June 2026
Department of Resources Recycling and Recovery

Beverage Container Recycling Grant Program Application Guidelines and Instructions

First Cycle (RBC38) Fiscal Year 2026–27
Second Cycle (RBC39) Fiscal Year 2027–28

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Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the Beverage Container Recycling Grant Program pursuant to Section 14581(a)(4) of the Public Resources Code. The purpose of the grant is to issue up to $1,500,000 annually in the form of grants for beverage container recycling and litter reduction programs to promote increased recycling of beverage containers throughout California and reduce beverage container litter in the waste stream.

This resource document provides applicants with instructions for accessing and completing the application online and information about grant administration. The web-based application is in CalRecycle's Grants Management System (GMS) (https://secure.calrecycle.ca.gov/Grants). The applicant must sign in to GMS to complete and submit an application.

Note: The following terms used in this document are defined below, unless the context indicates otherwise:

- "Applicant" refers to either the legal name of the entity that is legally responsible for grant administration and any entity that will receive and control grant funded equipment, if awarded, or to a person who is completing an application on behalf of the Applicant (this is usually the primary contact listed on the application, but could also be the secondary contact, signature authority, or consultant).
- "You" refers to a person completing the application on behalf of the Applicant.
- "Grantee" refers to an applicant after approval of the grant award.

Timeline

July 2, 2026: Questions and Answers Period Due Date

- Applicants or interested parties may submit questions from the application release date to this date.
- Applicants or interested parties must submit questions by email.

July 9, 2026 (tentative): Questions and Answers Posted

- CalRecycle will post the answers to questions submitted during the Questions and Answers Period on the CalRecycle website.

August 11, 2026: Application Due Date

- Applicants must submit applications in GMS by 11:59 p.m. on this date.
- Customer service will be available until 4:00 p.m. on this date.

September 10, 2026: Secondary Due Date

- Approved Resolution or Letter of Commitment and any other Applicant's Required Authorization Documents must be uploaded in GMS by this date if it was not submitted with the application.
- Applicants must have an Environmentally Preferable Purchasing and Practices Policy by this date.

January 2027 (FY 2026-27) and September 2027 (FY 2027-28) (tentative): Grants

Awarded

- If approved, CalRecycle considers funding recommendations and conditionally awards grants.

Notice to Proceed–April 3, 2029**: FY 2026-27 Grant Term**
Notice to Proceed–April 2, 2030**: FY 2027-28 Grant Term**

For milestones during the grant term, refer to the Procedures and Requirements document.

Eligible Applicants

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770–1782. If any applicants or participating entities are charter cities or Joint Powers Authorities that include charter cities, the lead participating entity must certify on the Detail tab of the application that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that an applicant or participating entity is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated, and any disbursed grant funds shall be returned to CalRecycle.

Private entities must be authorized to conduct business in the State of California, by either being registered and in good standing with the California Secretary of State as a business located in California, registered as a foreign (out-of-state or out-of-country) business, or in the process of obtaining a business license issued by a California city, county, or city and county. Any subsidiaries, divisions, or affiliated businesses are considered part of the primary business entity for the purpose of applying for and receiving a grant award under the program. The business must be qualified to do business in California and be in good standing with all applicable California state agencies. A business is considered an "affiliated business" if it has at least one owner with a forty (40) percent or greater interest in another applicant’s business.

Nonprofit private entities in addition to being registered and in good standing with the California Secretary of State, must also be registered and in good standing with the California Department of Justice, and appear on their Registry of Charities and Fundraisers. If a nonprofit entity is excluded from registering with the Department of Justice, proof must be provided with the application.

The grants are available to:

- California cities, counties, state agencies, and other local governmental entities.
- Special districts (e.g., recreational park districts).
- Public colleges and universities, and public K–12 school districts.
- Non-profit organizations (except private schools K–12) registered with the federal government under 501(c)3, (c)6, or (c)10 of the Internal Revenue Code.
- Qualifying Tribal Entities.
    - A Qualifying Tribal Entity is defined as a tribe, band, nation, or other organized group or community, residing within the borders of California, which:

1. is recognized for special programs and services provided by the United States because of the status of its members as Native Americans; or
2. can establish that it is a government entity that meets the grant program's criteria.

- Joint Powers Authorities (JPA) as an eligible entity (where all the participating entities are otherwise eligible).

Note: Applicants that were awarded in the last two fiscal years (FY 2025–26 and FY 2024–25) from the eligible applicant pool will be excluded for eligibility.

- To find a listing of previous grant awards please use the Grants by Grant Cycle report (https://www2.calrecycle.ca.gov/Funding/Grants/ByCycle).

Individual Application

An Individual Application is one in which a single eligible entity will be responsible for grant implementation. The applicant in an Individual Application will be responsible for the grant's performance and all related documentation. In addition, the applicant will be the only entity receiving any real or personal property purchased with grant funds.

