** targeting the construction industry, tech/carpentry schools, or individuals engaged in building and renovation work.
- Pilot a **deconstruction project** involving one or more buildings (municipal or private). Funds may be used to contract a deconstruction practitioner to guide the project.
- Promote **recovery and resale of used building materials** in remodel, renovation, and new construction projects.
- Develop and/or promote **statewide community repair or fix-it events** open to anyone in MA. Set up a **community repair space that can be used by multiple municipalities**.
- Purchase **inventory technology or other software** to increase capacity to reuse and repair items. Examples include inventory management systems, online marketplace platform development, and reporting systems.

Ineligible Expenses: Grant funds may not be used for operating expenses or costs associated with existing programs and services. Other examples of ineligible expenses include:

- Awards, gifts, incentives, or promotional swag.
- Art installations, art projects, fashion shows, and exhibitions.

Any funds spent before full execution of the Standard Contract are not eligible for reimbursement.

Ineligible projects include but are not limited to:

- Recycling projects.
- Composting projects.
- Ocean and/or land clean-up projects.
- Building renovations that do not promote deconstruction or building material reuse.
- Distribution of “reusable” cups, bags, etc. that are not part of a tracked return/reuse system.

- Purchase of reusable ware that does not replace single-use disposables.

Evaluation Criteria:

To be considered for a grant award, applicants must submit a completed application and all supporting materials by the deadline.

Eligible projects will reduce waste by extending the life of products through donation, sharing, rescue, reuse and/or repair. Competitive applications will demonstrate innovation, wide impact, project sustainability after initial grant funding, and the potential to be replicated in other areas.

MassDEP is committed to advancing equity, diversity, and environmental justice (EJ) through its public investments. The agency seeks to prioritize the direction of these resources to benefit EJ communities and to address environmental inequities. To that end, MassDEP grant programs include criteria and evaluation parameters that emphasize equity, diversity and environmental justice, consistent with each program's statutory authority and source of funding. Preference will be given to projects that provide direct benefit to environmental justice populations. Information on which communities are classified as environmental justice populations can be found at <https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts>.

Evaluation Criteria Components: The review committee will evaluate and score grant applications from eligible entities based on the following criteria:

- **Project Justification/Need (5 points):** How well does the applicant explain their need for the grant and how their project will be a solution to a problem directly related to the goals of this grant program? Past grant award status and performance will be considered.
- **Project Innovation (5 points):** How well does the applicant articulate how their project will make changes to something established, especially by introducing new methods, ideas, or products that enable reuse and repair?
- **Project Replicability (5 points):** Could this project be easily scaled or replicated to increase reuse and repair throughout Massachusetts?
- **Project Feasibility/Workplan (5 points):** Does the applicant demonstrate a well-conceived approach to accomplishing the project within a realistic timeline? Are project roles clearly identified? Are necessary partnerships already made?
- **Sustainability (5 points):** How clearly has the applicant described how this project will be sustained after initial funding?
- **Project Measurement/Evaluation (5 points):** How well has the applicant explained how they will evaluate the success of the project? Have they provided quantifiable indicators of success?
- **Impact (10 points):** Is the project regional? How many people will benefit from it? Does this project reach an area of the state that doesn't have access to other reuse/repair programs? How much

waste is this program preventing? Will it build new partnerships or networks between organizations?

- **Environmental Justice (5 points):** Does the application describe in detail how environmental justice (EJ) populations will benefit from the project and whether EJ populations, communities, or organizations will be involved in it?
- **Project Budget (5 points):** How well does the applicant estimate and describe project costs within the application? Are the requested grant funds eligible expenses? Does the proposed budget illustrate an understanding of the resources needed to carry out the project? Has the applicant demonstrated availability of matching funds (in-kind and/or monetary)?
 - **Note:** A match is preferred but not required.
 - **For municipal applicants:** MassDEP will consider the amount of unspent Recycling Dividend Program funds a municipality has available.

Grant Instructions, Timeline, and Expectations:

- **The 2025 application deadline is May 15 by 5:00 p.m. ET.**
 - MassDEP will post a link to the online application on the [Reduce, Reuse, Repair Micro-Grant webpage](#) four to six weeks prior to the application deadline.
- Once the application opens, questions must be submitted in writing to Leah Kelleher at leah.kelleher@mass.gov by the deadline posted on the webpage. Answers will be posted approximately two weeks before the application deadline.
- All applicants must submit their application via the link on the Micro-Grant webpage by 5:00 p.m. ET. Applications received after the deadline will not be reviewed. MassDEP reserves the right to reject any and all proposals or request additional information, if needed.
- **Build three to five months into your project timeline** to account for the time needed for the evaluation, award, and contracting process.
- Applicants whose projects are selected for funding will sign a contract that includes a Grant Scope of Work developed in collaboration with MassDEP, that outlines grant expectations, requirements, and timeline.
- Project funds must not be expended prior to receipt of a fully executed Standard Contract.
- Approved projects must be completed **within one year** of receiving the fully executed Standard Contract.
- A **final report** summarizing the project, results, and lessons learned must be submitted on or before the date agreed upon in the Grant Scope of Work. MassDEP reserves the right to request additional materials, information, or other documentary evidence demonstrating completion of

work and/or compliance with program requirements. MassDEP also reserves the right to withhold funding until receipt of satisfactory materials, information, or other documentary evidence demonstrating completion of work and/or compliance with program requirements.

- **Awarded funds will be distributed as a reimbursement** upon submission of an invoice with receipts for approved expenses, or other proof of purchase, as outlined in the Grant Scope of Work. MassDEP may also require pictures of purchased equipment. The timeline for invoice submission will be delineated in the Grant Scope of Work. Invoices submitted after the grant expiration date will not be reimbursed.

Additional Required Documentation:

If selected for a Micro-Grant Award, the applicant will be required to sign and submit the following forms to complete the contracting process. **The forms must be submitted within one month of receiving an award letter**. Forms with an asterisk (*) need not be submitted if they have been completed previously and are already on file with the Commonwealth:

- (a) Commonwealth Standard Contract Form (filled out and signed by the applicant). The Standard Contract Form is listed under Contracts on this website: <http://www.macomptroller.org/forms>
- (b) Commonwealth Terms and Conditions. These Terms and Conditions are incorporated by reference into the Standard Contract Form, and do not need to be executed separately. <http://www.macomptroller.org/forms>
- (c) Commonwealth W-9 tax information form filled out and signed by the applicant with DUNS number and Federal Tax ID(*): www.macomptroller.org/forms
- (d) Completed Contractor Authorized Signatory Listing Form: www.macomptroller.org/forms
- (e) Electronic Funds Transfer (EFT) Form(*). Instructions: <http://www.mass.gov/how-to/tips-for-completing-the-electronic-funds-transfer-eft-form>
- (f) Scope of Work

Applicants are strongly encouraged to review these forms prior to applying.