



# 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 2018 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.*

<b>Completed Forms</b>	<b>YES</b>	<b>Page Number</b>
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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.*

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Signature of Authorizing Official

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

\* 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.*