Cooperative Application

Entities may join together in a Cooperative Application in which two or more eligible entities join together to implement the grant. A Lead Participant must be designated to act on behalf of all Non-Lead Participants. The Lead Participant is the entity that will be responsible for the performance of the grant and all required documentation. All Non-Lead Participants are considered applicants and will be grantees should the application be awarded. CalRecycle will direct all official correspondence and grant payments to the Lead Participant. The Lead Participant is responsible for reimbursing Non-Lead Participants' costs before submitting a payment request to CalRecycle. All entities involved with a cooperative application must execute a grant agreement.

Regional Application (Local Governments Only)

Local governments may join together in a Regional Application in which two or more eligible jurisdictions join together to implement the grant. A Regional Lead Participant must be designated to act on behalf of all Non-Lead Participants. The Lead Participant is the applicant, and if awarded, will be the grantee responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Lead Participant. If a jurisdiction is a Non-Lead Participant in a Regional Application, it may not apply individually.

Joint Powers Authority Application Requirements

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant and must identify all JPA members as Non-Lead Participants in the application's Applicant/Participant Tab. A member of the JPA may not submit an Individual Application if that entity is also a member of an applicant JPA. In addition to the requirements for an Individual Application, a JPA must upload a copy of its JPA Agreement.

The JPA Agreement must:

1. Give authority over solid waste management.
2. List all member entities.
3. Contain the signatures of all members.

Eligible Projects/Products

CalRecycle is seeking projects that implement new programs or enhance existing programs to provide convenient beverage container recycling opportunities in various locations statewide. Eligible projects include:

- Multi-family residential dwellings (five units or more).
- Public colleges/universities, non-profit colleges/universities, and public K–12 school districts.
- Curbside Residential Program locations (excluding single stream).
- Community events including, but not limited to, those sponsored by local jurisdictions.
- Parks/recreational areas.
- Purchase of water refill stations, including installation, replacement of current infrastructure, plumbing, maintenance, additional attachments or modifications, and related educational and outreach activities/materials as eligible expenditures.
- Purchase of mobile water trailer bars, including replacement of filters, maintenance, additional attachments or modifications, reusable cups/refillable bottles utilized for and purchased/leased with the water trailer bars, and related educational and outreach activities/materials as eligible expenditures.
- Litter reduction and cleanup activities along the United States-Mexico border where the waste stream includes beverage containers that will be recycled.
    - Out of State beverage containers collected as part of the litter abatement and cleanup projects cannot be funded under this grant program.

Ongoing collection programs may include the following activities as a component of the grant project:

- Temporary Community events (i.e., recycling or collection events sponsored by local jurisdictions, Earth Day events).
- Drop-off, Collection Program, or Community Service Program.
- Education and Outreach related to beverage container recycling.

Note: Educational activities or materials (signage, flyers, curriculum, etc.) related to the beverage container recycling project are capped at 25 percent of the total grant award. Funding must be directly related to the collection, recycling, or source reduction of California Redemption Value (CRV) beverage containers and the overall program. If non-CRV materials are included in the grant, they are subject to proportional cost. For example: a request to purchase a three-bin system for composting, paper and CRV recycling, can only be funded at one third of the cost. A mixed recycling bin will be funded proportionately based on the CRV content of materials collected.

Available Funds

- $ 1,500,000 is available for each grant cycle, fiscal year 2026–27 and 2027-28, subject to funding availability.
- Applicants must request at least the minimum amount of $75,000.

- Applicants may request up to a maximum amount of $275,000.
- For Regional/Collaborative/Cooperative applications: $275,000 is the maximum amount a joint grant may request, subject to funding availability.

Grant Term

The Grant Term begins on the date that CalRecycle sends the Notice to Proceed email. The Grant Term ends on April 3, 2029 (RBC38 FY 2026-27) or April 2, 2030 (RBC39 FY 2027-28).

Refer to the Procedures and Requirements document for detailed information about requirements within the grant term.

Eligible and Ineligible Costs

Grantees may incur eligible costs only during the Grant Term. For detailed information about eligible and ineligible costs, refer to the Procedures and Requirements document.

Environmentally Preferable Purchases and Practices Policy Requirement

Consistent with CalRecycle's core values, CalRecycle requires all applicants to have or develop, adopt, and implement an Environmentally Preferable Purchasing and Practices (EPPP) Policy for their organizations.

Applicants must have an EPPP Policy before submitting their application and certify this fact on the Detail tab in the application. If applicants do not have an EPPP Policy before submitting their application, they must certify that a Policy will be adopted by the secondary due date on the Detail tab in the application.

