



# Grant Guidelines for Okapi Partner Cafe Dishwashing Grant



The Town of Truckee is offering one-time dishwashing grant funding to assist businesses participating in the OKAPI Reusables program. The below categories are available to provide up to \$1,500 of funding for eligible businesses. Eligible businesses can apply for funding for both Category A and B; they are not restricted to one category.

**Eligibility:** Prepared food vendors within Town of Truckee limits participating in the OKAPI Reusables program are eligible. Prepared food vendors include a food service establishment (carry out, quick service, full service), bakery, food products store, drugstore, bar, or other similar establishment selling prepared food (prepared on-site at the vendor) to be consumed on or off its premises.

## **Category A: Dishwashing equipment**

**Eligible use of grant funds:** Up to \$1,000 reimbursement for procurement or installation of new or upgraded (e.g. larger capacity) equipment to wash and sanitize reusable foodware. Eligible dishwashing expenses may include the purchase or pre-paid lease of new dishwashing equipment and reimbursement for Nevada County Environmental Health permit fees required for dishwasher installation. Once the grant application is approved, the Town will also provide reimbursement for Town Building Department permit fees for dishwasher installation. This reimbursement is in addition to the \$1,000 grant amount. Note: dishwashing chemicals are eligible under funding Category B.

## **Category B: Dishwashing chemicals**

**Eligible use of grant funds:** Up to \$500 reimbursement for dishwashing chemicals

Staff wages are not eligible for grant funding. The list of eligible reimbursable items above is not exhaustive. Contact [Recycle@TownofTruckee.gov](mailto:Recycle@TownofTruckee.gov) to confirm if other products are eligible.

## **Deadlines:**

- Grant applications for funding are due by March 30, 2027
- Reimbursement forms and documents are due by June 30, 2027

## **Program Requirements:**

1. A W-9 form must be returned with the grant application.
2. Town funding will be dispersed on a reimbursable basis as a single payment to the business. Once notified of the award amount, businesses must submit a reimbursement form and itemized receipt of payment or invoice and proof of payment for each product purchased. Receipts or invoices submitted should clearly indicate items being submitted for reimbursement. Reimbursement forms and documentation of all purchases are due by June 30, 2027. The grant award will be paid when all reporting requirements and reimbursement documents have been received by the Town.