



**RECYCLING GRANT APPLICATION
INDIANA RECYCLING GRANT PROGRAM**

State Form 51898 (8-04)
Indiana Department of Environmental Management

Office of Pollution Prevention and Technical Assistance
RECYCLING GRANT PROGRAM
402 West Washington Street, W041
P.O. Box 7095
Indianapolis, IN 46207-7095
Internet: <http://www.in.gov/idem/oppta/recycling/grants/>

INSTRUCTIONS: Pre-applications are required. For assistance call your regional grant representative at the Office of Pollution Prevention and Technical Assistance, Source Reduction and Recycling Branch (800-988-7901). Please print or type.

SECTION 1				APPLICANT INFORMATION	
Program administrator (contact person)					
<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.			Phone:	
Title:				Fax:	
Official name of agency or organization:				E-mail:	
Federal ID number:				County (ies):	
Address:					
City:				ZIP code + 4:	
SECTION 2				PROJECT SUMMARY	
				Please shade area served or attach map showing area to be served.	
SECTION 3		GRANT DATA			
Target number of households:			Target population:		
If school, target number of students:			Tons of material to be diverted through project:		
Total project cost:		\$	Funds requested:		\$
SECTION 4		TYPE OF APPLICANT			
(Check the appropriate box)					
<input type="checkbox"/> Joint application; attach participant list		<input type="checkbox"/> Solid Waste Management District			
<input type="checkbox"/> School (K-12)		<input type="checkbox"/> University			
<input type="checkbox"/> County		<input type="checkbox"/> Non-profit			
<input type="checkbox"/> City		<input type="checkbox"/> Town			
SECTION 5		SOLID WASTE MANAGEMENT DISTRICTS ONLY			
SWMD 12/31 cash balance:		\$			
Report the cash balance as reported on State Board of Accounts, Form # SWMDAR-1, Part 1, Column F, Solid Waste Management Fund.					
SECTION 6		SIGNATURE			
I certify that submission of this application has been duly authorized by the governing body of the entity and that I am legally authorized by the governing body to sign the application.					
Signature of applicant		Printed Name		Date (month, day, year)	

INSTRUCTIONS: Round amounts up to whole dollars. A dollar for dollar cash match is required for equipment purchases. If grant is awarded, an approved budget page will be included in Exhibit A of the grant agreement.

SECTION 7	PROPOSED BUDGET			
	Grant Request	Cash Match	In-Kind	Total
Personnel				
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Project/Equipment Costs				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Operating/Program Costs				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Contractor/Professional Fees				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Education/Promotion Costs				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Enter column totals in boxes below.				
	\$	\$	\$	\$

INSTRUCTIONS: Applications are evaluated based on the responses to the questions listed in numbers 1-4. Each response must be complete and numbered; please attach the application question responses to the cover page, proposed budget, and any other applicable materials being submitted.