Some additional practices that CalRecycle encourages organizations to include in their EPPP Policies are:

- Buildings and Grounds
  - All building and renovations follow the green building practices for design, construction, and operation, where appropriate, as described in the Leadership in Energy and Environmental Design Green Building Rating System (https://www.usgbc.org/resources/leed-v4-building-design-and-construction-current-version).
- Continual Improvement
  - Training is provided for new and existing employees.
  - Organization regularly evaluates and/or improves implementation of EPPP policy.

Additional EPPP Policy resources may be found on the CalRecycle Environmentally Preferable Purchasing (EPP) webpage (https://calrecycle.ca.gov/EPP/).

Note: In Regional/Cooperative Applications, the Lead and Non-Lead Participants will each need an EPPP Policy. If a Joint Powers Authority (JPA) applies, only the JPA needs an EPPP Policy.

Note: The EPPP Policy is an applicant's internal document. It is up to the discretion of the applicant regarding the format, CalRecycle does not provide a template. Do not upload the EPPP Policy to GMS.

AB 712 Land Use Restriction – Supermarket Site

Public Resources Code section 14583 prohibits CalRecycle from making any payments, grants, or loans to a city, county, or city and county, if the city, county, or city and county has adopted or is enforcing a land use restriction that prevents the siting or operation of a certified recycling center at a supermarket site. Assembly Bill 712 (Chapter 576, Statues of 2011) was enacted on October 8, 2011, and added Public Resources Code section 14583, notwithstanding section 14581, to the California Beverage Container Recycling and Litter Reduction Act.

Questions and Answers Process

Questions regarding the application and its requirements must be emailed to BevContainerGrants@CalRecycle.ca.gov. CalRecycle must receive the questions by June 23, 2026, or the questions will not be accepted.

Applicants or interested parties may access the Questions and Answers web page from the Notice of Funds Available web page or from the application. CalRecycle may group similar or related questions by responding to them as one question, rewording questions for clarity, or removing identifying information from questions. CalRecycle may intermittently update the Questions and Answers web page during the Questions and Answers period and post all Questions and Answers approximately two weeks after the deadline. The posted Questions and Answers are subject to updates. It is the applicant's responsibility to check the Questions and Answers web page for the latest information.

Public Records Requests

CalRecycle's policy is to promptly make records requested by the public available in accordance with the laws governing disclosure of records and information to the public. In general, all records in the possession of a state agency are public records subject to disclosure unless a law provides that a particular kind of record or information is not a public record or is exempt or prohibited from disclosure.

Upon request, the entire contents of the submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information. Public records may be requested from CalRecycle through the California Public Records Act Requests web page (https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/).

Confidentiality

The following describes the treatment of certain confidential or proprietary information under the California Public Records Act (Government Code 7920.000 et seq.) and related regulations. It also describes how questions are resolved on whether information is truly confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

Confidential or Proprietary Information
Title 14 of the California Code of Regulations (14 CCR), sections 17041–17046 (https://www.calrecycle.ca.gov/Laws/Regulations/Title14/), states that confidential or proprietary information shall include, but is not limited to:

- Personal or business-related financial data, customer client lists, supplier lists, and other information of a proprietary or confidential business nature provided by persons in applications, reports, returns, certifications, or other documents submitted to [CalRecycle], which, if released, would result in harmful effects on the person's competitive position.
- Tax information prohibited from disclosure, pursuant to the Revenue and Taxation Code.

Accordingly, appropriate documents submitted with an application that are clearly marked on each page, "confidential or proprietary information," will be treated by CalRecycle pursuant to the procedures set forth in 14 CCR sections 17041–17046. However, the law does not treat documents marked as "confidential or proprietary information" (such as sales brochures, promotional literature, and other general non-financial documents) as confidential if they do not fall within the categories of protected financial documents listed above.

What if there is a question about what is confidential?
If CalRecycle receives a request to disclose data claimed by the applicant to be confidential, CalRecycle would notify the applicant of the request and state that the documents were under review to determine whether information was correctly identified as "confidential." If there is a question as to whether specific information is confidential, CalRecycle would contact the person(s) identified in the application to provide a justification and statement as to why the information is confidential. The process for evaluating confidentiality claims is set forth in section 14 CCR 17046.

What procedures does CalRecycle have in place to ensure that confidential information is kept confidential?
Confidential or proprietary information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Records no longer needed to provide the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.

Application Instructions

Application Access

The application is available in CalRecycle's web-based Grants Management System (GMS). Access to GMS is secure; therefore, you must have a CalRecycle WebPass to log in to the system. Those who have not previously obtained a CalRecycle WebPass can create an account at the CalRecycle WebPass page (https://secure.calrecycle.ca.gov/WebPass/).

To start an application:

1. Log in to GMS (https://secure.calrecycle.ca.gov/Grants).
2. Select **Apply for a Grant** on the left.
    - All open grant cycles are displayed in a table.
3. Find Beverage Container Recycling Grant RBC38 and RBC39: Fiscal Year 2026-27 and Fiscal Year 2027-28 and select **Start Application**.
    - A pop-up window will appear asking for contact information. If you have an existing GMS Account, the information may be auto-populated.
    - GMS will automatically add you as the Primary Contact for the new grant application; however, you may update this later.
4. Click **Save**.

GMS Tabs - Application Contents and Instructions

The application's components are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are at the top of each tab, and detailed information about the requirements for each tab is listed below.

The applicant is responsible for a complete application. This includes signing documents, uploading required documents, and submitting the application by the due date(s). Failure to do so will result in disqualification from the Beverage Container Recycling Grant Program.

Examples of disqualifications may include:

- The applicant does not meet the eligibility requirements
- Project is not eligible
- Applicant fails to use the required CalRecycle documents or forms
- Applicant uploads incomplete or blank documents to the Documents tab
- Signature Authority fails to sign the Application Certification or any document that requires a signature
- The online application is incomplete or missing information
- Applicant fails to adopt an EPPP Policy by the secondary due date

Summary Tab

This tab summarizes the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to submit all required documents by the appropriate due date.

Applicant/Participant Tab

The applicant's name is the legal name of the entity that is legally responsible for grant administration, if awarded.

1. Select the **Add Applicant/Participant** button and type in the **Applicant Name** and **County**. Do not enter your personal name.
2. Search the table for the correct applicant name and select **Add Applicant/Participant**.
3. Choose the **Lead Participant** radio button and click **Save**.
    - Every application must have a Lead Participant, even if it is an individual application with no Non-Lead Participants.

If the Participant Search List does not contain your Applicant/Participant name:

1. Click on **Add New Applicant/Participant**.
2. Enter the **Applicant/Participant Name** as it appears on the Resolution or Letter of Commitment. Do not include the department or unit name. Do not enter your personal name.
   - List county names with the name first, followed by the word "County," e.g., "Sacramento County."
   - List city names as "City of" followed by the city's name, e.g., "City of Sacramento."
3. Complete all required fields, then click **Save**.

For Regional, or Cooperative applications, add the name of each eligible Non-Lead Participant and select the Participating Jurisdiction radio button.

For Joint Powers Authority Applications (JPA) applications, add the name of each JPA member and select the Participating Jurisdiction radio button.

For a list of eligible applicants, please see the Grant Cycle Overview section titled "Eligible Applicants."

Detail Tab

Complete this tab as follows:

1. Enter a dollar amount in the **Grant Funds Requested** field. Do not request below the minimum grant award amount of $75,000, and do not exceed the maximum grant award amount of $275,000.
   a. Round all amounts to the nearest whole dollar.
2. Enter the **Assembly Districts and Senate Districts**. To select more than one district, hold the "Ctrl" key while selecting the numbers.
3. (For non-profits/Federally Recognized Tribal Entities) For advance payments only: To request an advance of grant funds, check the **Request Advance Payment** box. If you are electing to receive a reimbursement payment, skip this section.
4. Enter the applicant's **Department Name**, e.g., "General Services." If the applicant does not have a department, enter the applicant's name.
5. Enter the grant payment mailing address. This is the address CalRecycle sends payments.
6. **Project Summary/Statement of Use**: Provide a brief description of 4-5 sentences of the proposed project.
7. Select the appropriate option for the Resolution or Letter of Commitment Requirement and optional Letter of Designation.
8. Select the appropriate option for the Environmentally Preferable Purchasing and Practices Policy.
9. Select the appropriate answer for Program Questions.

Contacts Tab

CalRecycle requires the application to have only one Primary Contact and at least one Signature Authority. Each application contact may be granted access by checking the

box at the top of the contact's detail screen. The contact will be able to log in to GMS using their own CalRecycle WebPass and access the application.

Note: CalRecycle requires a valid email address for the Signature Authority to route the Grant Agreement if it is awarded.

- **Primary Contact.** One person who the Signature Authority or their designee has authorized to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
- **Signature Authority**. The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution, Letter of Designation, or Letter of Commitment (if applicable).
- **Secondary Contact**. A person authorized (by the Primary Contact, Signature Authority or their designee) as the alternate person with whom the Grant Manager will communicate. (Not required.)
- **Consultant.** A professional who provides advice in an area of expertise. If CalRecycle awards a grant to the applicant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required.)
- **Participant Signature Authority. (Applicable to Cooperative applications only)** The person(s) authorized to sign documents on behalf of their organization, as authorized by a Letter of Commitment, Resolution, or Letter of Designation.

Budget Tab
Complete the budget document provided in GMS and follow the steps below.

1. Transfer the total of each budget category from the budget document into the Budget tab of GMS.
    a. Budget amounts in the budget document must match those entered in the Budget tab.
    b. The total amounts entered in the Budget tab of GMS must equal the Grant Funds Requested amount shown in the Detail tab.
        i. Administrative Costs (Operating Expenses)
        ii. Equipment
        iii. Education not to exceed 25 percent of the total grant award
            - Public Education and Outreach: (e.g., workshops, public meetings, town halls, public events, etc.)
            - School Education: (e.g., assemblies, curriculum/guides, school events)
            - Media: (e.g., T.V., website, radio, scripts, instructional videos)
            - Materials: (e.g., booklets, brochures/flyers, etc.)
    c. Personnel is capped at 25 percent of the total grant award

2. Upload the budget document in Excel format to the Documents tab of GMS.

Note: Applicants will be disqualified for exceeding the maximum cap of 25% for both Personnel and Education & Outreach categories.

Utilizing a document form other than the official CalRecycle versions, tampering with the CalRecycle version, or circumventing imposed character limits may disqualify the applicant.

Site(s) Tab
Add an entry for each grant project/site. Applicants who have multiple project sites are required to enter an entry for each project site(s) under the Site tab. Complete the required information listed below:

- Site Name
- Site Type: Multi-family, College/University, K–12 school districts, Community Events, or Parks/Recreational Areas.
- Budget Amount: Enter the amount for each individual project. If you have multiple project sites, the total for all projects should equal the total requested grant amount.
- Summary: Provide a brief summary of each project site funded by grant funds. Identify the type of infrastructure or equipment and specify the number of required equipment for the project. These may include items such as 10 water refill stations, 150 beverage container recycling bins, two balers, three mobile water trailer bars, etc.

Documents Tab
See the Application Documents Section in the Summary tab for documents that must be uploaded in the Documents tab.

When uploading a document, enter a document title, select the appropriate document type from the drop-down list, and enter the date that it was executed/signed, if applicable, or select “today’s date.”

Document files cannot include special characters such as commas, dollar signs, asterisks, etc.

Utilizing a document form other than the official CalRecycle versions, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification.

Application Submittal and Deadline

The **Submit Application** button in the Summary tab will be enabled after all required documents are uploaded.

Click the **Submit Application** button, and the application status will change to **Application Submitted**. You can only submit the application once; however, you may upload the following documents until the secondary due date: Resolution, Letter of Commitment, Letter of Designation, Letters of Authorization, JPA Agreements.

You must submit your application by 11:59 p.m. on August 11, 2026. Customer Service will be available until 4:00 p.m. on the application due date. The applicant may email grantassitance@calrecycle.ca.gov or call (916) 341-6095; however, there is no guarantee CalRecycle can provide support if there is an influx of inquiries.

Note: Applications not submitted by the due date will be deleted from GMS.

Application Documents

Below is a list of all documents required for a complete application. Instructions on how to obtain all documents are described below.

1. Application Certification (required)
2. Bids/Quotes (optional)
3. Budget (required)
4. Letter of Support (optional)
5. Narrative Proposal (required)
6. Resolution/Letter of Commitment (required)
7. Work Plan (required)

CalRecycle Documents

CalRecycle documents are accessible through the Summary tab in the Application Documents section. To access a document, click on the link, open it up, fill it out, save it to your computer, and upload it to the Documents tab. If you have trouble with a document, email grantassistance@calrecycle.ca.gov or call (916) 341-6095.

Altered or reproduced CalRecycle documents or templates may automatically disqualify your application. **Do not** alter CalRecycle documents unless they specify that they may be reproduced.

Note: Do not include special characters in file names. Doing so may result in automatic disqualification of your application.

Application Certification

The Application Certification is a required application document that must be generated from GMS.

After you have completed each tab of the application and uploaded the required documents, generate the Application Certification.

1. Click “Print Application Certification” under the Application Submission section of the Summary tab.
    a. **Note:** You cannot click “Print Application Certification” until you have completed each application tab **and** uploaded all required documents.
2. Signature Authority signs the Application Certification using a certified e-signature or original wet signature.
3. Upload the signed Application Certification to the Documents tab.

Budget

Complete the Budget Document. Utilizing a document form other than this official CalRecycle version will subject the application to disqualification. Include total anticipated project costs broken down by:

- Administrative Costs (Operating Expenses)
    - Do not include labor costs under Operating Expenses. Include them in the Personnel budget line item.
    - List fuel for a vehicle, vehicle maintenance, rent for storage of beverage container recycling bins, software, and lease related to the grant project.
- Equipment
    - For example, $500 (cost for each equipment) multiplied by 4 (number of units for the proposed project) equals $2,000 total equipment cost. This information must be included in the Equipment line item of the Budget document.
- Education capped at 25 percent of the total grant award
    - Total grant amount requested multiplied by 25 percent equals the maximum amount allowed in the Education Subtotal line.
    - Public Education and Outreach: (e.g., workshops, public meetings, town halls, public events, etc.)
    - School Education: (e.g., assemblies, curriculum/guides, school events)
    - Media: (e.g., T.V., website, radio, scripts, instructional videos)
    - Materials: (e.g., booklets, brochures/flyers, etc.)
- Personnel capped at 25 percent of the total grant award
    - Total grant amount requested multiplied by 25 percent equals the maximum amount allowed in the Personnel Subtotal line.

