

# Water Bottle Filling Station GRANT PROGRAM



This establishment  
offers free  
water refills.

**Drink  
Tahoe  
Tap®**

Water Refill Network



Tahoe Water Suppliers Association (TWSA) and Tahoe Fund to Provide \$500 Grants towards Water Filling Stations.

Program Funding now available for eligible entities located within the Tahoe Basin.

## Program specifics:

The TWSA/Tahoe Fund Water Bottle Filling Station Grant Program was created to provide the community with access to safe and reliable Tahoe Tap® water to refill personal, reusable water bottles.

TWSA will accept applications from eligible entities to receive a \$500 grant towards the purchase of an eco-friendly, water bottle filling station. Applications will be accepted on a first come, first-served basis. This program will fund up to 40 stations in the Tahoe Basin in the 2019-21 fiscal years.

## To be eligible, applicants must:

- Be a public facility (city facility, school, community center, parks, recreation areas, etc.)
- Private facilities (businesses) are eligible if providing public access to fill station during standard business hours.
- Be located in the geographically defined Tahoe Basin.
- Meet all other specific criteria and fulfill all application requirements.
- Program materials and application are posted at: [www.DRINKTAHOETAP.ORG](http://www.DRINKTAHOETAP.ORG)
- For more information, contact TWSA via: [drinktahoetap@ivgid.org](mailto:drinktahoetap@ivgid.org) (or) 775-832-1284.



# Tahoe Tap® Water Bottle Filling Station Grant Program Guidelines

Fiscal years 2019-2021



The **Tahoe Tap® Water Bottle Filling Station Grant Program** will award a limited number of grants (\$500 each) towards the purchase of a water filling station.

Grants will be distributed on a first-come, first-served basis to eligible commercial water customers in the Tahoe Basin, ending June 30, 2021 or when funds are exhausted.

Businesses, non-profits, schools, and community properties are eligible to apply. Multiple installations (up to 5) by the same entity will be considered on a case-by-case basis. Applicants must successfully:

- submit a completed application (prior to purchase and installation),
- purchase and install the equipment,
- submit proof of installation and payment.

## Program Goals:

- Increase access to TAHOE TAP® water to residents and visitors
- Promote TAHOE TAP® as a high-quality source of drinking water
- Increase awareness of local water suppliers
- Encourage stewardship/watershed protection in Tahoe through education
- Reduce plastic waste through the use of refillable bottles



**Program Criteria:**

- Proposed location may be private or public property, with public access in an area not restricted by a counter or interior door. Public access must be available during normal business hours.
- Model installed must be NSF 61 certified.
- Model must meet ADA compliance on drinking water fountain installation.
- Applicant agrees to pay in full the total project cost, with reimbursement up to \$500 per unit, issued after successful completion of application requirements.
- Applicant agrees to allow placement of DRINK TAHOE TAP ®/TAHOE FUND signage at the fill station for user education, and to allow photo opportunities of station.
- Applicant agrees to listing of location on the TAP app, as part of the Tahoe Refill Network.
- Applicant agrees to complete the installation of the station within 90 days from the application approval date.
- If unit installed has a 'bottles avoided counter', applicant agrees to provide count upon request.
- Limit one station rebate per entity, per year.
- Rebate applicants agree to assume responsibility for maintaining equipment post-installation, based on standard manufacturer recommendations.
- TWSA/Tahoe Fund reserve the right to request refund of rebate if station is not properly maintained for the first 3 years of installation.
- The applicant agrees that TWSA/Tahoe Fund is not responsible for any costs or issues associated with installation or station maintenance.

**Application Requirements:**

**All application materials are available online at: [www.DrinkTahoeTap.org](http://www.DrinkTahoeTap.org)**

Submit the following documents for approval PRIOR to purchasing and installing the water filling station:

1. Completed Application Form
2. Entity's Federal W-9 Tax Form
3. Liability Waiver Agreement

Once you have received approval from TWSA, purchase and install the water filling station and then submit the following documents for reimbursement:

4. Copy of purchase receipt
5. If your purchase receipt does NOT have the filling station make and model on it, submit back-up information (ex. Copy of the front page of the information packet with make and model #)
6. Photo of installed unit (preferably with placement of DRINK TAHOE TAP/ TAHOE FUND signage).

**Application Deadline:**

Applications will be continuously accepted on a first-come first-served basis; starting August 1, 2019. Funding is limited to a total of 40 grants fiscal year 2019-20. Applications will be reviewed as submitted. Grants will be awarded until program funding is exhausted, or by June 30, 2020, whichever comes first.

### **Selection Process:**

Applications will be reviewed thoroughly for compliance with the application requirements. Incomplete applications will be notified of missing submittal materials.

### **Other Requirements:**

- TWSA will provide to the applicant signage for installation at the location of the station. The applicant must install the signage within 30 days of the delivery of the sign and prior to the scheduled station promotion opportunity; and
- TWSA requires a commitment to joint promotional opportunity, including, but not limited to, social media coverage, photography coverage, etc.

### **Other Restrictions:**

Requests for multiple installations by an entity will be considered on a case-by-case basis. Payment will be made after submitting proof of successful installation.

Awarded funds may ONLY be used towards a water filling station purchase. Project must not have started prior to application approval.

### **List of Vendors:**

Below is a listing of some of the vendors that offer stations that are eligible through this program. This is by no means an exhaustive list:

- Western Nevada Supply ..... [www.goblueteam.com](http://www.goblueteam.com)
- Elkay..... [www.elkay.com](http://www.elkay.com)
- Faucet Direct..... [www.FaucetDirect.com](http://www.FaucetDirect.com)
- Global Industries..... [www.GlobalIndustrial.com](http://www.GlobalIndustrial.com)
- Hydration by Haws..... [www.hawscow.com](http://www.hawscow.com)
- Murdock Manufacturing..... [www.murdockmfg.com/water-bottle-filling-station](http://www.murdockmfg.com/water-bottle-filling-station)
- Plumbing Supply..... [www.PlumbingSupply.com](http://www.PlumbingSupply.com)
- Restroom Direct..... [www.RestroomDirect.com](http://www.RestroomDirect.com)

### **Contact Information:**

For questions or concerns about the program, please contact:  
[drinktahoetap@ivgid.org](mailto:drinktahoetap@ivgid.org) / 775-832-1284

### **Submit Application materials to:**

**Tahoe Tap® Water Bottle Filling Station Grant Program**

**Tahoe Water Suppliers Association / Incline Village GID  
1220 Sweetwater Road, Incline Village, Nevada 89451**

**Email: [drinktahoetap@ivgid.org](mailto:drinktahoetap@ivgid.org)**

#### **Disclaimer**

TWSA/TAHOE FUND has the right to reject the proposed unit based on not meeting the required criteria. TWSA/Tahoe Fund is not liable for defects of installation or maintenance issues onsite.



Tahoe Water Suppliers Association  
Tahoe Fund  
Tahoe Tap® Water Bottle Filling Station Program  
**Grant Request Application**



**CONTACT INFORMATION**

Point of Contact Name:

Identify the person who will be responsible for administering the funding agreement.

Title:

Phone Number:

Email Address:

Applicant's Legal Entity Name (check payable to):

Mailing Address:

City, State

Zip:

Federal Tax ID #

Installation Address:

☐ Public Agency ☐ Private Business ☐ School ☐ Other:

**PROJECT INFORMATION**

**1) Make/Model for Proposed Purchase/Installation**

**2) Proposed Installation Date**

**3) Proposed Installation Location (ex. indoor/outdoor, building type).**

**4) Describe the exposure and approximate number of people that pass through the proposed location.**

**5) Describe your need, reasoning and interest for a water bottle filling station.**

**6) Funding Amount Requested (\$500 x # stations - 5 max). Describe the estimated total cost (if known) for this project.**

**OTHER INFORMATION****APPLICATION CERTIFICATION**

Does your agency agree to pay for the installation and maintenance costs associated with the unit?

☐ Yes ☐ No

By signing below, I hereby certify that I am duly authorized by the applicant's governing body to apply for funding from Tahoe Water Suppliers Association / Tahoe Fund for the project described in this application. I further attest that the information provided in this application is accurate to the best of my knowledge.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative's Name (print)

\_\_\_\_\_  
Title

**Submit applications by mail or email to:**

**Tahoe Tap® Water Bottle Filling Station Grant Program**  
**Tahoe Water Suppliers Association / Incline Village GID**  
**1220 Sweetwater Road, Incline Village, Nevada 89451**  
**Email: [drinktahoetap@ivgid.org](mailto:drinktahoetap@ivgid.org)**

**TWSA Staff only:**

Date Application Received: \_\_\_\_\_

by TWSA staff (initials) \_\_\_\_\_

- ☐ Application received
- ☐ Federal Tax ID W-9 received
- ☐ Liability waiver received
- ☐ Application complete and accepted
- ☐ Application missing materials: \_\_\_\_\_

Application active for 90 days (date) \_\_\_\_\_

Grant Processing:

- ☐ Documentation (proof of payment and photo of installation) received
- ☐ Check request submitted on (date) \_\_\_\_\_
- ☐ File closed



**Tahoe Water Suppliers Association  
Tahoe Fund  
Tahoe Tap® Filling Station  
Grant Program  
LIABILITY WAIVER AGREEMENT**



Tahoe Water Suppliers Association / Tahoe Fund (TWSA/Tahoe Fund) has developed a **Tahoe Tap® Water Bottle Filling Station Grant Program** ("Program") to provide members of the community with access to safe and reliable tap water to refill personal, reusable bottles. Starting in fiscal year 2019, TWSA/Tahoe Fund will award grants – up to \$500 maximum per applicant – for the purchase of a water bottle filling station, to entities within the Tahoe Basin.

TWSA/Tahoe Fund agrees to provide a grant in the amount of up to \$500 for each approved station to:

\_\_\_\_\_ ("Entity").

The purpose of this grant is for Entity to purchase a water bottle filling station under the terms and conditions of the Program.

TWSA/Tahoe Fund's only involvement in Entity's activities in connection with the Program is to provide grant funds. Subject to availability of funds, TWSA/Tahoe Fund's only obligation to any Entity participating in the Program is to provide the grant amount for the purpose stated. TWSA/Tahoe Fund is not responsible for any liability to any participants in the Program regardless of any liability incurred in connection with the Entity's participation in the Program.

Entity assumes all risk of loss resulting from liability, damage, or injury to any property or person arising from the Program, including all risk of injury to its employees, agents, contractors, students, volunteers, and project participants.

Pursuant to this Waiver of Liability, Entity shall defend, indemnify, and hold harmless TWSA/Tahoe Fund, its Board of Directors, officers, employees, and agents from and against all claims, suits, or causes of action for injury to any person or damage to any property arising out of any intentional or negligent omissions arising out of Entity's participation in the Program.

ACCEPTED: (Entity) \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Federal ID No. \_\_\_\_\_



# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*