SECTION 8	APPLICATION QUESTIONS
1) Project Description	
a)	Describe the proposed project and identify the partners involved.
b)	Describe the goals and objectives of the program.
i)	Is this application for a new program or an expanded program?
ii)	What area and population will the program serve?
iii)	State whether project focuses on new or increased diversion from landfills.
iv)	Please list material collected in program (e.g., amount and types of materials collected).
v)	Provide participation estimates, and explain assumptions made in the calculations.
vi)	How much waste do you expect this program to divert from improper disposal? Provide justification for diversion projections in terms of increased participation and collection, etc. Explain any assumptions made in your calculations.
c)	Provide the location(s) of activity, facility or event, operating hours and/or collection schedule. Explain why the location and the schedule are appropriate for your area.
d)	Describe the need for this project in the service area, and why this project is the best way to address that need. Document this need with surveys or studies if available.
e)	Will this project address a compliance issue with IDEM rules and regulations?
f)	Why is grant funding needed for this project? Describe any financial constraints or other factors that contribute to the need for grant funding.
g)	Demonstrate the benefits of waste diversion specific to your area, with specific attention to any environmental or health and safety threats the project will address.
h)	Provide anticipated project plan timeline (e.g., activity occurs months 1-3, months 4-6, months 7-9, etc.).
i)	Provide locations (addresses) for grant funded equipment already owned by your organization, recycling drop-off sites, and household hazardous waste collection sites or facilities in your area, plus hours of operation.
j)	How does this proposed program relate to previously funded programs?
2) Waste Management and Diversion	
a)	Describe how the project will divert waste from disposal.
b)	Provide a material flow plan for this project (e.g., amount and types of materials collected, processed, and recycled/composted). Indicate which tasks program staff will perform and which the contractor (if any) will perform.
i)	How will materials be collected?
ii)	What, if any, materials will be offered for reuse?
(1)	How will they be evaluated?
(2)	Who will have access to the reusable materials?
c)	Where will collected materials be processed or managed?
d)	Identify all composting and recycling facilities that will be utilized.
e)	Provide the company name, address, phone and contact person for all contractor(s) to be used.
f)	Document the background, training, and technical expertise for key project personnel (either applicant or contractor) through resumes, background statements, references, etc.
g)	Describe how the project will increase the marketability of recyclable materials or yard waste.
h)	For organic projects, an ordinance that prohibits the burning of leaves and yard waste within the applicant's jurisdiction is required if the applicant has the legal authority to adopt one. If you have one already, please attach copy and provide an explanation of how it is enforced. Applicants who have local burn bans in place at the time of final application will receive priority in the funding process over applicants without burn bans.
i)	For all organic collection projects, you must identify the registered compost facility where materials will be taken or appropriate site where materials will be land applied. If collected organic materials are added to other materials requiring a permit for land application, provide details including the type of material, location, volume, etc. A copy of your agreement with the receiving facility or a letter stating the facility's intentions to accept the collected materials must accompany the final application.

3) Education Plan
a) Describe your education plan.
i) Describe the goals of your education and/or promotion plan.
ii) What will be the education and promotion content or message?
iii) Describe project's source reduction component.
iv) Describe project's buy recycled component.
v) List public/school education impact numbers.
vi) Describe type of education methods employed.
vii) Identify any education partners who will be participating, and what role each partner will assume in the education plan.
viii) Describe media used and how the target audience will be informed about proper participation. If television or radio advertising or public service announcements are to be used, state the time of day you anticipate the message will air.
4) Project Sustainability
a) To demonstrate project sustainability, provide the following:
i) Explain all budget page line items (grant requests, cash, and in-kind matching columns). Quotes and spec sheets are required for all purchases. If you are proposing to purchase or trade-in used equipment, three appraisals of the equipment must be submitted.
ii) Describe cost and program efficiencies realized by project implementation (e.g., savings in manpower, fuel, contractor and transportation cost, etc.).
iii) Summary of personnel investment to include number of hours and a detailed work plan (new and current resources).
iv) Sustained funding plan for continuation of the program after the end of the grant term. Identify sources of revenue, such as user fees, tax revenue, tipping fee revenue, etc.
b) Demonstration of commitment for <u>both initial and ongoing material and monetary resources pledged</u> , please provide the following:
i) Resolution from the board of directors or other governing body committing to the cash and in-kind match as indicated on the budget page and the time frame proposed for the project.
ii) Upper management commitment letters (e.g., board, mayor, council).
iii) Commitment letters from all project partners (e.g., contractors, cities and towns).
iv) Letter of support or commitment from local solid waste management district.
c) Applicants requesting funding for equipment purchase must establish a maintenance plan and a capitol improvement fund to replace the equipment at the end of its useful life. If the maintenance plan and fund are already in place, please include a letter from your board of directors or other governing body outlining the plan for funding repair or replacement of the equipment if it should break. Although it is not required as part of the application, applicants who submit this letter and have a plan in place at the time of final application will receive priority in the funding process over applicants without such a plan.
d) Explain your plan for evaluating the proposed program. Your plan should include the following:
i) Evaluation of the process of the program (how the work is performed).
ii) Evaluation of the outcome of the program (the end result, what goals were met).
iii) Evaluation of the effectiveness of the equipment, if funding is requested for an equipment purchase.
iv) Criteria for measuring the outcome and determining the success of the program.
(1) Describe any questionnaires or statistical tests to be used in the evaluation.
v) Evaluation reports that will be produced include progress reports and final reports required for grant purposes.
vi) Designation of person responsible for performing the evaluation.