The totals for each budget category must match the amounts previously entered in the Budget tab of the application. Do not enter any SWAG (Stuff We All Get) items.

Narrative Proposal
Complete the Narrative Proposal document. Utilizing a document form other than this official CalRecycle version, tampering with this CalRecycle version, or otherwise circumventing imposed character limits, will subject the applicant to disqualification. Each section of the document must have a response, if applicable. Ensure your narrative responses are succinct, detailed, and most importantly, address each item in the Scoring Criteria for the Beverage Container Recycling Grant Program, FYs 2026–27 and 2027–28.

Work Plan
Complete the Work Plan document. Utilizing a document form other than this official CalRecycle version will subject the applicant to disqualification. List the major activities, steps or tasks necessary to implement your project, including start and completion dates. Provide a logical timeframe for activities, taking into consideration the potential for delays. Include 12 months of California Redemption Value volume reporting after the date the program is in place.

For water refill station and mobile water trailer bar projects, include an estimate on the number of single use water bottles diverted from the waste stream based on how many gallons of water will be utilized in the water refill stations, how many people or visitors will be utilizing the water refill stations and how many gallons they may use, or identify the manufacturer's estimate of single use water bottles being diverted from the waste stream for each water refill station.

Applicant's Required Authorization Documents

Below is a list of required authorizing documents by application type that the applicant is responsible for preparing and uploading to their application**.**

Authorizing documents are documents that the applicant writes. The documents give the applicant permission to apply for a grant, accept grant awards, and/or name the person authorized to sign grant documents on the applicant's behalf. Below are the requirements for each authorizing document. Read each one carefully to determine which document(s) fits your application and applicant type.

Note: For Resolution, Letter of Commitment, Letter of Authorization, and Letter of Designation templates, refer to the Resolution and Letter Examples **(**https://www.calrecycle.ca.gov/Funding/SampleDocs**)** web page. CalRecycle staff can answer questions about these documents or review your draft authorization documents to ensure they meet the grant program's requirements. You may email your draft authorization documents to grantassistance@calrecycle.ca.gov.

Individual Application Authorization Documents

If **subject to a governing body and board approval is required to legally bind the applicant**, the applicant must submit a Resolution no later than the secondary due date, or CalRecycle will deem the application incomplete and disqualify the applicant.

The Resolution must:

1. Authorize submittal of an application for one or more specifically named CalRecycle Grant(s) or for all CalRecycle Grants.
2. Identify the job titles of the Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s). The Resolution may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
    a. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.
3. Identify the time period during which the authorizations are valid. The minimum duration is the grant term, and the maximum duration is five years from the date of adoption. If the Resolution expires during the application period or the grant term, CalRecycle will require a new valid Resolution.
4. Be certified by the governing body.

Note: The Signature Authority must sign a Letter of Designation **before the designee exercises** their authority.

If **not subject to a governing body or board approval is not required to legally bind the applicant**, applicants must submit a Letter of Commitment (LOC). Publicly-held businesses or private for-profit companies may submit an LOC even if they are subject to a governing body, under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The LOC is due by the secondary due date, or CalRecycle will deem the application incomplete and disqualify the applicant.

The LOC must:

1. Be on Applicant's letterhead.
2. Authorize submittal of the application for the specific Grant Program and Cycle Code.
3. Identify the job titles of the Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s). The Letter may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
4. Be valid for the duration of the specified Grant Cycle.
5. Be signed and dated by an individual authorized to contractually bind the applicant.

Cooperative Application Authorizing Documents
Cooperative Lead Participant
If **subject to a governing body and board approval is required to legally bind the applicant**, applicants must submit a Resolution no later than the secondary due date, or CalRecycle will deem the application incomplete and disqualify the applicant.

The Resolution must:

1. Authorize submittal of a Cooperative application on behalf of itself as Lead Participant and all Non-Lead Participants for a specifically named CalRecycle Grant Program and cycle number.
2. In the resolution's body, list each Non-Lead Participant's name.
3. Identify the job titles of the Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s). The Resolution may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
    a. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.
4. Identify the time period during which the authorizations are valid. The minimum duration is the grant term, and the maximum duration is five years from the date of adoption. If the Resolution expires during the application period or the grant term, CalRecycle will require a new valid resolution.
5. Be certified by the governing body.

