

## Application Instructions

- Applications should not be placed in folders, report covers or binders.
- Applications should only contain the items on the Application Checklist below.
- Do not include this page with your application.
- **Deadline:** 4:30 PM June 15.

## Checklist

- Grant Application (Page 2 of this form)
- Signed Agreement (Page 3 of this form)
- Letter of Intent – No more than two pages describing the following:
  - Project description
  - Specific explanation of alignment with one category of Metro Waste Authority's Environmental Management System (EMS)
  - Impact of the project on the community
  - Timeline
  - Project budget – breakdown of budget for the project (can be attached as additional page) that includes a list or description of specific items and dollar amounts requested for reimbursement, other funding sources, and information on how the project will be financed.
    - Note: Preference is given to projects that have multiple identified funding sources, including some financial investment from the applicant
    - Note: This grant is a reimbursement
  - How the project's success will be measured and reported
  - The sustainability of the project
  - How Metro Waste Authority's contribution will be recognized
- Additional page for budget breakdown, if needed.

## How to Submit

Once the form and required documents are complete, please submit via:

**Mail:**  
Metro Waste Authority  
Attn: Grant Program  
300 E. Locust St, Ste. 100  
Des Moines, IA 50309

**Email:**  
[ask@mwatoday.com](mailto:ask@mwatoday.com)

## Grant Application

(Must be completed in full)

Name of Organization: \_\_\_\_\_ Submission Date: \_\_\_/\_\_\_/\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Executive Director/CEO: \_\_\_\_\_

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

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

Grant Request (select only one):     Environmental Enhancement                       Mini Grant

### Project Priority Area (check only one):

- Recycling
- Greenhouse Gas Management
- Organics Management
- Environmental Education
- Water Quality Improvement
- Household Hazardous Materials

### Budget Information

Total Project Budget: \_\_\_\_\_

Reimbursement Amount Requested from Metro Waste Authority: \_\_\_\_\_

## Application 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 the Final Report to Metro Waste Authority (MWA) 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 multi-year project.
5. MWA may audit all project costs incurred for compliance with this agreement, including costs that are part of the matching contribution.
6. MWA may select not to reimburse the organization for its expenses for any of the following reasons:
  - a. Expenses were not explained in the initial application.
  - b. Initial application and/or final report contain inaccuracies, omissions, errors, or misrepresentations.
  - c. Purposes specified in the Letter of Intent were not fulfilled in the Fiscal Year (July 1-June 30) grant funds were awarded. The project/task(s) described in this application can be multi-phase or multi-year, but the funds must be used for purposes specified in the Letter of Intent within the fiscal year awarded.
7. The organization is responsible for obtaining permissions or approvals to complete the project.
8. The organization agrees to indemnify, defend and hold harmless MWA, 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.
9. Nothing in the granting or acceptance of funds for the project creates an employee-employer relationship with MWA.

**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 METRO WASTE AUTHORITY USE ONLY**

- Approved
- Denied
- Not complete

Date: \_\_\_ / \_\_\_ / \_\_\_ Method of Notice: \_\_\_\_\_