

## Metro Waste Authority Grant Program 2008-2009 Grant Guidelines

### **About Metro Waste Authority**

#### **Mission**

Metro Waste Authority is the leader in environmental stewardship and cost-effective waste management.

#### **Vision**

Your partner in environmental solutions.

#### **Overview**

Metro Waste Authority is a regional government agency serving Central Iowa for close to 40 years. No tax dollars are used for any of its programs and services. There is no duplication of services, as Metro Waste Authority serves its communities with programs and facilities that are not offered by the communities. The agency's funding derives from user fees, primarily those collected at the Metro Park East Landfill. For more information on Metro Waste Authority, visit [www.mwatoday.com](http://www.mwatoday.com).

### **MWA Grant Program**

As part of its commitment to reinvesting in its member communities, MWA has for many years offered funding for grassroots projects to improve our local environment. Since 2001, MWA has provided more than \$1.9 million to its member communities through grants for beautification and waste reduction and diversion. In 2004, an annual grant program was initiated. The MWA Grant Program has since supported a variety of local groups, including schools, non-profits, and governments. Please review carefully, due to changes made to the program.

#### **Funding Priorities**

Metro Waste Authority has the following *categories* for funding through its annual Grant Program:

- Recycling
- Waste Reduction
- Beautification (max amount \$1250)
- Yard waste/use of compost
- Reduction of carbon footprint\*
- Conservation, Sustainability, or Watershed\*\*
- Litter and Illegal Dumping Prevention/Clean Up

Because funds are limited, Metro Waste Authority is unable to act favorably on all applications. Each request is evaluated on overall community impact, alignment with

MWA's mission and vision, and with the Grant Program guidelines and available funds.

**Please mail the application to the following address; faxes and e-mail applications will not be considered:**

MWA Grant Coordinator  
300 E. Locust, Suite 100  
Des Moines, Iowa 50309

\* Carbon Footprint reduction will need to have further clarification and explanations of project which can extend beyond the two page description

\*\* Metro Waste Authority also has the Watershed Connections Grant program, for information call 244-0021

Historically, MWA has reimbursed organizations for the following *types* of projects:

- Recycling bins for schools
- Waste disposal from litter and illegal dumping clean ups
- Community entryway signage and beautification
- Restoration of native grasses and plants for conservation purposes
- Electronics recycling
- Beautification of school grounds
- Construction of rain gardens

### Limitations

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
- 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).

Please note:

- Funds are awarded on a *reimbursement* basis. ***Applicants must submit their project proposal/plan for review prior to implementation, not after completion.***
- Projects must take place within the fiscal year in which the application is submitted (July 1, 2008, to June 30, 2009).
- Priority will be given to applicants that have not received an MWA grant.
- Organizations may submit multiple applications for various projects, but the total amount reimbursed to each organization in one year will not exceed \$2,500 and \$1,250 for beautification projects.
- Awards are limited to \$2,500 per application and \$1,250 for beautification projects.

### Requirements – Failure to read and complete the following will result in no reimbursement

- Funds are awarded on a *reimbursement* basis. Applicants must submit their project proposal/plan for review prior to implementation, not after completion.
- All applicants must detail how they plan to publicize their project, and Metro Waste Authority's support of the project.
- Grant recipients are required to complete a Final Report at the end of their project, detailing the use of their award and documenting outcomes and results, as well as how the project was promoted and MWA recognized.
- Grant recipients must submit as part of their Final Report 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.
- The final report must be printed double sided.
- The final report must be submitted no later than June 30, 2009. Failure to do so will result in no reimbursement.

### Eligibility

The MWA Grant Program is open to businesses, non-profits, governments and community groups within the communities MWA serves: Alleman, Altoona, Ankeny, Bondurant, Carlisle, Clive, Des Moines, Elkhart, Grimes, Hartford, Johnston, Mingo, Mitchellville, Norwalk, Pleasant Hill, Polk City,

Prairie City, Runnells, Sheldahl, Urbandale, West Des Moines, Windsor Heights, and Unincorporated Polk County.

### For More Information

Please visit Metro Waste Authority's website at [www.mwatoday.com](http://www.mwatoday.com) or call Sara James at 323-6524 or email her at [sja@mwatoday.com](mailto:sja@mwatoday.com).

### Application Checklist

Applications should not be placed in folders, report covers or binders, and they should only contain the items on the Application 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.

### Reminder

You will not receive a reimbursement check from MWA immediately following the approval of your project. You will receive a check once the project is complete, you have followed all of the guidelines of the program and you have fully submitted the final grant application known as step two.

More information will be provided to applicants when upon approval of project.

**Metro Waste Authority Grant Program  
2008-2009 Application**

**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

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**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:

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**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
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**YOUR TOTAL PROJECT BUDGET:**

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**AMOUNT REQUESTED TO BE REIMBURSED FROM MWA:**

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**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:**