Note: The Signature Authority must sign a Letter of Designation **before the designee exercises** their authority.

If **not subject to a governing body or board approval is not required to legally bind the applicant,** applicants must submit a Letter of Commitment (LOC). Publicly held businesses or private for-profit companies may submit an LOC even if they are subject to a governing body, under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The

LOC is due by the secondary due date, or CalRecycle will deem the application incomplete and disqualify the applicant.

The LOC must:

1. Be on the Lead Participant's letterhead.
2. Authorize the Lead Participant to submit a Cooperative application as Lead Participant with the names of all Non-Lead Participants listed as Non-Lead Participants.
3. Specify the Grant Program Name and Cycle Code.
4. Identify the job titles of the Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s). The Letter may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
5. Be valid for the duration of the specified Grant Cycle.
6. Be signed and dated by an individual authorized to contractually bind the Lead Participant.

Cooperative Non-Lead Participant

If **subject to a governing body and board approval is required to legally bind the applicant**, applicants must submit a Resolution.

The Resolution must:

1. Authorize the Lead Participant to submit a Cooperative application as Lead Participant on behalf of the Non-Lead Participant.
2. Specify the Grant Program Name and Cycle Number.
3. Authorize the Lead Participant to execute all documents necessary to secure funds and implement the approved project(s).
4. Identify the Non-Lead Participant's Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s).
    a. The Resolution may also authorize the Signature Authority to delegate this authority.
5. Be valid for the duration of the specified Grant Cycle.
6. Be certified by the governing body.

If **not subject to a governing body,** applicants must submit a Letter of Commitment (LOC). Publicly-held businesses or private for-profit companies may submit an LOC even if they are subject to a governing body, under the condition that the signatory is an individual authorized to contractually bind the applicant for the conditions of the grant award. The LOC is due by the secondary due date, or CalRecycle will deem the application incomplete and disqualify the applicant.

The LOC must:

1. Be on Non-Lead Participant's letterhead.

2. Authorize the Lead Participant to submit a Cooperative Application as Lead Participant with itself as a Non-Lead Participant.
3. Specify Grant Program Name and Cycle Code.
4. Identify the job titles of the Non-Lead Participant's Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s). The Letter may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
5. Be valid for the duration of the specified Grant Cycle.
6. Be signed and dated by an individual authorized to contractually bind the Non-Lead Participant.

Regional Application Authorization Documents

Regional Lead Participant

The applicant must submit a Resolution no later than the secondary due date, or CalRecycle will deem the application incomplete and disqualify the applicant.

The Resolution must:

1. Authorize submittal of a Regional application on behalf of itself as Lead Participant and all Non-Lead Participants for all CalRecycle Grant Programs or for a specifically named CalRecycle Grant Program.
2. Include a provision allowing a Signature Authority to determine and submit a list of Non-Lead Participants in accordance with CalRecycle requirements.
3. Identify the job titles of the Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s). The Resolution may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
    a. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.
4. Identify the time period during which the authorizations are valid. The minimum duration is the grant term, and the maximum duration is five years from the date of adoption. If the Resolution expires during the application period or the grant term, CalRecycle will require a new valid resolution.
5. Be certified by the governing body.

Regional Non-Lead Participant

The applicant must submit a Letter of Authorization or Resolution no later than the secondary due date, or CalRecycle will remove the Non-Lead Participant(s) from the application.

The Letter of Authorization must:

1. Be on the Non-Lead Participant's letterhead.
2. Authorize the Lead Participant to submit a Regional Application and act as Lead Participant on behalf of the Non-Lead Participant.

3. Authorize the Lead Participant to execute all documents necessary to implement the grant.
4. Specify the Grant Program Name and Cycle Number.
5. Be valid for the duration of the specified Grant Cycle.
6. Be signed and dated by an individual authorized to contractually bind the Non-Lead Participant.

The Resolution must:

1. Authorize the Lead Participant to submit a Regional application as Lead Participant on behalf of the Non-Lead Participant.
2. Specify the Grant Program Name and Cycle Number.
3. Authorize the Lead Participant to execute all documents necessary to secure funds and implement the approved project(s).
4. Be valid for the duration of the specified Grant Cycle.
5. Be certified by the governing body.

Joint Powers Authority Agreement
Joint Powers Authorities (JPA) must upload a copy of their JPA Agreements, which gives the JPA authority to conduct the project, list all member entities, and contain the signatures of all members. CalRecycle does not require Letters of Authorization for JPA applicants. A JPA applicant must still upload a Resolution as part of their application and list all JPA members as Non-Lead Participants on the Applicant/Participant tab.

Letter of Designation
CalRecycle requires a Letter of Designation (LOD) only when the Signature Authority identified in the approved Resolution or Letter of Commitment delegates their signature authority to another person. The applicant must upload the LOD **before** the designee exercises their authority. If the designee signs an application document in place of the Signature Authority, the applicant must upload the LOD with their application.

