

2026

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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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.

To begin, click on the 'Register' button.

PROJECT APPLICATION PORTAL

MARC
Metropolitan Area Regional Council

Solid Waste Management District

2026 Solid Waste Funding Call Application

Email:

Password:

Login Forgot password Register Report Issue

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.

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 technical difficulties with the application, you can use the 'Report Issue' button.

2026 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.

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.

The screenshot shows a web form titled "General Project Information:". At the top, there are navigation buttons: "Report Issue" (red), "Return Home" (blue), "Save" (green), and "Submit Application" (green). Below these are numbered tabs 1, 2, 3, 4, and a "Next" button. A note states "All active questions are required." The form contains six input fields, each with a label and a red asterisk indicating it is required:

- 1.1 Name of Project: *
- 1.2 Name of Organization: *
- 1.3 Address: *
- 1.4 City: *
- 1.5 State: *
- 1.6 Zip Code: *

The **Authorized Official** is typically the CEO or executive director and is signs the application, invoices and security interest agreements. For a city or county, this person is typically an administrator, manager or department head. The **program manager** is responsible for executing the grant project.

The screenshot shows a web form titled "Authorized Individual:". It contains two input fields, each with a label and a red asterisk indicating it is required:

- Name: *
- Title: *

PAGE 2. PROJECT DESCRIPTION

Tell us about your proposed project: Describe materials targeted for diversion, the vision for implementation, and 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, or the number of individuals expected to attend a presentation.

The screenshot shows a web-based form titled "Project Description". At the top, there are navigation buttons: "Report Issue" (red), "Return Home" (blue), "Save" (green), and "Submit Application" (green). Below these are tabs for "Previous", "1", "2", "3", "4", and "Next". A note states "All active questions are required.*". The form contains four sections:

- 2.1** Describe your project. What do you intend to accomplish? * (2500 characters or fewer)
- 2.2** What is your past experience with this activity? * (2000 characters or fewer)
- 2.3** Estimated tons diverted during project period? *
 - ☐ Education Only
 - ☐ Less than a Ton
 - ☐ 1-50 tons
 - ☐ 50-300 tons
 - ☐ >300 tons
- 2.4** Estimated tons of material diverted in the next 5 years *
 - ☐ Education Only
 - ☐ Less than a Ton
 - ☐ 1-50 tons
 - ☐ 50-300 tons
 - ☐ >300 tons

LETTERS OF SUPPORT

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 should 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/ Feedstock

A letter of support from potential clients or organizations that will use the services of your project is required. 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.

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

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.

COMMUNITY IMPACT

Describe how the project will impact the community and related questions.

PAGE 3. ADMINISTRATION**Job Description/Resumes**

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

Trade secrets

All content in this application is considered 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).

PROJECT EVALUATION

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

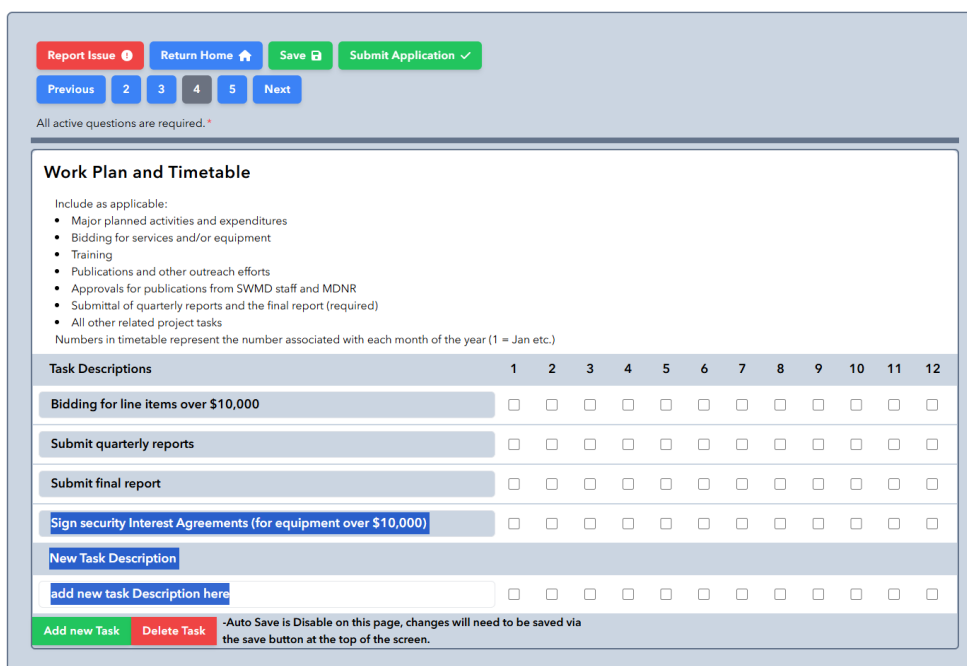
PAGE 4. WORK PLAN AND TIMETABLE

List all the appropriate tasks necessary to execute the project in the timetable. Some examples are:

