

# *Southeast Missouri Solid Waste Management District-R*

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## **DISTRICT GRANTS APPLICATION**

### **SOUTHEAST MISSOURI SOLID WASTE MANAGEMENT DISTRICT REGION R**

**1 W. St Joseph Street  
Perryville, Mo 63775**

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**REDUCE, REUSE, RECYCLE... FOR A BETTER TOMMORROW!  
FY2025**

**APPLICATON DEADLINE:  
DECEMBER 29, 2023 @ 5PM**

**SOUTHEAST MISSOURI SOLID WASTE DANAGEMENT DISTRICT  
DISTRICT GRANTS PROGRAM  
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**SOUTHEAST MISSOURI SOLID WASTE MANAGEMENT  
DISTRICT – R  
1. FY2025 GRANT APPLICATION CHECKLIST**

Project Applicant: \_\_\_\_\_

<b>YOU MUST COMPLETE THIS FORM (Except shaded areas) Put gage number where document located or N/A if not applicable.</b>	<b>See page #</b>	<b>DISTRICT PERSONNEL VERIFICATION INITIALS</b>
1. Applicant profile sheet.		
2. Executive summary and reference to the District’s solid waste management plan component to which it applies.		
3. Location of project and name, address, and phone number (physical and mailing address) of the official subgrantee.		
4. A work plan or scope of work identifying: a.) project tasks and descriptions (directly related to the project intent); b.) main key personnel involved in the project; c.) project manager’s qualifications (why is this person qualified to manage the project.); and d.) a timetable showing anticipated dates for activities and expenditures (NOTE: Quarterly and Final Reports must be identified on the timetable).		
5. Line-item budget (independent support of items \$5,000 and over in total cost).		
6. Plan implementation project documentation has been received and reviewed by the District’s Executive Board including cost estimates.		
7. Intent or verification of all federal, state, and local permits, approvals, licenses, security interest or waivers (i.e., UCC-1, certificate of title, deed of trust, E-Verify) are either not needed or have been/will be obtained.		
8. Demonstration of compliance with local zoning ordinances.		
9. Match commitment documentation (if applicable)		
10. An evaluation procedure describing both quantitatively and qualitatively how the success or benefit of the project will be measured.		
11. Additional information for the projects over \$50,000 A.) Demonstrate technical feasibility by submitting: 1. A preliminary project design and 2. Engineering plans and specifications for any facilities and equipment. B.) Financial report including: 1. A three (3) year business plan. For projects involving recycling and reuse technologies, the plan shall include a market analysis with information demonstrating that the applicant has secured the supply of and demand for recovered material and recycled products necessary for sustained business activity. 2. A description of the project financing, including projected revenue from the project. 3. A credit history. 4. Up to three (3) years previous financial statements or reports for governmental entities a bond rating.		
12. Applicant has certified, being authorized to submit this application, all information is true and conforms to the application requirements.		
13. Authorized applicant official signature provided.		

Project Name: \_\_\_\_\_

## 2. GRANT APPLICATION FORM-FY2025

### I. Grant Information

Areas Served (counties)

Iron       Bollinger       St. Francois       Ste Genevieve  
 Perry       Madison       Cape Girardeau

### II. Applicant Information

1. Legal Name of Business or Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fed. Tax ID or SSN: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

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

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

2. Type of Entity

Non-profit Organization (including legal status documents)

Individual

Public Entity

Business

### III. Project Information

1. Name of Project: \_\_\_\_\_

2. Project physical address: \_\_\_\_\_  
\_\_\_\_\_

3. Project Dates: Start- \_\_\_/\_\_\_/\_\_\_ End- \_\_\_/\_\_\_/\_\_\_

4. Brief Project Description (length 1000 characters):

5. Type of Project (pick only 1 based on where the majority of the funding goes):

WR – Waste Reduction

RE – Recycling

CO – Composting

MD – Market Development

EDU – Education

6. Indicate any other affiliated federal, state or local agencies.

7. Type and amount of waste material(s) being recovered:

<u>Specific Waste</u>	<u>Estimated Tons Diverted (round to nearest whole #)</u>
Cardboard/OCC	_____
Newspaper	_____
Magazines	_____
Other Paper	_____
Aluminum	_____
Other Metal	_____
Textiles	_____
PET #1	_____
HDPE	_____
Other Plastic	_____
E-Waste	_____
Tires	_____
Commingled	_____
White Goods	_____
Other Waste	_____
Total	_____ Estimated Tons Diverted

8. Other measurable outcomes (explain in detail, giving all the specifics necessary to explain how this project will be evaluated in full detail, both quantitatively and qualitatively):

9. Source of recovered materials used by proposed project (Check all that apply)

\_\_\_\_\_ Post-consumer                      \_\_\_\_\_ Post-industrial                      \_\_\_\_\_ Internal

10. This project is (check one):

- \_\_\_\_\_ A new business/organization
- \_\_\_\_\_ A new venture/expansion of a current business
- \_\_\_\_\_ A completely new venture for an existing business
- \_\_\_\_\_ Other (explain) \_\_\_\_\_

11. Do you have pending violation on environmental issue with any government entity?

\_\_\_\_\_ Yes \_\_\_\_\_ No

12. Willingness to accept partial funding?

\_\_\_\_\_ Yes \_\_\_\_\_ No

13. Job creation: this project will

\_\_\_\_\_ Create how many jobs

\_\_\_\_\_ Retain how many jobs

\_\_\_\_\_ No change in job creation or retention

**IV. Official authorized to sign for the applicant**

1. Official Authorized to sign for the applicant: \_\_\_\_\_

Official Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

2. Project Manager (if different): \_\_\_\_\_

Official Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

3. By signing this document, the applicant certifies that all information provided in this grant application is true and conforms to the application requirements.

\_\_\_\_\_  
Signature of Authorized Applicant Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Project Manager (if different)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Title

### 3. BUDGET WORKSHEET-FY2025

LINE ITEM	REQUESTED FUNDS	*MATCH FUNDS	**MATCH IN-KIND	TOTAL FUNDS
<b>1. PERSONNEL – List each employee paid with state grant funds on separate sheet and total here.</b>				
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>2. FRINGE BENEFITS – List each employee fringe benefits paid with state grant funds on separate sheet and total here.</b>				
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>3. CONTRACTUAL SERVICES – List each professional service being paid with state grant funds on separate sheet and total here.</b>				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>4. EQUIPMENT – List equipment to be purchased with state grant funds and provide documentation for any item costing \$5,000 and over.</b>				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>5. SUPPLIES – List supplies by similar items to be purchased with state grant fund.</b>				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>6. TRAVEL – List travel to be purchased with state grant fund.</b>				
In-state: Miles @ \$0.55 per mile	\$	\$	\$	\$
Transportation	\$	\$	\$	\$
Meals	\$	\$	\$	\$
Lodging	\$	\$	\$	\$
Incidentals	\$	\$	\$	\$
	\$	\$	\$	\$
<b>7. OTHER – List all other items to be paid with state grant funds.</b>				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>8. TOTAL DIRECT CHARGES – Sum of 1-7.</b>				
	\$	\$	\$	\$
<b>9. INDIRECT CHARGES</b>				
	\$	\$	\$	\$
<b>10. TOTAL BUDGET – Sum of 8-9.</b>				
	\$	\$	\$	\$

\* Match funds can be cash outlays directly benefiting the project from other sources, including, but not limited to, bank loans, equity capital, etc.

\*\* Match in-kind contributions are encouraged and are allowable project costs, if they are eligible costs and are specifically identifiable with the project. These can include but are not limited to the cash value of goods or services directly benefiting the proposed project.

### **3A. BUDGET EXPLANATION SHEET**

[REPLACE THESE INSTRUCTIONS WITH THE FOLLOWING: Complete an itemized breakdown of estimated costs for conducting the project. Estimated costs should be provided for all major planned activities or purchases and shall be supported by documentation showing how each cost estimate was determined (justification/support \$5,000 and over).]

