

FY 2024

District Grant Application Instructions



The MARC Solid Waste Management District manages a grant program to support recycling, reuse, market development and composting projects in Cass, Clay, Jackson, Platte and Ray counties.


Questions regarding the application process should be directed to Nadja Karpilow at 816-701-8226 or Karpilow@marc.org.

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1 CREATE A USER ACCOUNT

First-time users must first create an account to log-in to the system. From the log-on page, click the link labeled ‘Register.’ Enter the information requested on the ‘User Registration’ page and click the ‘Register’ button. When creating your account, please select a username and password that you will remember for future log-ins. Please note the password requirements.


User Registration

[Report Issue](#) Already registered? [Login](#)

An * denotes a required field.

Email*	<input type="text" value="l@_"/>
First Name*	<input type="text" value="First Name"/>
Last Name*	<input type="text" value="Last Name"/>
Title*	<input type="text" value="Title"/>
Address*	<input type="text" value="Address"/>
City*	<input type="text" value="Select City"/>
State*	<input type="text" value="Select State"/>
Zip Code*	<input type="text" value="Zip Code"/>
Phone*	<input type="text" value="Phone Number"/>
Password*	<input type="password" value="Password"/>
Confirm Password*	<input type="password" value="Confirm Password"/>

Passwords requirements: 6 characters, 1 uppercase letter, 1 lowercase letter, 1 digit, 1 special character. [Register](#)

Once you create an account, you may log-on and apply. When you return to the page, you may enter your username and password on the log-on page.

If necessary, you may use the ‘Forgot Password’ button to generate a new password.

To begin, click on the ‘Start New Application’ button.



2024 Solid Waste Funding Call Application

	<input type="button" value="Register"/>
Username	<input type="text" value=" @_"/>
Password	<input type="password" value="Password"/>
	<input type="button" value="Login"/>
<input type="button" value="Forgot Password"/>	<input type="button" value="Report Issue"/>

If you are returning to continue work on an application that you have started, click on the project title.

You can navigate through the application using the ‘Save,’ ‘Back’ and ‘Next’ buttons. The ‘Cancel’ button will take you back to your project list.

To log off, click “Cancel” and then click on log off.

If you have experiencing technical difficulties with the application, you can use the ‘Report Issue’ button.

2 2024 DISTRICT GRANT APPLICATION

Fill in all the required fields. Click the ‘Save’ and ‘Next’ buttons to save your entire application and move to the next page.

1. GENERAL PROJECT INFORMATION

Provide the title of your project. Your title should be concise, substantive and informative to a non-specialist audience.

Enter the name and address of the applicant organization. Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If you are applying as an individual, enter your name and 12-3456789.

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All active questions are required. Report Issue Cancel Save Next

General Project Information:

1.1	Name of Project:	<input type="text"/>
1.2	Name of Applicant:	<input type="text"/>
1.3	Address:	<input type="text"/>
1.4	City:	<input type="text"/>
1.5	State:	<input type="text"/>
1.6	Zip Code:	<input type="text"/>
1.7	Phone:	<input type="text"/>
1.8	Federal Employer Identification Number:	<input type="text"/>

Provide the contact information for the Authorized Official who is submitting the application on behalf of the organization. For an organization this person is typically the president, vice president or executive director. For a city or county, this person is typically the administrator, manager or department head.

Provide the name and contact information of the project manager to contact on matters related to this grant project. The contact person needs to be the individual who can best answer questions about the application and project.

Authorized Individual:

2.1	Name:	<input type="text"/>
2.2	Title:	<input type="text"/>
2.3	Address:	<input type="text"/>
2.4	City:	<input type="text"/>
2.5	State:	<input type="text"/>
2.6	Zip Code:	<input type="text"/>
2.7	Phone:	<input type="text"/>
2.8	Email:	<input type="text"/>

Project Manager:

3.1	Name:	<input type="text"/>
3.2	Title:	<input type="text"/>
3.3	Address:	<input type="text"/>
3.4	City:	<input type="text"/>
3.5	State:	<input type="text"/>
3.6	Zip Code:	<input type="text"/>
3.7	Phone:	<input type="text"/>
3.8	Email:	<input type="text"/>

2. PROJECT GOALS

Tell us about your project (2,000 characters or fewer). Describe materials targeted for diversion, describe the vision for implementation, what your project intends to accomplish and why it is important.