The LOD must:

1. Be on Applicant's letterhead.
2. Reference the Authorizing Resolution by number (or by date adopted if not numbered).
3. Include the job title of the designee and the scope of the designee's authority.
4. Include the time period during which the designee may exercise the authority.
5. Be signed and dated by the Signature Authority.

The designee's authority may not extend beyond the effective date of the approved Resolution or Letter of Commitment. For example, if the Resolution is effective until December 31, 2026, the Letter of Designation may not be effective beyond December 31, 2026.

Electronic Signatures

CalRecycle requires a certified e-Signature or original wet signature on documents or forms that certify legally binding information.

Note: E-signatures must include the Signature Authority's first and last name, be in the Adobe Digital ID format (or through another certified digital signature program), and cannot be completed using Adobe's “Fill and Sign” function. Any document using the “Fill and Sign” function is considered incomplete and will be returned to the applicant.

Once the Signature Authority has signed the document(s), upload the digitally signed document, or scan the wet signature and save it to GMS. Retain the original document for potential CalRecycle audits. Refer to the Audit Considerations Section of the Procedures and Requirements document for more information.

If you have questions, email grantassistance@calrecycle.ca.gov.

Grant Review and Award Process

Grant Application Review Process

After the application period closes, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications will be considered for award. Applicants must receive a minimum score of 39 points to be considered for funding. Applicants will be evaluated and scored by a CalRecycle review panel based on the approved Scoring Criteria for the Beverage Container Recycling Grant Program, FYs 2026-27 and 2027-28. You can find the document on the Summary tab, in the Resources Document section of GMS.

Priority funding will be given to Tribal Entities and applicants with litter abatement projects along the United States-Mexico border. Applicants who meet the criteria will be given priority and will be considered for funding first.

Note: Out of State beverage containers collected as part of the litter abatement and cleanup projects cannot be funded under this grant program.

The evaluation committee may suggest modifications to the Budget and/or Work Plan.

Grant Award Process

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle’s Director, or their designee; CalRecycle tentatively schedules this for January 2027. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

CalRecycle reserves the right not to award grant funds under one or more cycles.

Grant Award Conditions

When awarded, this grant will be subject to two conditions:

1. The recommended grantee must pay all outstanding debts due to CalRecycle, or bring current outstanding payments owed to CalRecycle, within 60 days of the award email date.
2. The recommended grantee's Signature Authority (or their delegated signature authority) must sign and return the Grant Agreement to CalRecycle. CalRecycle must receive the signed Grant Agreement within 60 days of the date of the award email.

Failure to comply with either condition will void the grant award.

Grant Program Administration

Grant Agreement

The Grant Agreement binds the Grantee to CalRecycle's requirements as outlined in the Grant Agreement documents. CalRecycle will send the Grant Agreement Cover Sheet electronically to allow for a certified e-signature using Adobe Sign.

These documents shall guide the grantee's administration of the grant project.

Following CalRecycle's conditional approval of the grant awards, CalRecycle will email the following information to grantees:

- **Award email**
- **Grant Agreement Cover Sheet (CalRecycle 110)**
  - To be signed by the grantee (this is the Lead Participant in cooperative/regional applications).
- **(If applicable) Participant Grant Agreement Cover Sheet (CalRecycle 110-A)**
  - To be signed by Non-Lead Participants (if the application was a cooperative application).
- **Exhibit A: Terms and Conditions**
  - Contain CalRecycle's standard legal requirements for grants.
- **Exhibit B: Procedures and Requirements**
  - Contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements.
- **Exhibit C: Grantee's approved application with revisions, if any, and any amendments**
- **e-Signature Instructions for Awardees**
  - Contains instructions on how to sign the Grant Agreement Cover Sheet and the Participant Grant Agreement Cover Sheet using Adobe Sign.

Reporting Process

CalRecycle requires grantees to report on the progress of their grant on a quarterly basis. The Procedures and Requirements document contains detailed reporting information and deadlines.

Payment Request Process

CalRecycle will retain 10 percent of each approved Payment Request amount until the Grant Manager approves the Final Report, the final Payment Request, and all required supporting documentation. The Procedures and Requirements document contains detailed payment information.

Advance Payment Request Process

Per Government Code, Section 11019.3, upon determining that an advance payment is essential for effective implementation of a program within the provisions of Section 11019.3, CalRecycle may advance up to 25 percent of the total grant award to either a

private, nonprofit organization that qualifies under Section 501(c)(3) of the Internal Revenue Code, or a federally recognized Indian tribe whose territorial boundaries lie wholly or partially within the State of California, and any agencies, entities, or arms of the tribe, as applicable, either together or separately.