



# Grant Application Information Session



# Purpose of Funds

To implement and support projects which reduce, reuse or recycle materials otherwise headed to the landfill.

**Benefits are:**

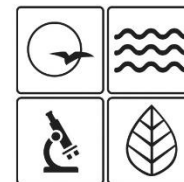
- Resource Recovery
- Landfill Preservation
- Jobs

# Source of Funds

A \$2.11 fee is collected on each ton of solid waste disposed in Missouri landfills or transferred to out-of-state facilities.

The funds our district receives is based on the amount of trash disposed in our district and our population.

MDNR is the agency that provides oversight to each of the twenty districts in the state.



**MISSOURI**  
DEPARTMENT OF  
NATURAL RESOURCES

This project was funded in part by the Missouri Department of Natural Resources.

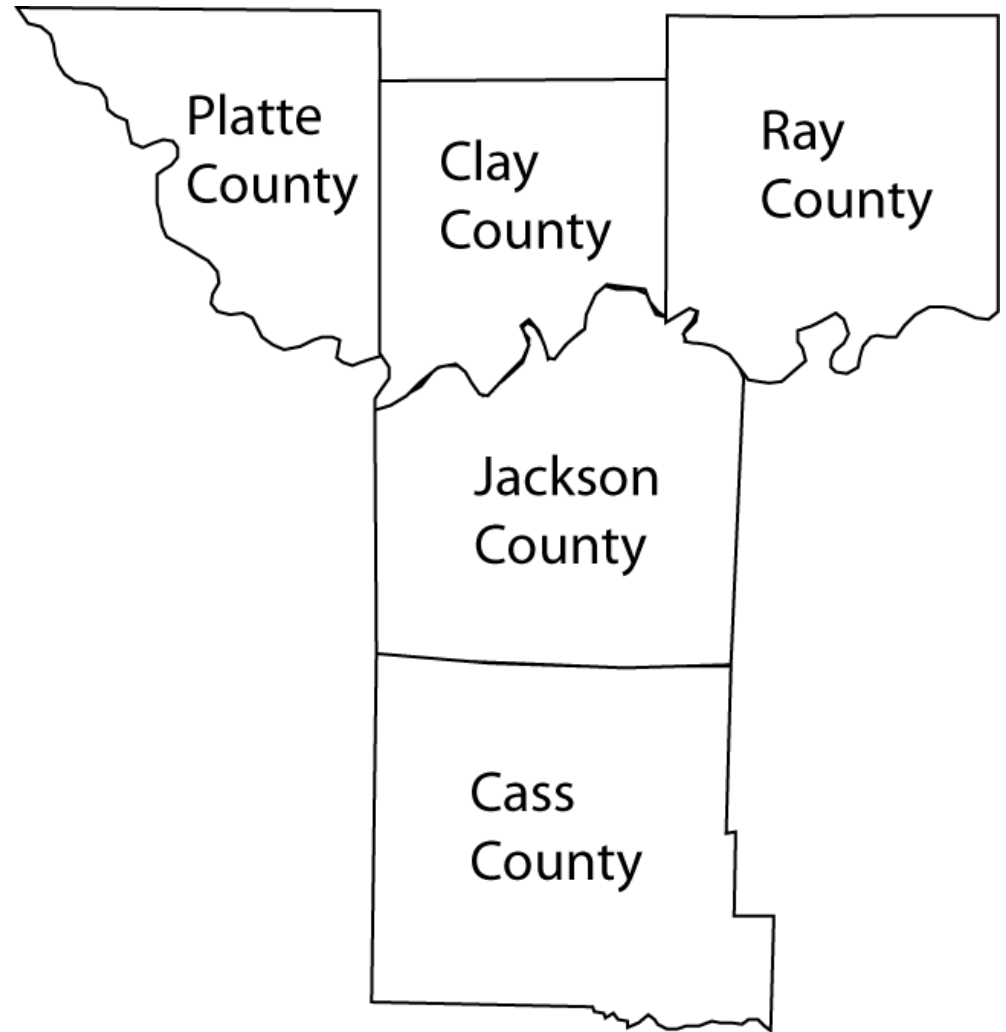


# Purpose of Funds

To **increase** diversion from landfills.