Identify the grant outcomes:

- When estimating tons diverted, include only the tons that will be diverted as a result of grant funds. Do not include tons that are currently being diverted.
- If the project does not divert material, provide a description of the other methods that will be used to evaluate the project. For example, other measurables might include the number of collection events, the number of presentations, the number of individuals expected to attend a presentation, or the number of flyers to be printed and distributed.

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All active questions are required. Report Issue Cancel Save Back Next

Project Goals

7.0 What is the goal of your project? Describe what your project intends to accomplish and why it is important. (1,500 Characters) (2000 characters or fewer)

7.1 How will you accomplish your goal? Include the materials that will be diverted, estimated tons diverted, etc. For education projects: who is your audience? (2000 characters or fewer)

Please provide maps only if it would be helpful to describe the project. For example, if you are requesting containers for a campus-wide program, include a map that shows where containers would be placed. General area maps are not necessary. Submit the map in PDF or JPG format on the Supporting Documents section at the end of this application.

All active questions are required. Report Issue Cancel Save Back Next

3. WORK PLAN AND TIMETABLE

What will it take to complete your project? Please list all the appropriate tasks in the timetable.

- Major planned activities and expenditures
- Bidding for services and/or equipment
- Training
- Publications and other outreach efforts

- Approvals for publications from SWMD staff and MDNR
- Submittal of quarterly reports and the final report (required)
- All other related project tasks. Include other tasks not captured above

To complete the timetable, type the task name in the ‘New Task Description’ box and check the corresponding months. Click the ‘Add this task’ to add the new task to the timetable. The new task will become part of the timetable after the ‘Add this task’ button has been clicked:

Numbers in timetable represent the number associated with each month of the year (1 = Jan etc.)

Task Description	1	2	3	4	5	6	7	8	9	10	11	12
Bidding for line items over \$10,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit quarterly reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit final report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sign security Interest Agreements (for equipment over \$5,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

New Task Description	1	2	3	4	5	6	7	8	9	10	11	12
<input type="text" value="New Task Description"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example Timetable

Numbers in timetable represent the number associated with each month of the year (1 = Jan etc.)

Task Description	1	2	3	4	5	6	7	8	9	10	11	12
Bidding for line items over \$10,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit quarterly reports	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Submit final report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sign security Interest Agreements (for equipment over \$5,000)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Installation of equipment"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Employee training"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Collect material"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="Outreach"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

New Task Description	1	2	3	4	5	6	7	8	9	10	11	12
<input type="text" value="Update website"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tasks may be revised by unclicking a checkbox. You may also delete a task using the ‘Delete’ button.

Once you have completed the timetable, you may click the ‘Save’ and ‘Next’ buttons to move to the next page.

4. PROJECT FINANCES

Detailed Budget Information

The budget worksheet is your opportunity to explain the details of your budget. All requested funds and matching funds must be directly attributable to the project.

Your project budget is as important as your project description. Make sure that the activities you describe are accounted for in your budget. Likewise, make certain that every item in your budget relates to an activity described in your project description. Your budget should represent actual expenses related to your project. Please do not inflate your budget and remember to check your math.

Use the ‘Notes’ area to explain or describe these items in further detail.

Expenses for all major activities and purchases (>\$3,000) must be supported by documentation showing how each cost estimate was determined. You will download the Quotes Cover Sheet and fill out as appropriate. Then you will upload the cover sheet along with copies of your quotes. This documentation should be in the form of quotes for consultant services or equipment, letters of commitment, web site and catalog pages, or previous receipts. You will be required to provide this documentation as part of your application.

Below, we explain the various budget categories to use. At the end of this section, we have provided a sample grant budget.

- The indirect limit is 24.48%
- The fringe limit is 63.11%
- The mileage rate is \$0.55

If you are requesting funds for indirect or fringe, you must indicate how you determined the percentage used.

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All active questions are required.

9. Project Finances

Detailed budget information.

