



1195 Third Street Suite 101, Napa, CA 94559  
707-253-4351 | [countyofnapa.org/recycling](http://countyofnapa.org/recycling)

## Request for Zero Waste Event Support

The purpose of this form is to request, from Upper Valley Waste Management Agency (UVWMA), a one-time reimbursement of up to \$250 for efforts relating to making events that are free and open to the public zero or low waste. Limited funding is available, project approval will be evaluated based on those projects that are deemed to be the most environmentally beneficial to the up valley community and cost effective. If and when funding is exhausted the program will cease.

Applications can be emailed to: [upvalleyrecycles@countyofnapa.org](mailto:upvalleyrecycles@countyofnapa.org).

In order to be eligible for this reimbursement the event must meet the following requirements:

1. Approval must be obtained prior to event. No retroactive approvals will be considered.
2. Reimbursements for the following items will be considered
  - a. Temporary compost and/or recycling service from Upper Valley Disposal & Recycling (UVD&R) *only if* recycling and compost bins are available to vendors and event attendees. Landfill/trash service will not be covered with this reimbursement.
  - b. Temporary bins to set up waste stations within event to collect and properly separate recycle, compost and trash.
  - c. Clear bags to line recycling bins and/or BPI certified bags to line compost containers.
  - d. Compostable or recyclable service ware. Service ware must be approved by UVD&R or UVWMA staff prior to event.
  - e. Printing signs, labels or other materials used to indicate what materials go where.
3. All organic material must be composted and all recyclable material must be recycled. UVD&R and/or UVWMA staff can provide assistance to review products in advance to determine if they are recyclable or compostable.
4. Event organizers must track weights of trash, recycling and compost disposed of at the event and provide that data to UVWMA, so a diversion rate may be calculated. Event organizers are encouraged to weigh each bag before it goes into recycling, compost or trash themselves, as it will provide for the most accurate diversion rate at the end of the event.
5. The area of event must be within the Upper Valley Disposal & Recycling service area.
6. All invoices and receipts for purchases as well as diversion info must be provided before reimbursements are sent.
7. UVWMA's only role in this process is to reimburse costs outlined above. All other activities are solely the responsibility of the project sponsor.



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**Application Form** - To be submitted to UVWMA at least 2 weeks before the scheduled event.

Applicant Name (Person in Charge)	
Address	
Phone Number	
Email Address	
Location of Event	
Date of Event	
Attendees Expected	
What Will Be Included in Reimbursement Request (e.g. waste service, bags, signs, etc).	
Amount Requested for Reimbursement	
Signature	
Date	

(Signature above acknowledges the sole responsibility of UVWMA in this program is to provide a reimbursement and UVWMA assumes no responsibility or liability whatsoever for activities related to the event itself).

### Department Review

Application Number		
Proposal	Approved	Disapproved
Approved for a Maximum of	\$	
Signature of UVWMA Manager		
Date		
Approval Expires if not used by		