Projects should demonstrate an increase in diversion from existing activities.

# MARC Solid Waste Management District





# Steps and Timeline

## 1. Pre-Application

A pre-application **MUST** be submitted by the deadline on Thursday, June 30, 2022, 5:00 pm.

## 2. Feedback

Feedback to the pre-application will be provided. The information provided **does not determine if your grant is or isn't awarded**. It is up to you to decide to submit a full application.

## 3. Full Application

The full application is due Thursday, August 25, 2022, 4:00 pm

## 4. Anticipated Start Date

January 1, 2023



# Who Can Apply?

- Local governments
- Businesses
- Individuals
- Schools/School Districts
- Non-Profits

**Projects must divert waste from the Missouri side  
ONLY**

# Eligible Costs



---

Equipment

---

---

Supplies

---

---

Printing Costs

---

---

Salaries for New Positions

---

---

Travel as Necessary

---

---

Consulting Fees

---

---

Professional Services

---



# Ineligible Costs

**X**

---

Land acquisition

---

Sales tax

---

Food

---

Giveaways

---

Legal costs

---

Trash/litter related

---

Salary for existing positions

---

Continuous disposal fees

# The Waste Hierarchy





# Banned Items

Items banned from the landfill

white goods (appliances)

whole tires

yard waste

motor oil

lead acid batteries

# District Grant Priorities

1. Education
2. End-Market Development
3. Hard-To-Recycle Items
4. Organics Management
5. Construction and Demolition  
Waste
6. Waste Reduction and Reuse
7. Business and Multi-family  
Dwelling Recycling

***Priorities address  
regional issues  
however all grant  
requests are  
considered.***

# Narrative

- What do you want to accomplish?
- How will your project increase diversion?
- Describe logistics for collection.
- Describe logistics for delivery to end markets
- Who/where are your feedstock and end markets?
- How will you market your services?
- Where will equipment be stored and how often will it be used?
- What are current activities in the region relative to your project?
- Consider zoning issues, storm water permits, impact on neighbors.
- Address existing services, competition, and collaborations.
- Consider how your project will continue after the grant year is over.

# Tasks

Identify tasks necessary to successfully implement and manage your project

## Examples:

Submittal of  
reports

Bidding

Permitting

Purchasing

Training

Marketing

Develop  
materials and  
have reviewed  
by SWMD

Distribution of  
materials

Plan and hold  
events

Conduct  
evaluation

Collection of  
materials

Security Interest  
Agreement for  
Equipment  
>\$5,000

# Logos are required

**The MARC Solid Waste Management District and the Missouri Department of Natural Resources must be acknowledged on all material paid for with grant funds.**



# Budget Considerations

---

**Provide details.** Be specific. Use line items.

---

**Documentation for expenses \$3,000 + must be provided.**  
(recent quotes, bids, receipts)

---

Salary must be broken down by wage/hours, *including match*.

---

**Stick to the required match only:** you will need to document!

---

If requesting fringe/indirect, **specify how the percentage is determined.** (check limits in instructions)

---

If subcontracting for construction, **must abide by prevailing wage laws.** (Davis-Bacon)



You must verify in writing the match amount you will be providing to the project

**10% of project request, either in-kind, cash, or a combination.**

**In a letter:**

- indicate specific value of the match; it must be the same as in budget form and cover page.
- Indicate source of funds (i.e., salary, another grant, general funds, volunteer hours)
- For salary, include hourly wage and # of hours
- For volunteers, include hourly rate and # of hours
- For volunteer rates, visit [www.independentsector.org](http://www.independentsector.org)
- **Sign the letter!**

# Match Documentation

# Requests of \$50,000 or more

---

Project design, engineering designs, equipment specs.