- Expenses (both requested and match) for line items \$3,000 or more must be supported by documentation. Please download [this cover sheet](#) and include this in the upload mentioned for quotes at the end of the application.
- Salary must show hourly wage and hours spent on project. If indirect is requested applicants will need to verify how the rate was determined.
- The mileage rate is \$ 0.55 per mile. Mileage can only be reimbursed for travel in Missouri.
- Download, complete, and then upload the [Commitment of Match Funds](#) form to the file upload page at the end of the application .

Code	Description	Notes	Requested	Match	Total
Total Budget			\$ 0	\$ 0	\$ 0
% of Requested Amount			0%		

Code	Description	Notes	Requested	Match
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

All active questions are required.

Budget Categories

1. Personnel: Please list each employee/position and the total projected hours to be spent on this project. A full-time employee, where work is devoted exclusively to this project would be listed as maximum 2,080 hours (subtract paid leave and holidays).

If you are requesting funds to support staff salaries, please provide a breakdown of the hourly wage per project hours anticipated for each staff person in the ‘Notes’ area. Please indicate whether the rate includes fringe and/or indirect benefits, and if it does, include the percentage. Please note the limits in the budget form. (Fringe benefits can include FICA and Medicare amounts provided by employer.)

2. Professional Services: Please list subcontractor services to be provided, not specific contractors. Subcontractor services may be subject to competitive bidding requirements. List all services in reasonable detail and provide supporting documentation for expected cost in the form of examples or quotes, as applicable.

Only one type of subcontracted service should be listed per line. For example, electrical wiring for baler; web design services; or recycling collection/transportation services.

Supporting documentation for cost estimates greater than \$3,000 must be submitted with the Quotes Cover Sheet.

3. Equipment: Equipment is defined as a single article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 and greater. (If the projected expenditure is less than \$5,000 it should be listed under Supplies.)

All equipment that is proposed to be purchased, as either district funded or match funded, will require the same level of documentation (as to their purchase), including initial estimates of cost and subsequent supporting documents when purchased. Any equipment purchased with district funds is subject to Security Agreement requirements.

List only one piece of equipment per line. Use generic descriptions (not brand names) and provide reasonable detail.

Supporting documentation for equipment must be submitted.

Supplies: This category is for items with a useful life of less than one year or a purchase price of less than \$5,000. This category can include (but is not limited to) recycling containers, computer software, and office supplies.

List one type of expenditure per line. If purchase will be for a quantity of same-type items, you may group these items together. Provide details regarding quantity and associated costs for each line item.

Supporting documentation for line-item cost estimates greater than \$3,000 must be submitted. See Section 8 for more details.

4. Travel: Travel must be directly related to the project. Maximum mileage reimbursement from grant funds in \$0.55 per mile.
5. Other: Use this category to account for expenditures not covered by the other categories. For example, this category can be used for rent, utilities, insurance, postage, publication costs, telephone and insurance.

List one type of expenditure per line. If purchase will be for a quantity of same-type items, you may group these items together. Provide details regarding quantity and associated costs for each line item.

Supporting documentation for line-item cost estimates greater than \$3,000 must be submitted.

Matching Funds

Matching funds may be cash or in-kind. They include any known sources of grants or gifts, any in-kind contributions, and any sources of revenue, such as collection fees. However, other grant funding originating from the Missouri Department of Natural Resources, such as a Missouri Market Development Program Grant from the Environmental Improvement and Energy Resources Authority (EIERA) or a grant from another solid waste management district, may not be used as match.

The total of match funds provided must represent a minimum of 10 percent of requested amount. The percentage of requested funds and match funds is automatically calculated based on completion of the budget worksheet.

NEW this year: download the Commitment of Match Funds form, complete, including the notarization, and upload at the end of the application.

Sample Budget

Code	Description	Notes	Requested	Match	Total	
1PER - Personnel	Program Manager	Employee 1 at \$15.39 per hour at 40	\$ 25,020	\$ 0	\$ 25,020	Delete
1PER - Personnel	Project Supervisor	Employee 2 at 18.25 per hour for 19	\$ 0	\$ 3,486	\$ 3,486	Delete
2PRO - Profession:	Social media development		\$ 240	\$ 0	\$ 240	Delete
2PRO - Profession:	Website design		\$ 1,875	\$ 0	\$ 1,875	Delete
3EQU - Equipment	(2) two wheel dollies		\$ 300	\$ 0	\$ 300	Delete
3EQU - Equipment	Misc. tools for repair		\$ 1,000	\$ 0	\$ 1,000	Delete
3EQU - Equipment	Shelving	see quote for shelving	\$ 4,000	\$ 0	\$ 4,000	Delete
4SUP - Supplies	Gaylord boxes		\$ 500	\$ 0	\$ 500	Delete
Total Budget			\$ 32,935	\$ 3,486	\$ 36,421	
% of Requested Amount				11%		
Code	Description	Notes	Requested	Match		
	Description	Notes	\$ 0	\$ 0		Add Budget Item