### **3B. BUDGET DESCRIPTION**

[REPLACE THESE INSTRUCTIONS WITH THE FOLLOWING: Complete a descriptive narrative of the budget.]

### **4. EXECUTIVE SUMMARY**

[REPLACE THESE INSTRUCTIONS WITH THE FOLLOWING: Complete an executive summary of the project objectives and the problem to be solved. Do not write more than two (2) pages.]

### **5. LOCATION OF PROJECT**

[REPLACE THESE INSTRUCTIONS WITH THE FOLLOWING: Here is where you would note the location of the project to include the following: the county; the street or road location (i.e., 821 Elm Street, County Road 854, etc.); and the name of the city/state/zip. The ownership status of the project site should also be included under this heading – name, address, and phone number.]

### **6. WORK-PLAN AND PERSONNEL**

[REPLACE THESE INSTRUCTIONS WITH THE FOLLOWING: Here is where you would include a work-plan which identifies key project tasks (including bidding, UCC-1 or other Security Interest document), the key personnel who are to be involved with the project, and their qualifications. This information should be sufficient to determine what the project tasks are to be and a work-plan to accomplish these, along with sufficient information on the key personnel and their qualifications.]



## 7. TIMELINE WITH TASKS

Below you will find 2 Timelines With Tasks samples that should show the anticipated dates for the appropriate project tasks. Mark an X in months that a task is expected to begin, ongoing, or completed.

\*Tasks 8-11 are required

### SAMPLE 1

Month:	1	2	3	4	5	6	7	8	9	10	11	12
Task 1:	X											
Task 2:		X										
Task 3:			X	X								
Task 4:	X	X	X	X	X	X	X	X	X	X	X	X
Task 5:	X	X	X	X	X	X	X	X	X	X	X	X
Task 6:	X	X	X	X	X	X	X	X	X	X	X	X
Task 7:	X	X	X	X	X	X	X	X	X	X	X	X
Task 8: File Security Interest	X	X	X									
Task 9: Request Reimbursement			X			X			X			X
Task 10: Quarterly Report			X			X			X			X
Task 11: Final Report												X
Month:	1	2	3	4	5	6	7	8	9	10	11	12

### Timetable

#### Project Tasks:

1. Grant Award Date (GAD) & 1st News Release to Public
2. Submittal Request for Proposals (RFP'S) for equipment
3. Site Preparation
4. Place notices and interview employee prospects
5. Issue purchase orders for equipment Submit
6. Receive equipment
7. Open facility for use
8. **\*File Security Interest** – Required for any equipment purchase exceeding \$5000 if grants are used for all or part of the purchase. Security Interest should be filed with the Missouri Secretary of State and sent to BSWMD as soon as possible following the purchase.
9. **\*Request Reimbursement** –Grantee will submit expense documentation to request funds
10. **\*Submit Quarterly Reports** – Required each quarter
11. **\*Submit Final Report** – Required at the end of the project and prior to release of the 15% retainage

**\*Must be included**

**TIMELINE WITH TASKS (continued)**

**SAMPLE 2**

Month:	1	2	3	4	5	6	7	8	9	10	11	12
Task 1:	X											
Task 2:		X										
Task 3:			X	X								
Task 4:	X	X	X	X	X	X	X	X	X	X	X	X
Task 5:	X	X	X	X	X	X	X	X	X	X	X	X
Task 6:	X	X	X	X	X	X	X	X	X	X	X	X
Task 7:	X	X	X	X	X	X	X	X	X	X	X	X
Task 8: File Security Interest	X	X	X									
Task 9: Request Reimbursement			X			X			X			X
Task 10: Quarterly Report			X			X			X			X
Task 11: Final Report												X
Month:	1	2	3	4	5	6	7	8	9	10	11	12

**Timetable**

Project Tasks:

1. Submittal Request for Proposals (RFP’S) for equipment
  2. Receive bids and issue purchase orders for equipment
  3. Receive equipment
  4. Collect, sort, bale, and market recyclable solid waste
  5. Continue our recycling education program with local schools and communities
  6. Monitor and work with our community in their recycling efforts
  7. Look for new programs and communities to serve with our recycling program
  8. **\*File Security Interest** – Required for any equipment purchase exceeding \$5000 if grants are used for all or part of the purchase. Security Interest should be filed with the Missouri Secretary of State and sent to BSWMD as soon as possible following the purchase.
  9. **\*Request Reimbursement** –Grantee will submit expense documentation to request funds
  10. **\*Submit Quarterly Reports** – Required each quarter
  11. **\*Submit Final Report** – Required at the end of the project and prior to release of the 15% retainage
- \*Must be included**

## **8. VERIFICATION OF PERMITS, APPROVALS, LICENSES OR WAIVERS**

[REPLACE THESE INSTRUCTIONS WITH THE FOLLOWING: Here is where you would show verification that all applicable federal, state and local permits, approvals, licenses, waivers, security interests (i.e., UCC-1, certificate of title, deed of trust, or other security instrument) or Title necessary to implement the project have been obtained or applied for and will be obtained prior to reimbursement. This may include, in the case existing transfer stations or landfill sites, copies of applications for other required approvals and licenses shall be included. Also, a written statement guaranteeing that all permits will be received prior to initiating any project action must be signed and submitted to the Solid Waste Management District. (i.e., THIS PROJECT WILL NOT REQUIRE ANY PERMITS, APPROVALS, LICENSES OR WAIVERS).]

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

## **9. PROJECT EVALUATION PROCEDURES**

[REPLACE THESE INSTRUCTIONS WITH THE FOLLOWING: Here is where you would include a description of the evaluation procedures to be used throughout the project to quantitatively measure the success of the project (tonnage or measurable outcomes; quantitative and qualitative).]

## **10. COMMITMENT DOCUMENTATION**

[REPLACE THESE INSTRUCTIONS WITH THE FOLLOWING: Here is where you would include documentation that shows a commitment for the match, if applicable. If the local government is provided a portion of the costs for the project, a letter signed by the highest elected official of the county or city, or the president of a corporation, must be submitted verifying that the funds are committed in an approved budget, readily available, and will be expended as a part of the project. Remember, "The BSWMD does not request nor require a match in order to be eligible for grant funding. Any match submitted in the application will not be considered in the review, scoring, ranking, and awarding process of this application. If match is included in the project application, supporting documentation must be submitted throughout the project period." (i.e., THIS PROJECT DOES NOT HAVE MATCHING FUNDS).]

## 11. SUPPORTING DOCUMENTS

[REPLACE THESE INSTRUCTIONS WITH THE FOLLOWING: Here is where you would insert the required supporting documents for projects involving allocations over \$50,000 (i.e., THIS PROJECT IS NOT OVER \$50,000 AND THEREFORE DOES NOT REQUIRE SUPPORTING DOCUMENTS):

- A. To demonstrate technical feasibility, a preliminary project design, engineering plans and specifications for any facilities and equipment required for a proposed project.
- B. A financial report including:
  - 1. A three-year business plan, and for projects involving recycling and reuse technologies, the plan shall include a market analysis with information demonstrating that the applicant has secured the supply of and demand for recovered material and recycled products necessary for sustained business activity;
  - 2. A description of project financing, including projected revenue from the project;
  - 3. A credit history;
  - 4. Up to three years' previous financial statements or reports.]

## 12. CONFIDENTIAL BUSINESS INFORMATION and AVAILABILITY of INFORMATION

REPLACE THESE INSTRUCTIONS WITH THE FOLLOWING: Here is where you would note any person that may assert a claim of business confidentiality covering a part or all of the information by including a letter in the proposal which requests protection of specific information from disclosure. Confidentiality shall be determined or granted in accordance with Chapter 610, *Revised Statutes of the State of Missouri*. However, if no claim accompanies the proposal when it is received by the District, the information may be made available to the public without further notice to the person submitting it. (i.e., THIS PROJECT DOES NOT CLAIM BUSINESS CONFIDENTIALITY).]