**WASTE REDUCTION, REUSE AND RECYCLING GRANT PROGRAM**
**Application Cover Sheet**

Applicant_____

Address_____

City_____ Zip_____

Project Manager/Title_____

Telephone_____

Email_____ Federal I.D. No._____

Applicant is: ____ Political Jurisdiction
____ Non-profit Organization
____ School (Public, Private or Parochial)
____ Business

Project Title_____

Amount Requested $_____

Project Category: (Check One)

_____WASTE REDUCTION - **WR**
_____COMPOSTING - **CO**
_____EDUCATION - **ED**
_____RESEARCH & DEVELOPMENT - **RD**
_____MATERIAL REUSE - **MR**
_____COLLECTION/PROCESSING - **CP**
_____MARKET DEVELOPMENT - **MD**
_____ENERGY RECOVERY - **ER**
_____RECYCLING - **RC**

I, the Authorized Representative, certify that

_____
Name of Applicant Organization

a. Possesses all necessary authority to undertake or participate in the proposed project;
b. Holds or can acquire title to all lands or has the necessary easements and right-of-way for the project and related lands; and
c. Grantee agrees to apply for and obtain any and all necessary permits, certifications, licenses, variances, and approvals required by any applicable law or regulations that relate to the project and conduct all activities related to the services in a lawful manner.

_____ _____
Signature of Authorized Representative Title

_____
Typed/Printed Name of Authorized Representative

**Grant Application (Cont'd)**

Provide the following program information in the order listed. Please number pages and use no smaller than 10 point font. When completing the grant application, please type each item below prior to giving your response.

1. **Background** (1-3 paragraphs)
   Briefly explain organizational mission and experience related to proposed project. If a business or non-profit, describe services or products currently offered and indicate number of years in business. Include qualifications of project manager and key staff involved in the project.

2. **Project Summary** (1 page)
   2.1 In 100 words or less, describe the current problem(s) or issue(s) the proposed project Address(es).
   2.2 In 300 words or less describe;
      a. How the project will address the problem(s) or issue(s);
      b. The amount of grant funding requested; and
      c. The amount of in-kind and cash match funds that will be provided and its source.

3. **Project Narrative** (1-6 pages)
   3.1 Describe how the project will be implemented. Include relevant details and refer to tasks using the completed time line in Section 4.
   3.2 Describe the materials the project is targeting for waste reduction, reuse or recycling. For **education** projects, what behavior change(s) does the project intend to influence?
   3.3 Describe the geographical area the project will serve.
   3.4 Describe how the problem or issue the project addresses is currently being approached. Explain if your project will offer the same product, services, or educational strategies as other organizations or businesses in the area. Will the project collaborate or compete with these existing efforts?
   3.5 Estimate the quantity (in pounds or tons) of materials the project will reduce, recover, or divert from the waste stream.
   3.6 If this project is already in existence, describe how the quantity estimated compares to amounts that are currently being diverted.
   3.7 Demonstrate that the project can secure both the necessary supply of recovered materials (feedstock) and end product markets necessary for sustained business activity. If the project relies on an outside source or company(s) to process the materials recovered, list the company(s) that the applicant has contacted to provide this service and include current letters of support acknowledging their involvement in the project specific to this application, their willingness to accept materials, and the fees paid or fees charged.
   3.8 Explain how your waste reduction, reuse or recycling project or services will be marketed.
   3.9 Estimate the number of individuals, schools, classrooms or businesses this project will reach.
   3.10 Describe any federal, state or local permits, licenses or waivers required to complete this project. Attach copies, describe process for obtaining necessary permits, licenses or waivers, or provide an explanation as to why permits, licenses or waivers are not required for this project.

4. **Project Schedule/Timeline** (1-2 pages)
   4.1 Describe schedule by a table or chart illustrating major planned activities, events, tasks and expenditures. Include submittal of quarterly reports and final report. Reports are due the last day of the month following the end of the calendar quarter. Expenses incurred prior to the execution of the Grant Assistance Agreement are not eligible for reimbursement.

5. **Project Sustainability** (1 paragraph- 1 page)
   5.1 Include plans for sustainably funding the program in the future.

6. **Project Budget** (1 page)
   6.1 Show the entire program budget using the attached format.

7. **Project Results/Evaluation** (1-2 paragraphs)
   7.1 Describe the evaluation procedures that will be used to **quantitatively** measure the success or benefit of the project. Measurements should include estimated weight (in pounds or tons) or volume of waste reduced, reused or recycled. For **education** projects, measurements should include - for example - the number of schools or assemblies reached; businesses participating, etc.

   7.2 Describe the evaluation procedures that will be used to **qualitatively** measure the success of the project. For example, participant or community surveys or evaluations that assess the quality of service and anecdotal stories reflecting project success can be used.

8. **Cooperation** (1 paragraph- 1 page)
   8.1 List any cooperating organizations, including address, telephone, and name of contact person. Describe their role in the program and attach letters of support.

**Send original application in reproducible form (no staples or binding) to:**

Waste Reduction, Reuse and Recycling Grant Program
Solid Waste Management Division
5101 N. 48th Street
Lincoln, NE 68504

Direct any questions to Gene Hanlon, Recycling Coordinator, at 402-441-7043 or ghanlon@lincoln.ne.gov

# BUDGET FOR GRANT APPLICATION

| Expenses | Grant | In-Kind Match (if applicable)* | Cash Match (if applicable)* | Total | Notes |
|---|---|---|---|---|---|
| Personnel** | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| Equipment*** | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| **Subtotal** | $ | $ | $ | $ | |
| Contractual Service (list each) | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| **Subtotal** | $ | $ | $ | $ | |
| Materials/Supplies*** | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| **Subtotal** | $ | $ | $ | $ | |
| Advertising/Promotions | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| **Subtotal** | $ | $ | $ | $ | |
| Other | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| | $ | $ | $ | $ | |
| **Subtotal** | $ | $ | $ | $ | |
| **TOTAL EXPENSES** | $ | $ | $ | $ | |

* *Commitment of match funds must be included. For example if salary is used as match, a letter from director/CEO must be provided indicating staff support for the project. Letter should include the specific dollar amount that is being provided as match.*

** *Salary must show hourly wage and estimated hours spent on project.*

*** *Materials and supplies include lower cost items that will likely need to be regularly replenished (such as collection bags). Equipment refers to items that have a longer useable life.*

***Expenses (both requested and match) for major activities or purchases, shall be supported by documentation showing how each cost estimate was determined in the budget notes below.***

***Budget Notes: (Attach additional pages, if needed)***

# GRANT APPLICATION CHECKLIST

**Before submitting, review your grant application using this checklist. Applications postmarked after September 30, 2016 or received via email or fax machine after 4:30 pm will not be considered for funding.**

____ Application form signed (pg. 1)?

____ Specific dollar amount requested (pg. 1)?

____ Provided original and six (6) copies of the grant application?

____ Cover sheet form and no more than twelve typed pages describing the program?

____ Does the program budget show a breakdown of expenses and funding in the required format?

____ Do the "projected results" include the long-term impact of the waste reduction, reuse, or recycling program?

____ Is all information requested on page 1 of the application form included?

____ Have you completed the appropriate pages of the grant application, filled in all the blanks, and provided the necessary information? The information on these pages must be submitted for your application to be complete. It is recommended that you retain a copy for your records.

____ Have you included your original application along with any attachments in a reproducible form (not stapled or bound)?

____ Is your application double-sided and printed on recycled-content paper?

____ Have you included your letter(s) of support?