FINANCIAL INFORMATION FOR PROJECTS REQUESTING \$50,000 OR MORE

ADDITIONAL INFORMATION

If you are requesting \$50,000 or more in funding, you are required to provide additional information in this section.

Financial Information for Projects Requesting \$50,000 or more

For facilities and equipment grants, attach a preliminary project design, engineering plans and specifications. (Upload the attachment to the Supporting Documents section at the end of the application.)

Three years previous financial statements, audits or reports are required. For governmental entities, a bond rating is acceptable. An audited summary of assets and liabilities is acceptable. Upload the statements on the Supporting Documents section at the end of the application. If the upload exceeds the size allowable, you may e-mail the documents to karpilow@marc.org or contact us to arrange for a file transfer.

10.0 Provide contact information from three credit references or attach a letter of reference from a bank. This criterion is not required for government entities. (You can attach a letter of reference on the Supporting Documents section at the end of the application.)

(2000 characters or fewer)

11.0 Project Financing: Describe sources of financial support, both existing and planned, for the next three years.

(2000 characters or fewer)

Trade Secrets. Any applicant may assert a claim of business confidentiality covering a part or all of that information by including a letter with the information to be protected from disclosure. (This can be done on the Supporting Documents section at the end of the application.)

If your project is educational in nature or addresses waste reduction, please discuss your plan to maintain the project for two years following the grant period.

12.0 If this is an "Educational Only" or "Waste Reduction Only" project, describe how the project will continue for at least two years following this grant period. Include how the project will continue to be promoted and acquire new audiences. For other projects, type 'NA'.

(2000 characters or fewer)

For all other projects, you will be required to complete a profit-loss table covering a three-year period. The profit-loss table can be downloaded using the hyperlink in Section 13.0

Project Finances (Profit-Loss Table)

13.0 Download and Complete the [Profit and Loss Table](#). Please indicate anticipated project expenses and income on a yearly basis. Itemize expenses and income related to the project, including requested funds, cash match and in-kind match.

After downloading and editing the table using excel or another spreadsheet software, click the 'Select File' button and select your saved file. Then click 'Upload File' and it should state that the file has been uploaded.

Select File

Upload File

No file selected.

Download the file 'profitlossform'

Profit-Loss Table				
Budget Category	Notes	YEAR 1: 2023	YEAR 2: 2024	YEAR 3: 2025
Income				
Income From Sales		\$0	\$0	\$0
Sales from Item #1				
Sales from Item #2				
Income From Grants		\$0	\$0	\$0
Grant Name:				
Grant Name:				
Other Unearned Income				
Expenses				
Personnel Expenses				
Professional Service Expenses				
Equipment Expenses				
Supplies Expenses				
Travel Expenses				
Other Expenses				
Totals				
Total Revenues		\$0	\$0	\$0
Total Expenses		\$0	\$0	\$0
Profit or Loss		\$0	\$0	\$0

Please indicate anticipated project expenses and income on a yearly basis. Itemize expenses and income related to the project, including requested funds, cash match and in-kind match. Please use the ‘Notes’ area to explain your totals.

After completing the form, save to your computer and upload the file using the ‘Select File’ and ‘Upload’ buttons in Section 13.0

Project Finances (Profit-Loss Table)

13.0 Download and Complete the [Profit and Loss Table](#). Please indicate anticipated project expenses and income on a yearly basis. Itemize expenses and income related to the project, including requested funds, cash match and in-kind match.

No file selected.

After downloading and editing the table using excel or another spreadsheet software, click the 'Select File' button and select your saved file. Then click 'Upload File' and it should state that the file has been uploaded.

