



# Grant Applicant Checklist



## A Guide to a Successful Green Event!

This checklist is a tool to help keep you on track toward accomplishing your Green Event Grant and Certification goals. This list is NOT all-inclusive. Visit our website for more information.

### Basic Submission Requirements

- Submit a grant application no later than 60 days prior to the event.
- Submit a site diagram with the grant application showing: bin/Dumpster locations, eco-station locations, and public outreach locations.
- Submit proof of material disposal and diversion by weight within 10 days of the event conclusion.
- Submit a Post Event Report with attachments within 45 days of the event conclusion.

### Food & Beverage (F&B) Product Requirements

- Include these requirements in all vendor agreements:
  - Ban use of Polystyrene (also known as Styrofoam™ or #6 plastic products) which may be labeled with: 
  - Use #1 plastic cups (labeled with this symbol: ) for cold beverages 7 oz. and larger
  - Use paper or approved compostable material for cold beverage cups less than 7 oz.
  - Use paper or approved compostable material for condiment & sample cups
  - Use paper or approved compostable material for hot beverage cups of all sizes
  - Use paper or approved compostable material for food serviceware
- Send an email, copying [GreenEvents@sanjoseca.gov](mailto:GreenEvents@sanjoseca.gov), to all F&B providers with product requirements within one week after the vendor agreement is signed.

### Collection and Processing of Material

- Assign or hire a person as the onsite material manager separate from the event organizer. Both the material manager and the event organizer must attend a free Green Event workshop offered by the Zero Waste Events & Venues Team (those that have completed the workshop are exempt).
- Collect glass, metal, plastic, food scraps, paper/compostable serviceware, and trash from attendees in separate, appropriately-labeled containers (eco-stations).
- Collect glass, metal, plastic, cardboard, food scraps, paper/compostable serviceware, lumber/pallets if applicable, and trash from F&B providers.
- Send all event trash and compostable materials to a compostable processing facility in lieu of landfill (must use a compost facility that is able to compost the required products above).
- Send all recyclable materials to a recycling facility (event can self-haul to a recycling center, hire a collection service, or use the City-contracted service provider).

### Marketing and Outreach Requirements

- Choose either the “Green Event” or the “Zero Waste” certification level and promote the event’s certification goal pre- and post-event using the logo provided by the Zero Waste Events & Venues Team.
- Include environmental messages (in addition to waste diversion messages) within the pre-event marketing via approved method (visit our website for marketing ideas).
- Provide public outreach at the event about environmental messages (in addition to waste diversion messages) via approved method (visit our website for outreach ideas).
- Post a sign at each F&B provider’s booth that shows the public how to dispose of materials.



For more information contact the Zero Waste Events & Venues Team (408) 975-2532  
[greenevents@sanjoseca.gov](mailto:greenevents@sanjoseca.gov) • [www.sjrecycles.org/events-venues/](http://www.sjrecycles.org/events-venues/)