



## City of Palm Springs Office of Sustainability Sustainability Scholarship Rebate Program for Palm Springs Businesses

The City of Palm Springs Sustainability Scholarship Rebate Program provides funding to local licensed businesses to meet environmental and sustainability requirements or adopt voluntary initiatives. Licensed businesses authorized to do work in Palm Springs and that are in good standing with the City (e.g., no outstanding fines) are eligible. Businesses that do not have a business license may use a portion of their funds to pay licensing fees. Some examples of the types of things that will be funded are:

### Procurement of Products for Compliance to Food Ware Ordinance

- Reusable food service ware (plates, glassware, cups, trays, baskets, cutlery, linens)
- Equipment to wash and sanitize reusable food service ware and/or linens
- Purchase of approved disposable food ware for takeout and delivery to avoid use of polystyrene
- Bulk dispensers for condiments
- Participation in Reusable Food Service Ware Pilot Program when operational (Reusable food service ware which is delivered to your restaurant for takeout/delivery orders, collected, washed and returned for reuse.)

### Purchases to Promote Compliance with Gasoline-powered Leaf Blower Ban

- Purchase of replacement batteries for electric leaf blowers
- Purchase of an electric leaf blower
- Payment of business license fees

The list of reimbursable items above is not exhaustive. Businesses must submit an email to [recycling@palmspringsca.gov](mailto:recycling@palmspringsca.gov) to confirm eligibility and reserve funds. Approved projects should mail a complete package to the Office of Sustainability, ATTN: Sustainability Scholarship Program, City of Palm Springs, 3200 East Tahquitz Canyon Way, Palm Springs, CA 92262. See the Reimbursement Process on the next page for more details. After the City receives a complete package, the Office of Sustainability will review your submission to confirm eligibility and issue you a check, if your expenses meet the specified criteria.

Scholarships will be available until program funds have been expended. Any items purchased may not be resold. Depending on the amount of the rebate, it may be considered taxable income.



# SUSTAINABILITY SCHOLARSHIP REIMBURSEMENT PROCESS & FORM

## 1) Confirm your project is eligible and reserve funding

Before submitting a reimbursement form, please email the following information to

[recycling@palmspringsca.gov](mailto:recycling@palmspringsca.gov)

- Your business name
- Confirmation that you are licensed to operate in the City of Palm Springs (Business license #)
- A short description of the product, service, or project you would like to receive funding for and the estimated amount of funds needed.

## 2) Wait for confirmation from the City regarding your project eligibility.

3) Complete the form below to request reimbursement, attach copies of receipts, and mail package to the Office of Sustainability, ATTN: Sustainability Scholarship Program, City of Palm Springs, 3200 East Tahquitz Canyon Way, Palm Springs, CA 92262.

### Business Contact Information

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Expense Information

Description of Expense: \_\_\_\_\_

\_\_\_\_\_

Date(s) Incurred: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

### Attachments

- Payment Receipt
- W-9 Form

I certify that the above information is accurate. I agree to provide the City with verification of any equipment or products purchased and feedback on the impact of my funds, if requested. I agree not to resell any products purchased. I understand some portion of the rebate may be considered taxable income.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date