- Major planned activities and expenditures
- Bidding for services and/or equipment

- Training
- Publications and other outreach efforts
- Approvals for publications from SWMD staff
- 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:



Report Issue Return Home Save Submit Application ✓

Previous 2 3 4 5 Next

All active questions are required.*

Work Plan and Timetable

Include as applicable:

- 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

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

Task Descriptions	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 \$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"/>
New Task Description												
add new task Description here	<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"/>

Add new Task Delete Task -Auto Save is Disable on this page, changes will need to be saved via the save button at the top of the screen.

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.

PAGE 5. 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. 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 complete 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.

For salaries, the indirect and fringe limit is 18.0%

- The fringe cap is 18%
- The indirect cap is 18%
- The mileage rate is \$0.655

If you are requesting more than 18% for indirect or fringe, you must indicate how you determined the percentage used.

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.

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).

Report Issue
Return Home
Save
Submit Application

Previous
3
4
5
6
Next

All active questions are required.*

- 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 \$ 0.655 per mile. Mileage can only be reimbursed for travel in Missouri.
- Download, complete, and then upload the [COMMITMENT OF MATCH FUNDS](#) form for the next question.

5.4

No file chosen

Upload your Commitment of Match Funds form: *

Each file is limited to a maximum size of 25 MB.
Accepted file types: ZIP, PDF, JPG, Microsoft Word, and Microsoft Excel.
Click the 'Choose File' button and browse locally and select the file.
Where multiple files are requested, 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](#)

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

Add Budget Item
Auto Save is Disable on this page, changes will need to be saved via the save button at the top of the screen.

Budget Categories

1. **Personnel:** Please list each employee/position and the total projected hours to be spent on this project.

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 or web design services.

3. **Equipment:** Equipment costs of \$10,000 and greater are subject to Security Agreement requirements

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

4. **Supplies:** 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.

5. **Travel:** Travel must be directly related to the project and in Missouri only. Maximum mileage reimbursement from grant funds is \$0.655 per mile.
6. **Other:** Use this category to account for expenditures not covered by the other categories. Any item less than \$300 can be considered as General Project Supplies. Expenses over \$300 should be itemized.

Matching Funds

Matching funds may be cash or in-kind. They include any known sources of grants or gifts, and in-kind contributions such as volunteers. However, other grant funding originating 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.

Documentation of match funds

For match documentation you will download the Commitment of Match Funds form and complete and then upload.

PAGE 6. FACILITY IMPROVEMENTS OR EQUIPMENT REQUESTS

Project design specifications

If you are requesting more than \$20,000 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. You will also be asked to describe plans for storage, installation, maintenance, registration, and taxes.

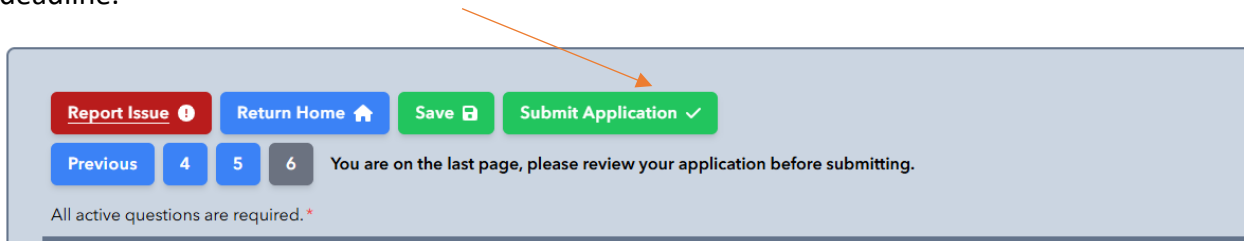
Credit references

If you are requesting \$20,000 or more, please provide three credit references or a bank letter of reference. Credit references are not required for government entities.

SUBMITTING THE APPLICATION

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

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



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

If you decide you do not want to submit the application, you can delete the data by clicking on the blue Return Home button and delete.




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

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.



 Test by NadjaEdit Delete Print 

Submitted

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.