



Grant Document Checklist

Single-use Foodware Reduction Grant

1. **Grant Guidelines:** an outline of all grant requirements
2. **Grant Application:** due by December 1, 2023. Requires a W-9 form is submitted with application.
3. **Reimbursement Form:** once notified of the grant award, businesses must submit this form AND itemized receipt or invoice and proof of payment for each item purchased.
4. **Data Collection Worksheet:** Businesses seeking reimbursement for procurement of products under **Category B** (single-use foodware reduction) shall submit baseline data of annual quantity of disposable foodware and dishwashing chemicals purchased. Data will be used to measure the number of disposable foodware products used and cost savings before and after implementation.

For any questions, contact recycle@townoftruckee.com