FINANCIAL REPORTS/AUDITS

If you are requesting \$50,000 or more, three years of financial reports or audits must be provided to the district. For governmental entities, a bond rating is acceptable. An audited summary of assets and liabilities is acceptable. If a business has not been in operation for three years, individual income tax returns of the principal owner are acceptable. Please upload this information in #39. **If the document is too large, please contact district staff for assistance.**

5. PROJECT NARRATIVE

This is the section that you will use to provide information about your project. Please fill in every field. If you have nothing to put in a field, write in ‘None’ or ‘Not Applicable.’ If supporting documentation is requested, you will have to opportunity to upload the requested files at the end of the application.

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All active questions are required.

Report Issue Cancel Save Back Next

Project Narrative

14.0	If this project currently exists, describe activity, experience, and annual diversion in tonnage. Describe how grant funds would result in an increase in diversion:	(2000 characters or fewer)
15.0	If grant funds are requested to pay salaries, explain how the positions will be supported after the project year is over.	(2000 characters or fewer)
16.0	Will you charge fees for your services?	Yes <input checked="" type="radio"/> No <input type="radio"/>
16.1	If yes, please explain	(2000 characters or fewer)

INSTRUCTIONS – 2024 GRANT APPLICATION

17.0	Describe where your materials will come from (feedstock) and where materials will be processed. You must include current letters of support from both feedstock and end markets in the Supporting Documents section at the end of this application. For projects on Education; include letters from organizations providing your audience e.g.; schools, civic groups, faith organizations.	(2000 characters or fewer)
18.0	Describe any permits or licenses that will be required to complete this project (e.g. zoning, storm-water). If none, provide an explanation as to why they are not required. Upload copies of permits, licenses or waivers that have been obtained. You can submit in PDF or JPG format on the Supporting Documents section at the end of the application.	(2000 characters or fewer)
19.0	List partnerships with any cities, counties, or public or private entities:	(2000 characters or fewer)
20.0	Is there any other organization(s) in the district providing the same or similar services as your project proposal?	Yes <input checked="" type="radio"/> No <input type="radio"/>
20.1	If yes, please describe:	(2000 characters or fewer)
20.2	Explain how your project will collaborate or compete with these other organizations or businesses?	(2000 characters or fewer)
21.0	Does the project contribute to your organizations' strategy for addressing diversity, equity, and inclusion?	Yes <input checked="" type="radio"/> No <input type="radio"/>
21.1	If yes, please explain	(2000 characters or fewer)

Microsoft Edge



6. PROJECT EVALUATION

Please describe how the project will be quantitatively and qualitatively evaluated to measure successes and/or benefits of the project.

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All active questions are required. Report Issue Cancel Save Back Next

Project Evaluation
All projects are required to be evaluated both quantitatively and qualitatively throughout the project period.

26.1 Describe how you will quantitatively measure the success or benefit of the project. For example, tonnages diverted, number of participants.

26.2 Describe the how you will qualitatively measure the success of the project. For example community surveys can determine quality of service and anecdotal stories reflecting project success can be used.

All active questions are required. Report Issue Cancel Save Back Next

7. SUPPORTING DOCUMENTS

Use this section to upload documentation to support your grant application. If you experience problems uploading documents, please contact the district for assistance.

DOCUMENTS REQUIRED FROM ALL APPLICANTS

The following four documents must be uploaded in order to submit an application:

Letter of support from local government

Please attach a current letter of support from a local government representative from the jurisdiction in which the project will be located. A local government representative can include a county commissioner, mayor, solid waste district management council member or other government official. Additional letters of support may be included to provide evidence of community interest in and support for your project. Provide only those supporting letters that are directly relevant to your project.

Letter(s) of support from clients

Attach a current one-page letter from potential clients or organizations that will use the services of your project. Letters should include a statement indicating their willingness to work with the applicant and if applicable, the prices they will pay or charge for the materials.

Documentation of match funds

NEW: For match documentation you will download the Commitment of Match Funds form and complete, including the notarization, and then upload.

Letter of support from outside source/company that will process material

If the project relies on an outside source or company(s) to process the materials recovered, please provide 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.

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All active questions are required.

