



# Competitive Funding Application Form

## Contact Information

If you are filling this form on your computer, click on the gray boxes and fill out information. Do not hit return, just click on next gray box.

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

## Type of Organization

Please select one of the following. Computer users click inside gray boxes.

Local Government    Non Profit Organization    Non Profit Educational Institution

## Goals and Objectives Summary

Please briefly describe a summary of your application including goals and objectives.

## **Application Narrative**

**Please answer the following questions. If you prefer, you can recreate this sheet on your computer by reprinting the questions.**

1. Please describe your organization and how it's funded. How many people will benefit from this grant award? (number of students, city population, etc.)

2. Please describe the project, activity or materials you are applying for? (Developing a new recycling program, purchasing recycling products etc.) If you are buying recycled material please describe materials.

3. Please give an estimated project timeline for completion of the project and who will be administering the project?



**PLEASE NOTE:** This page and the next page are your budgetary pages. They are titled **Product Information Section (PI)** and **Line Item Page (LI)**. Both of these pages must be filled out completely, and should equal each other. On the PI page you must list the product information, quantity and cost per unit. You must also justify any labor hours in your match in this section, including the hourly rate (not to exceed \$10 per hour.) The LI page is where you state what line item you are requesting, along with the breakdown of grant vs. match dollars. You must justify your total project completely on both of these pages.

**PRODUCT INFORMATION PAGE**

**7.** Please provide a budget description of all the materials that you are asking for on the Budget page. Remember to attach a price quote from the company which includes any shipping charges. Also include proof that the material is made from at least 10 percent recycled plastic.

**Please enter amounts in whole dollars only**

<b>Product Name</b>	<b>Quantity</b>	<b>cost per unit</b>	<b>Total Cost</b>
<b>Total Project Cost</b>			

**Additional budget description**

**8. Please explain why your organization is asking for this funding?**

**LINE ITEM PAGE**

Please enter amounts in whole dollars only. (round up to nearest dollar amount). Please add across and down to check accuracy of your totals.

<b>Budget Category</b>	<b>Grant Funds</b>	<b>Match Funds</b>	<b>TOTAL</b>
Labor <sup>1</sup> (see below)	not allowable		
Advertising			
Brochures/Flyers			
Recycled Signs			
Recycled Benches			
Recycled Picnic Tables			
Playground Equipment			
Recycled Plastic Cribbing			
Recycled Trash Containers			
Recycled Playground Surfacing			
Recycled Lumber			
Other Recycled Products			
Recycling Containers <sup>2</sup> (see below)			
Transportation and Shipping			
Other Budget Items			
Other			
Other			
Other			
<b>TOTAL ACTIVITY BUDGET</b>			

*Max. Grant Amount \$10,000*

*Minimum 20% match*

1 Labor is only eligible under the Match portion of the grant as an in kind contribution. The District will only allow salary contributions up to a maximum of \$10.00 per hour. Labor is allowed for site preparation and assembly of recycled equipment.

2 Recycling Containers would include any containers that would be used to establish a recycling program within your organization.

This page is for information purposes only and should not be submitted in your application packet.

## **IMPORTANT! GUIDELINES AND CHECKLIST**

- Our organization has a recycling program in place and I have documented the program in my application.
- A resolution or letter of authorization is attached from your governing board / council authorizing your agency to apply for grant funds.
- My total grant request does not exceed \$10,000. This does not include the match amount.
- I have included a 20 percent match from my organization. This means that 20 percent of the total cost for the project will be provided by the entity applying for the grant. For example, if the total cost for the project or activity is \$10,000 you would be required to provide \$2,000 in match monies with the District providing \$8,000. The match can be financial or in the form of in-kind services. Examples of in-kind services include labor, donated materials or services.
- My application is typewritten and is prepared as required. No excess documentation, no binders, etc. I have submitted only the necessary pages required in the application process. Please double-check your calculations and spelling for accuracy as this will be taken into account during the review process.
- I have attached an **original** price quote, including shipping costs, documentation and product literature with a picture of the product from the company. I have also included company documentation that the product is made from at least 10 percent recycled content.
- I have double-checked my budget numbers on both budget pages. The budget pages should equal each other. I have rounded all of my numbers on the budget page to the nearest whole number. Please do not use cents.
- I am submitting one original application printed on recycled content paper.
- My application will be to the District office by 4:30 p.m. January 31<sup>st</sup> for the first funding round or by June 30<sup>th</sup> for the second funding round. **LATE APPLICATIONS WILL NOT BE ACCEPTED!**

If you have any questions please feel free to call 419-334-7222 or 1-888-850-7224.