



Northwest Missouri Regional Solid Waste Management District, Region A Grant Application

To fill out this application on the computer, save the downloaded .pdf file to your computer. Then, fill it out off-line. Print for signature and submission. The application cannot be submitted online.

Fiscal Year 2019 Grant Call Checklist

*Before submitting a District Grant application you MUST complete this form and attach to your proposal. Refer to the Application Process in the [Guidance Document](#). Only if you can answer **YES** to all questions on this form should you submit your proposal to the District office. Incomplete applications will not be reviewed.*

Completed Forms	YES	Page Number
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Applicant Profile (Signed & Dated)

Executive Summary

Location of Project

Work Plan

Time Table of Tasks

Line-Item Budget and Notes

Attachments

Required Permits and Licenses

Compliance with Local Zoning Laws

Evaluation Procedures

Match Commitment

Other Supporting Documentation

Submit 1 Original and 7 Copies of Application

The District accepts projects up to \$19,500, but reserves the right to approve larger projects by a two-thirds vote of the District Executive Board.

Signature of Authorizing Official

Date

Northwest Missouri Regional Solid Waste Management District, Region A

Applicant Profile Form

Name of Project

Type of Project

	Waste Reduction	Composting	Recycling	Education	Market Development
Choose 1					

Name of Applicant

Street Address

City

Zip

County

Phone Number

Fax Number

Federal Employer ID Number or SSN

Type of Entity (Non-profit, public entity, individual, business)

Specific Waste (electronics, organic waste, plastics, etc.)

Annual Estimated Tons of Waste Diverted

Number of Full-Time Jobs Created

To be a "created job" must be someone not currently on the entity's payroll.

Number of Full-Time Jobs Retained

"Retained employees" would be those currently employed that will remain on the payroll as a result of the grant award. Please also include in this category, those employees who receive additional paid hours as a result of the grant award.

Number of Part-Time Jobs Created

Number of Part-Time Jobs Retained

Number of Employees with Additional Hours

Applicant Profile Form (continued)

Brief Project Description (include associated tasks)

List any District Grant funding received in the past, including project number and amount awarded.

Name of Project

Amount Requested from District

Amount of Cash or In-Kind Match

Total Project Cost

Name of Authorizing Official

Name of Project Manager

Title

Title

Phone

Phone

E-mail

E-mail

Signature of Authorizing Official

Signature of Authorizing Official

Date _____

Date _____

Northwest Missouri Regional Solid Waste Management District, Region A

Executive Summary

Write a short description of the grant project. Please explain if any zoning ordinances will apply; or if permits, approvals, licenses or waivers are needed for the project.

Northwest Missouri Regional Solid Waste Management District, Region A

Location and Work Plan

Location of Project

Task 1

Task 2

Task 3

Task 4

Task 5

Task 6

Task 7

Task 8

Task 9

Task 10

Quarterly Report

Northwest Missouri Regional Solid Waste Management District, Region A
Key Personnel, Qualifications and Time Table

Key Personnel and Qualifications

Time Table

Please indicate with an X the time required for each task listed on the Task List.

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
Quarterly Reports			X			X			X			X

Northwest Missouri Regional Solid Waste Management District, Region A

Budget Form

	Solid Waste District	*Subgrantee		
Budget Category	Requested Funds	Cash Match	In-Kind Match	Total Cost
Personnel – List each employee paid with District grant funds				
Fringe Benefits				
Contractual Services – List each professional service being paid with District grant funds				
Equipment – List equipment to be purchased with District grant funds and provide documentation for any item costing \$3,000 and over				
Supplies – List supplies to be purchased with District funds				
Travel – Max reimbursement \$.37/mile (may change according to state mileage rate standard)				
In-State: Miles \$				
Transportation				
Meals				
Lodging				
Incidentals				
Out-of-State: Miles \$				
Transportation				
Meals				
Lodging				
Incidentals				
Other – List all other items to be paid with District grant funds				
Total Direct Charges				
Total Indirect Charges				
Total Project Budget				

* Match can be in the form of cash match or in-kind match. Please include an explanation of these costs in your budget notes. You must include documentation for any grant-funded purchase or service costing over \$3,000. This budget may be amended by the NWMRSWMD, with the agreement of the applicant for budgetary or other purposes.

Northwest Missouri Regional Solid Waste Management District, Region A
Permits, Licenses and Local Zoning Laws

Verify that all permits, approvals, licenses, waivers, security interest (i.e. UCC-1 certificate of title, deed of trust, or other security instrument) or title have been or will be obtained prior to award if applicable. If obtained, please attach.

Demonstrate compliance with local zoning laws if applicable.

Northwest Missouri Regional Solid Waste Management District, Region A

Evaluation Procedures, Match Commitment and Other Documentation

Evaluation Procedures - *Describe both quantitatively and qualitatively how the success or benefit of the project will be measured.*

Match Commitment

Attach letters from all persons supplying cash or in-kind match commitments to the project. Attach all cooperative agreements and/or contracts (tentative and signed), purchase agreements, bids for equipment or service and other documents to indicate the stability of markets, sources of supply for material, and demand for service or product.

Other Supporting Documentation

Attach other documentation, if necessary, for review of project.