---

Three years financial statements, audits or reports: ***Provide 1 hard copy.***

---

Credit References.

---

Sources of financial support.

---

For revenue-generating projects, a 3-year business plan is required; OR

---

A two-year vision for non-revenue generating projects.

# Evaluation Procedures

## Quantitative

### Examples:

Tonnages

Number of presentations

Number of business  
participants

Number of schools/students

## Qualitative

### Examples:

Satisfaction Surveys

Media coverage

Social Media feedback

# Letters of Support

Letter from government official

*i.e., Mayor, City Council Member, City Administrator, County Commissioner*



Letters of Support from Feedstock

From source of materials; clients; participants

Letters of Support from End Market

from buyer of material(s)



**Letters must be current and are REQUIRED.**

# Government Forms

**If awarded**, the following documents may be required to complete the application.

Federal E-Verify and Business Entity Certification  
(Missouri's E-Verify)

For projects requesting or using as match \$5,000 + for salaries

Vendor No Tax Due

If you are a business generating sales tax

W9 - New applicants only

Pre-Application	Full Application	Finances if requesting 50K +	Suggestions	Other
<b>Due:</b> <b>Thursday</b> <b>June 30</b> <b>5:00 PM</b>  <b><u>REQUIRED!</u></b>	<b>Due:</b> <b>Thursday,</b> <b>Aug. 25,</b> <b>4:00 PM</b>	<b>Due:</b> <b>Monday,</b> <b>August 29,</b> <b>5:00 PM</b>  If requesting \$50,000 or more, finances must be submitted or postmarked by August 29	<b>Read the instructions</b>  <b>We suggest you hand deliver the financial information to MARC</b>  <b>Ask questions!</b>	<b>No late applications are accepted.</b>  <b>There is no guarantee you will receive the grant!</b>

**There is no guarantee the  
project will be awarded.**

# Review Process:

- The Grant Review Committee will independently rank the projects using criteria required by the state. These are posted on our website.
- MARC SWMD staff does not rank.
- Grant Review Committee and staff meet to discuss scores and recommendations are formed for MARC SWMD Executive Board approval in October. **Partial funding** may be recommended.
- Applicants are notified of recommendation. Staff submits applications to MDNR for final approval.
- Once MDNR approves in December, staff will contact applicant for a meeting to sign the contract.

# If awarded:

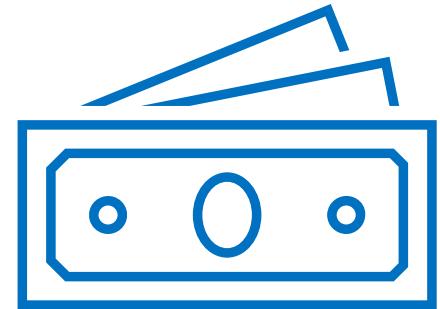
Grantee will meet with MARC SWMD staff prior to start date to review:

- ☐ The contract
- ☐ Reporting Requirements
- ☐ Reimbursement Procedures
- ☐ Security Interest Agreement for Equipment
- ☐ Notice to Proceed
- ☐ Other Details



# Small Project Assistance Funds

- For project requests up to \$3,500
- No match required
- Grant cannot be used for pay for salaries
- Cannot be used as partial funds for a larger project
- No application deadline
- Six-month project period



# Small Project Ideas

## Potential small projects ideas include:

- Recycling/compost containers (*no trash containers*).
- Education (e.g., signage, printed materials, website development).
- Costs associated with a holding a “green” event. (No food or giveaways.)
- Neighborhood lending library.
- Repair event(s).
- **Illegal dumping deterrents** such as improving vacant lots using project ideas presented above.

***Costs must relate directly to waste diversion or illegal dumping.***

**For questions and assistance,  
please contact:**

**Nadja Karpilow  
816-701-8226  
[karpilow@marc.org](mailto:karpilow@marc.org)**

**Pre-Application Deadline, June 30, 5:00 pm  
Full application Deadline, August 25, 4:00 pm**