Letters of Support

Each file is limited to a maximum size of 25 MB. We can only accept the following file types through this web page: ZIP, PDF, JPG, Microsoft Word, and Microsoft Excel. Where multiple files are requested, please combine them into one PDF or one file type. Please note that the file will be renamed as it appears on the website but not on your machine during the upload process.

NOTE: Please do not use any special characters in the file names of your uploads. Underscore and dash are OK.

To upload, click the 'Select File' button next to the question and browse locally and select the file. Afterwards, click the 'Upload File' and the screen should show a new (renamed) link to the file. After upload is done, save your work.

If there is more than one letter of support, please combine files into a single document or create a ZIP file. Information on how to create ZIP files can be found here: [PC,MAC](#)

27.0	Letter of support from local government. The application requires a letter of support from the local government representative such as Mayor, City Council, or County Commission.	<input type="button" value="Select File"/>	<input type="button" value="Upload File"/>	No file selected.
28.0	Letter(s) of support from potential clients or users of proposed service:	<input type="button" value="Select File"/>	<input type="button" value="Upload File"/>	No file selected.
29.0	Letters of support from feedstock and endmarkets (as indicated in question 17):	<input type="button" value="Select File"/>	<input type="button" value="Upload File"/>	No file selected.

APPLICATION-SPECIFIC DOCUMENTS

Maps, if applicable

Please attach maps or diagrams, if applicable, to illustrate the placement of collection bins for example.

Job Description/Resumes

Job descriptions and resumes should provide details for the key personnel associated with your project.

Permit documents

If applicable, provide copies of permit documents that pertain to your project.

Documentation for expenses greater than \$3,000

Expenses and match funds for major activities or purchases greater than \$3,000 must be supported by documentation showing how each cost estimate was determined. Please clearly identify the appropriate budget line item to the supporting documentation (Quote Cover Sheet with attachments).

Project design specifications

If you are requesting more than \$50,000 and your grant application includes a request for equipment or a facility (e.g., building, site improvements), please upload a preliminary project design, engineering plans and specifications.

Credit references

If you are requesting \$50,000 or more, please provide three credit references or a bank letter of reference. Credit references are not required for government entities.

Trade secrets

All content in this application is considered to be a public record and is open to the public. Any applicant may assert a claim of business confidentiality covering a part or all of that information by including a letter with the information to be protected from disclosure. It is the burden of the applicant to establish that the documents are exempt from disclosure under the Missouri Open Records Act (Chapter 610, RSMo). See Section 7.5 for additional explanation.

8.SUBMITTING THE APPLICATION

As you move through the application, your submittal is automatically saved.

On the final page there is a ‘Submit’ button to send the application to the district. You do have to option to revise the application and resubmit up until the final application deadline.

Please contact us if you have any issues with uploading files.

All active questions are required.

[Report Issue](#)
[Cancel](#)
[Save](#)
[Back](#)
[Submit Application](#)

If your application is missing components, you will receive an error notice with a list of sections to revisit or items to upload.

Error ×

Required Fields Missing or Invalid

The following questions must be completed in order to continue.

Solid Waste District Application Section 1 General Information

If you decide you do not want to submit the application, you can delete the data by using the ‘Delete’ button.

[Report Issue](#)
[Log Off](#)

Project Title	Status
SWMDTest	Not Submitted

[Edit](#)
[Print](#)
[Delete](#)

[Start New Application](#)

Once the application deadline has passed, you cannot add, modify, or delete any part of the application through the online system.

Before submitting your application, please review the application checklist located on the 2024 district application home page to verify that you have completed all the required components.

SUMMARY PAGE

A summary page of your application is available for you to print or save for your records. You can print your application using the ‘Print’ button on your projects page.

[Report Issue](#) [Log Off](#)

Project Title	Status
SWMDTest	Not Submitted

[Edit](#) [Print](#) [Delete](#)

[Start New Application](#)

The following page will be displayed. Select the ‘Print’ button to save the file as a pdf or print.



[Print](#)

Solid Waste District Application Section 1 General Information

No.	Question	Answer
General Project Information:		
1.1	Name of Project:	SWMDTest

CREATING AN ADDITIONAL PROJECT APPLICATION

You may submit more than one grant application from your user account. Click the ‘Start New Application’ button from your projects page.

You must complete a full application for each additional project, including separate supporting documents, for each subsequent application to be considered for award.