



Massachusetts Department of Environmental Protection **Reduce, Reuse, Repair Micro-grant**

Grant Guidelines

Overview

The [Reduce, Reuse, Repair Micro-Grant](#) provides awards of up to \$10,000 to for-profit and non-profit organizations, regional authorities, eligible municipalities, and schools/colleges for short-term waste reduction projects (≤ 1 year). Projects must focus on reducing waste generation and prolonging the lifespan of products via donation, rescue, reuse and/or repair in Massachusetts.

Environmental Justice

MassDEP is committed to advancing equity, diversity, and environmental justice (EJ)¹ 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>.

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, as long as the entity is recognized as a governmental body under Mass General Laws.
- An individual Massachusetts city or town, or a MA municipality acting as a lead for a multi-town regional initiative.
- Pre-K-12 schools, as well as colleges and universities, both public and private.

¹ "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>.

Grant Award Amount:

- Individual Micro-Grants have a maximum award 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 either in one lump sum upon completion of the project and submission and approval of a 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. The first payment would be distributed early on 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 and approval of a final report and invoice.

Use of Grant Funds:

Eligible Expenses: Grant funds may be used for costs associated with developing and implementing the proposed project such as, equipment, signage, outreach/education, event space rental fees, event marketing/promotion, professional services (e.g., legal, engineering, design) and new personnel (consultants, contractors, or staff that will dedicate additional hours to the proposed project for a specified and finite period of time).

Eligible projects include but are not limited to:

- Purchase inventory technology or other software to increase operational efficiencies. Examples include inventory management systems, online market-place platform development, environmental benefits calculators, and reporting systems.
- Develop or expand programs to collect and redistribute reusable clothing, footwear, bedding, electronics, home goods, and other items via social service agency networks, furniture banks, schools, and institutions.
- Develop reusable transport packaging systems that replace limited-life packaging used in manufacturing, transportation and/or distribution with durable alternatives designed for many years of use. Examples include the replacement of cardboard boxes with reusable hand-held plastic totes or crates and switching to reusable pallet wraps instead of using disposable plastic film used to secure loads onto pallets.
- Convert from single-use to reusable food service ware at schools, food service businesses, or institutional cafeterias (e.g., dishwashers, electrical, plumbing, minor kitchen modifications and/or reusable dishware). Note: Purchase of food service ware for establishing a new program/new construction is excluded.
- Install bulk dispensing systems in commercial, retail and/or hospitality settings for food, beverages, personal care products (soap, shampoo, lotion), or cleaning products. Projects must replace single-use packaging.
- Develop or expand programs to repair used furniture, appliances, electronics, bicycles, or durable household goods for resale or distribution. May include purchase of tools and supplies and/or set-up of training program.

- Develop textile/clothing/footwear repair programs, at or in conjunction with a second-hand goods retailer or distributor.
- Creation or expansion of food donation collection, storage, and distribution programs (e.g., purchase of community fridge or pantry at a community center for food rescue distribution).
- Develop community repair training or apprenticeship program for home goods, textiles, clothing, footwear, electronics, bicycles, etc.
- Develop and host trainings on deconstruction techniques targeting the construction industry, tech/carpentry schools, or individuals engaged in building and renovation work.
- Conduct a deconstruction pilot program involving one or more buildings (municipal or private).
- Promote recovery and resale of used building materials in remodel, renovation, and new construction projects to close the loop and reduce waste.
- Develop/expand and promote community tool-lending libraries or Library of Things.
- Develop and/or promote statewide community repair or fix-it events for the general public; set up a community repair space.

Ineligible Expenses: Grant funds may not be used for general operating expenses or costs associated with existing programs and services (e.g., rent, utilities, insurance, office equipment and supplies, personnel expenses, accounting, etc.). Any funds spent before full execution of the Standard Contract are not eligible for reimbursement.

Ineligible projects include but are not limited to:

- Compost projects.
- Recycling projects.

Evaluation Criteria:

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

Eligible projects will promote the reduction of waste produced (source reduction) or will extend the lifespan of products via donation, rescue, reuse and/or repair. Competitive applications will demonstrate innovation, community-wide impact, project sustainability after initial grant funding, and/or the potential to be replicated in other areas.

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

- **Project Justification/Need (10 points):** How well does the applicant identify a need/problem and explain how their project will meet this need?
- **Project Innovation and Replicability (10 points):** How well does the applicant articulate an innovative solution to the need/problem they have indicated? Could this project be easily replicated to increase source reduction, reuse, and repair throughout Massachusetts?
- **Project Feasibility/Workplan (10 points):** Does the applicant demonstrate a well-conceived approach to accomplishing the project with a realistic timeline? Are project roles clearly identified?
- **Sustainability (10 points):** How clearly has the applicant described how this project will be sustained after initial funding?

- **Project Measurement/Evaluation (10 points):** How well has the applicant identified how they will evaluate or measure the success of the proposed project? Have they provided quantifiable indicators of success?
- **Impact (15 points):** Is the project regional? How many people will benefit from the project? Does this project reach an area of the state that doesn't have access to other reuse/repair programs?
- **Environmental Justice (10 points):** Does the applicant describe in detail how environmental justice (EJ) populations will benefit from the proposed project and whether EJ populations, communities, or organizations will be involved in the proposed project?
- **Project Budget (10 points):** How well does the applicant estimate and describe the project's costs within the application? Are the requested grant funds eligible expenses? Does the proposed budget illustrate the applicant's understanding of the resources needed to carry out the project? Has the applicant demonstrated availability of matching funds (in-kind and/or monetary)?
 - For municipal applicants: MassDEP will consider the amount of unspent Recycling Dividend Program funds a municipality has available.

Grant Instructions, Timeline, and Expectations:

- There will be two application rounds in 2024:
 - Round one: due May 15 by 5pm ET
 - Round two: due November 15 by 5pm ET
- MassDEP will post a link to the online application on the [Reduce, Reuse, Repair Micro-Grant webpage](#) on the following dates: April 1 and October 1.
- Questions must be submitted via email to Janice.pare@mass.gov by April 30 for the first round and by October 31 for the second.
- All applicants must submit their application via the link on the Reduce, Reuse, Repair Micro-Grant webpage by 5pm 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.
- Award decisions will be made within one month of the grant deadline. To ensure a feasible timeline, build two to three months into your project proposal to account for the time needed for the evaluation and award process.
- Applicants whose projects are selected for funding will work with MassDEP to develop and sign a Grant Scope of Work.
- Project work must generally be completed as per the developed Grant Scope of Work.
- Project funds must not be expended prior to receipt of fully executed Standard Contract, which includes the Grant Scope of Work.
- Approved projects must be completed within one year of receiving the fully-executed Grant Scope of Work, which outlines grant expectations, requirements, and timeline.
- A final report summarizing the project, results, and lessons learned must be submitted one month prior to the grant expiration date. 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 based on submission of receipts for approved expenses 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. Final invoices must be submitted within 30 days of the grant expiration date.

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: 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. 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(*). <https://www.mass.gov/how-to/tips-for-completing-the-electronic-funds-transfer-eft-form>
- (f) Scope of Work

Applicants are encouraged to review these forms prior to submitting an application.