

Metro Waste Authority Grant Program 2008-2009 Curb It! Revenue Sharing Guidelines

Metro Waste Authority Mission

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

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.

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 \$1.85 million to its member communities through grants for beautification and waste reduction and diversion. In 2004, an annual grant program was initiated and has since supported a variety of local groups, including schools, non-profits, and governments. At the same time, MWA launched a revenue sharing program – Curb It! Revenue Sharing – to share the proceeds from the marketing of the recyclables from Curb It! (MWA's residential recycling program) with participating cities.

Funding Priorities

The following are *categories* of eligible projects:

- Recycling
- Waste Reduction
- Beautification
- Yard waste/use of compost
- Conservation, Sustainability, or Watershed
- Litter and Illegal Dumping Prevention/Clean Up

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

- Education material sent to residents on Curb It!
- Waste disposal from community clean ups
- City entryway signage and beautification
- Restoration of native grasses and plants for conservation purposes
- Beautification of city property (parks, etc.)
- Construction of rain gardens, bioswales, etc.

Limitations

Metro Waste Authority will *not* consider reimbursement for:

- Personnel expenses, including volunteer and staff time
- Ongoing annual operating or project expenses
- Projects not serving residents of Metro Waste Authority's service area
- Sales tax
- Conference or seminar attendance
- Projects not within the categories approved by MWA's Board of Directors

Also:

- Revenue Sharing is awarded on a *reimbursement* basis. Cities 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).

Requirements

- Funds are awarded on a *reimbursement* basis. **Cities must submit their project proposal/plan for review prior to implementation, not after completion.**
- Cities should detail how they plan to publicize their project, and Metro Waste Authority's support of the project.
- Cities 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.
- Cities must submit as part of their Final Report high-resolution digital or hard copy photos of the project, documenting progress, volunteer efforts, signage, before/after, etc.

Eligibility

The following MWA communities may apply for Curb It! revenue sharing reimbursement: Alleman, Altoona, Ankeny, Bondurant, Carlisle, Clive, Elkhart, Grimes, Hartford, Johnston, Mingo, Mitchellville, Norwalk, Pleasant Hill, Polk City, Polk County (unincorporated), Prairie City, Runnells, Urbandale, West Des Moines, Windsor Heights.

For More Information

Call Sara James at 323-6524.

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 Curb It! Revenue Sharing 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 Curb It! Revenue Sharing Program is a reimbursement)
 - 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 digital photos of current situation (jpg format only, please) – showing the "before" (if applicable)

Cities will be asked to submit digital photos of their project as part of a final report and request for reimbursement. More information will be provided to cities when they are approved.

Note: If you have more than one project that you would like to get reimbursed through the Curb It! Revenue Sharing Program, you can submit all projects on ONE application form. Put the total amount requested in the upper right where indicated, and for each project, list the total budget, how much you are asking to be reimbursed on each project, and provide a summary of each project.

Metro Waste Authority Curb It! Revenue Sharing Program 2008-2009 Application

Send this Curb It! Revenue Sharing Application Form and Required Documents to
Metro Waste Authority
Curb It! Revenue Sharing
300 E. Locust St., Ste. 100
Des Moines, IA 50309

REIMBURSEMENT AMOUNT YOU ARE REQUESTING: \$ _____

APPLICANT INFORMATION

City:
Submission Date:
Mailing Address:
City, State, Zip:
City Administrator/Manager:
Contact Person (if not the City Administrator or Manager):
Phone:
Email:

PROJECT PRIORITY AREA - CHECK ONLY ONE

- Recycling/Waste Diversion
 - Yard waste/compost
 - Beautification
 - Conservation and Sustainability
 - Litter/Illegal Dumping Prevention/Clean Up
 - Other; please list:
-

TOTAL PROJECT BUDGET:

TOTAL AVAILABLE CURB IT! REVENUE SHARE FOR THIS YEAR:

AMOUNT REQUESTED TO BE REIMBURSED FROM MWA:

PROJECT SUMMARY (NO MORE THAN TWO TYPED PAGES):

AGREEMENT

The city agrees to the following:

1. The city shall complete the project as described in this application. The application is incorporated into this agreement.
2. The city 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 receipts for which the city will be reimbursed. These expenses will have been detailed in the initial application. The report will also state the results and effectiveness of the project.
3. The city 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 city will retain records for three years after the completion of the multi-phase or –year project.
4. Metro Waste Authority may audit all project costs incurred for compliance with this agreement, including costs that are part of the matching contribution.
5. Metro Waste Authority may select not to reimburse the city for its expenses for any of the following reasons:
 - Expenses were not explained in the initial application
 - Initial application contains 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 Curb It! revenue share was 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 the fiscal year)
6. The city is responsible for obtaining any permissions or approvals it needs to complete the project.
7. The city 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 city’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:
Printed/Typed Name:
Title:
Date:

DO NOT COMPLETE – FOR MWA USE ONLY

- Approved**
- Denied**
- Not complete**

Date and Method of Notice: