

Metro Waste Authority Grant Program 2008-2009 Grant Guidelines – Final Report

Congratulations! Your grant was approved, and you have received – along with this form – an official notification. Once your project is complete, please follow the below guidelines and submit your full report. You do not need to submit this sheet of guidelines – only the Final Report Form on the following pages.

Please remember, Metro Waste Authority will *not* consider reimbursement for:

- Personnel expenses, including volunteer and staff time
- Ongoing annual operating or project expenses
- Grants to individuals
- Projects not serving residents of Metro Waste Authority's service area
- Sales tax
- Any organization, group, or organization that receives other funding from MWA
- Political parties, campaigns, or candidates
- Organizations/associations redistributing funds to other groups
- Conference or seminar attendance
- More than \$2,500 per organization per fiscal year (note that projects themselves can be greater than \$2,500, but MWA will not reimburse more than this to any organization over the course of its fiscal year).

Other items to note:

- Funds are awarded on a *reimbursement* basis. Applicants must submit their project proposal/plan for review prior to implementation, not after completion.
- Your Final Report Form (following these Guidelines) should detail the use of your award and document outcomes and results, how the project was promoted, and how MWA was publicly recognized for its contributions.
- We love photos, especially before-and-after. Preference is high-quality copy of your photos (Hard copies are fine, but they will not be returned). Feel free to also include photos of your group doing your project (action shots).

Final Report Checklist

Final Reports should not be placed in folders, report covers or binders, and they should only contain the items on the Final Report Checklist. Please **do not include** this two-page guideline document with your application. The checklist is for your use only.

- Metro Waste Authority Grant Application
- Signed Agreement
- Letter of Intent – No more than 2 typed pages
 - Describe the project, outlining how it helps to meet MWA's mission
 - Project Budget
 - List/description of specific items and dollar amounts requested for reimbursement
 - Project Timeline
 - Describe other funding received and how the project will be paid for (remember, the MWA Grant is a reimbursement)
 - Break down of budget of the project, can be attached as an additional page
 - How the project's success will be measured and reported
 - The sustainability of your project
 - How Metro Waste Authority's contribution will be recognized
- Supplemental Materials (OPTIONAL)
 - Partnering organizations
 - High-resolution copied photos (no hard copies please unless you do not want them returned) of the project, documenting progress, volunteer efforts, signage, before/after, etc.

**Metro Waste Authority Grant Program
2008-2009 Final Report Form**

Mail (DO NOT FAX OR E-MAIL) this grant application form and required documents to
Metro Waste Authority
Grant Program
300 E. Locust St., Ste. 100
Des Moines, IA 50309

REIMBURSEMENT AMOUNT YOU ARE REQUESTING: \$ _____

APPLICANT INFORMATION – PLEASE COMPLETE FULLY

Name of Organization:

Submission Date:

Mailing Address:

City, State, Zip:

Executive Director/CEO:

Contact Person (if not the Executive Director or CEO):

Phone:

Email:

PROJECT PRIORITY AREA - CHECK ONLY ONE

- Recycling/Waste Diversion
 - Conservation, Sustainability, or Watershed
 - Yard waste/compost
 - Litter/Illegal Dumping Prevention/Clean Up
 - Beautification
 - Carbon footprint reduction or other
-

YOUR TOTAL PROJECT BUDGET:

AMOUNT REQUESTED TO BE REIMBURSED FROM MWA:

PLEASE ATTACH YOUR LETTER OF INTENT (NO MORE THAN TWO TYPED PAGES)

YOU MAY ATTACH AN ADDITIONAL PAGE ONLY FOR THE BUDGET BREAKDOWN IF THERE IS NOT SUFFICIENT ROOM IN TWO PAGES.

AGREEMENT – Read through completely, failure to comply will result in no funding

The organization submitting for pre-approval (hereinafter referred to as the “organization”) agrees to the following:

1. Only requests made by organizations or groups will be considered for reimbursement – no reimbursements will be made to individuals.
2. The organization shall complete the project as described in this application and the attached Letter of Intent. The application and intent letter are incorporated into this agreement.
3. The organization shall submit a report to Metro Waste Authority upon completion of the project. The report shall describe the project and will include copies or original proofs of payment for which the organization will be reimbursed, upon approval by MWA. These expenses will have been detailed in the initial application. The report will also state the results and effectiveness of the project and how MWA was credited for its contribution.
4. The organization shall retain project records for three years after completion, or, if the project is part of a larger multi-year or multi-phase project, the organization will retain records for three years after the completion of the multi-phase or –year project.
5. Metro Waste Authority may audit all project costs incurred for compliance with this agreement, including costs that are part of the matching contribution.
6. Metro Waste Authority may select not to reimburse the organization for its expenses for any of the following reasons:
 - Expenses were not explained in the initial application
 - Initial application and/or final report contain inaccuracies, omissions, errors, or misrepresentations
 - The project/tasks described in this application for completion in the 2008-2009 Fiscal Year (July 1, 2008 – June 30, 2009) and for which the MWA Grant funds were to be expended, is not completed in the 08-09 Fiscal Year (the project can be multi-phase, multi-year, but the funds have to be used for specific purposes within this fiscal year)
6. The organization is responsible for obtaining any permissions or approvals it needs to complete the project.
7. The organization agrees to indemnify, defend and hold harmless Metro Waste Authority, its Board of Directors, and employees from any and all causes of action, suits at law or in equity, for losses, damages, claims or demands, and from any and all liability and expense of whatsoever nature, arising out of or in connection with the organization’s performance or nonperformance of this agreement.
8. Nothing in the granting or acceptance of funds for the project creates an employee-employer relationship with Metro Waste Authority.

SIGNATURE

To the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of matching contributions. I have read the agreement and understand its provisions. By signing this application, I agree to abide by the agreement and complete the project as proposed should this application be approved.

Signature of Approved Contact Person:

Printed/Typed Name:

Title:

Date:

DO NOT COMPLETE – FOR MWA USE ONLY

- Approved**
 Denied
 Not complete

Date and Method of Notice:

DO NOT COMPLETE – FOR MWA USE ONLY

Date Approved:

Check request submitted on: