



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

Environmental Assistance Standard Grant Application

Environmental Assistance (EA) Grant Program
FY2012-13 Focus Areas

Doc Type: Grant Application

Use this form for Focus Areas 1A, 1B, 1D, 1E, 2A, 2B, 2C, 2D, 2E, 3A, 3B.

Instructions on how to complete the application are located on page three of this application form. **Please read** the complete Request for Proposals (RFP) and other associated documents before submitting this application.

MPCA Use Only
Grant ID#:
Grant/project administrator:

Part I Application Cover Page

Applicant name: _____
Address: _____
City: _____ State: _____ Zip code: _____ County: _____
Mailing address (if different): _____
City: _____ State: _____ Zip code: _____ County: _____
Contact name: _____ Title: _____
E-mail: _____ Applicant's website: _____
Phone: _____ Fax: _____ MN House Dist: _____

Project title: _____

Project summary:

Grant requested: \$ _____ + Matching funds/value of In-kind: \$ _____ = Total project cost: \$ _____

Matching funds

- Applicant is the sole source of Matching Funds for the proposed project? ☐ Yes ☐ No
If no, does this submittal include proof of secured matching funds? ☐ Yes ☐ No
- Applicant is governed by a Board? ☐ Yes ☐ No
If yes, does this submittal include necessary board resolution(s)? ☐ Yes ☐ No
- Has applicant ever received Minnesota Pollution Control Agency (MPCA) EA grant funding before? ☐ Yes ☐ No
- Applicant is in compliance with Minnesota's tax and environmental regulatory requirements? ☐ Yes ☐ No
If no, explain:

Project proposal

The proposal is representative of the following preferred proposal (select one preferred project proposal per application):

- | | |
|---|---|
| <input type="checkbox"/> 1A1. Green Building | <input type="checkbox"/> 2A3. Green Chemistry |
| <input type="checkbox"/> 1A2. Green Building | <input type="checkbox"/> 2B1. Reduce/Reuse/Recycle |
| <input type="checkbox"/> 1B1. Local Government Assistance | <input type="checkbox"/> 2C1. Environmental Business Development |
| <input type="checkbox"/> 1D1. Source-Separated Compost | <input type="checkbox"/> 2D1. E-Waste Collection |
| <input type="checkbox"/> 1E1. Environmental Volunteering and Service Learning | <input type="checkbox"/> 2E1. Statewide Compost Organization |
| <input type="checkbox"/> 2A1. Green Chemistry | <input type="checkbox"/> 3A.1 Schools Reduce/Reuse/Recycle |
| <input type="checkbox"/> 2A2. Green Chemistry | <input type="checkbox"/> 3B1. Secondary and Post-Secondary Education Curriculum |
| <input type="checkbox"/> Other (specify): _____ | |

Part 2 Project Description

- 2a. Environmental need/purpose:
- 2b. 1. Anticipated environmental outcomes/benefits:
2. Likelihood of achieving projected outcomes/benefits:
- 2c. Procedures to measure success of project:
- 2d. Utilization of innovative technologies/methods:
- 2e. Dissemination of project results:
- 2f. Assets and resources available to the Applicant to implement the proposal:
(Note: for nongovernmental organizations requesting over \$25,000 in grant funds, you may be asked to demonstrate financial stability by providing an internal financial statement, an IRS Form 990, or a certified financial audit prior to a grant award.)
- 2g. Additional Information requested only of Focus Area 2D e-Waste Collection proposals:
(If not clearly addressed in 2a – 2f, please be sure to provide the following information.)
1. Identify how many store locations are included and where those locations are.
 2. Explain how collection will occur in the store(s).
 3. Identify what devices will be accepted. See the Minnesota Electronics Recycling Act definitions of video display devices (VDDs) and covered electronic devices (CEDs) on the MPCA website at <http://www.pca.state.mn.us/zihybc1>.
 4. Explain if non-household e-waste is allowed and how it will be tracked separately. Non-household e-waste is not covered under this grant.
 5. Identify which registered collector and/or recycler will be used to recycle the collected e-waste.
 6. Explain what, if any, fees will be charged to households for e-waste collection.
 7. Explain how collection will continue after the grant is completed.
 8. Identify the types of media (newspaper, online, TV, radio, brochures) that will be used for educational and promotional purposes.

Part 3 Experience and Qualifications

- 3a. Applicant's experience and qualifications related to implementing and completing proposed project:
- 3b. Significant participant(s)/partners experience and qualifications related to proposed project:

Part 4 Project Work Plan and Budget

- 4a. Project work plan:
1. Goal statement:
 2. Project evaluation plan:
 3. Objectives/tasks:

4b. Anticipated measurable environmental outcomes table is attached, using specified format? ☐ Yes ☐ No

4c. Budget and expenditures table is attached, using the specified format? ☐ Yes ☐ No

If no, explain:

Part 5 Supporting and Signature Documentation

		Attached	Mailed	Faxed
5a.	Letter(s) of support:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:			
5b.	Letter(s)/resolution(s) of matching funds:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:			
5c.	Authorizing board resolution(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:			
5d.	Optional to submit prior to grant award: (Internal Financial Statement or IRS Form 990 or Certified Financial Audit applicable only to non-governmental organizations requesting funding over \$25,000.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:			

Instructions (Delete this section prior to submittal.)

Part I Application Cover Page

The first page of the Application is a formatted informational page. Please ensure that the input of data does not cause the information to exceed this page.

- Do not adjust the font or margins of this formatted page.
- **MN House District:** Applicant's district can be found on the Web at <http://www.gis.leg.mn/mapserver/districts> (use *Control key plus Mouse click on link to automatically go to website*).
- **Project Title:** Choose a title that is short, yet descriptive of the type of project being proposed.
- **Project Summary:** Space is limited to 1,000 characters for a **succinct** description of the proposed project (proposing what, why, and expected results).
- **Grant Requested:** The maximum grant award is dependent on the Focus Area and/or Preferred Project Proposals. Unless specified otherwise, the maximum grant award is \$40,000 or 75% of the total project cost, whichever is less.
 - Example: Total Project Cost is \$120,000
 - Eligible 75% x \$120,000 = \$90,000, but maximum grant request is \$40,000 (or as specified).
- **Matching Funds/Value of In-Kind:** The applicant must provide a minimum 25% match of the Total Project Cost (also referred to as a 3:1 match – for every 3 grant dollars requested, the applicant must provide a one dollar match). The match may be in the form of in-kind services or cash, but can not be funds derived from other funding sources administered by the MPCA or other state agencies or departments. A reasonable dollar amount must be assigned for all matching in-kind contributions.
 - Example: Total Project Cost is \$50,000
 - Matching 25% x \$50,000 = \$12,500 that the applicant must provide as matching funds, leaving \$37,500 that can be requested in grant funds, not the maximum of \$40,000 (or as specified).
- **Total Project Cost:** Grant Requested + Matching funds/Value of In-Kind must = Total Project Cost.
 - Example: Total Project Cost is \$60,000
 - Matching 25% x \$60,000 = \$15,000. This match plus a maximum grant of \$40,000 = \$55,000, an amount which is less than the total project cost of \$60,000. In such cases, the applicant must provide a Match equal to any amount needed over the grant maximum in order to equal the Total Project Cost, which in this case would be a Match of \$20,000, not \$15,000.
- **Respond to all questions**, marking appropriate responses accordingly. Feel free to provide any additional information/clarifications where deemed appropriate within the application.
- Matching funds must be identified and documented in writing as secured funding. Matching funds (cash and/or in-kind) are considered identified and documented as secured if the applicant is providing all matching funds, or the applicant submits written documentation (letters or resolutions) from those committed to provide the match.

Part 2 Project Description

Provide a complete response that addresses the following items. If any section is not applicable to your project, please write NA with a brief statement as to why it is not applicable to your proposed project.

- 2a)** Clearly state the environmental need and purpose of this project.
- 2b)** Clearly state the anticipated environmental outcomes/benefits associated with this project and the likelihood of achieving them.
- 2c)** Clearly describe what procedures (criteria, methods, and controls) will be used to identify, record, and compile pertinent information to measure the success of the project.
- 2d)** Clearly describe what, if any, innovative technologies and/or methods are being proposed in this project.
- 2e)** Clearly state what is the potential, and plan, for future dissemination of project results in Minnesota.
- 2f)** Clearly explain applicant's financial strength and stability (assets and resources) for this project. A narrative/ statement should be provided as to the applicant's financial capacity to conduct its proposal. If a nongovernmental organization requesting over \$25,000 in grant funds, applicant may be required to also demonstrate financial stability by providing an internal financial statement, an IRS Form 990, or a certified financial audit.
- 2g)** Additional information requested applicable only of Focus Area 2D. e-Waste Collection.

Part 3 Experience and Qualifications

Provide a complete response that addresses the following items. If any section is not applicable to your project, please write NA with a brief statement as to why it is not applicable to your proposed project.

- 3a)** Applicant's experience and qualifications related to implementing and completing this type of project.
- 3b)** Significant participants/partners (provide contact information) and their experience and qualifications related to this type of project. Significant participants/partners are those providing funding or other significant resources (technical services, space, equipment, media services, supplies, etc.).

Part 4 Project Work Plan and Budget

Provide a complete response that addresses the following items. If any section is not applicable to your project, please write NA with a brief statement as to why it is not applicable to your proposed project.

4a) Project Work Plan: use the following format for your project work plan. If awarded a grant, the reporting requirements for your project will follow this same format.

- **Goal statement** – Identify the environmental purpose and expected outcome of the project – why is this project necessary and what it is that you hope to achieve (i.e., We will increase the commercial sector recycling rate of X materials by X% within 18 months, resulting in X% landfill abatement – refer to your responses in Part 2a and b).
- **Project evaluation plan** – Summarize how you will evaluate the project to determine whether it has been successful - what is the starting point for measurement and how do you verify the validity of the results (refer to your response in Part 2c).
- **Objectives/Tasks** – Outline the key steps to implement the project and the necessary actions (tasks) to implement each step. There is no minimum or maximum number of objectives/tasks a project must have, but the **two “must have” objectives for every project are Evaluation and Reporting**. For each Task, identify the timeframe, responsible party, and estimated expenditures (identify the source of the match).

Blank Example of format to use for Objectives/Tasks:

Objective ___ of ___ -- _____

Task 1A: _____

Timeframe: _____

Title of Person(s) Responsible: _____

Estimated Funds: Grant: \$_____ Match: \$_____ Total: \$_____

Task 1B: _____

Timeframe: _____

Title of Person(s) Responsible: _____

Estimated Funds: Grant: \$_____ Match: \$_____ Total: \$_____

Filled in Example of Objectives/Tasks format:

Objective 6 of 6 -- Reporting

Task 1A: Will submit an Interim Report within 1 year of the execution of the grant agreement or at 50% completion of the project, whichever occurs first.

Timeframe: March 1, 2011 – March 1, 2012

Person(s) Responsible: Outreach Coordinator

Estimated: Grant: \$0 Match: \$300 Total: \$150.00

Task 1B: Will submit a Final Report 1 month prior to the end of the grant agreement or at 100% completion of the project, whichever occurs first.

Timeframe: March 1, 2011 – March 1, 2013

Person(s) Responsible: Outreach Coordinator

Estimated: Grant: \$0 Match: \$300 Total: \$300.00

4b) Anticipated measurable environmental outcomes – Complete the table using your best estimate of outcomes expected from the project. If a section of the table does not apply to your project, enter “NA.” If “other” measurements are applicable to your project as well, adjust the table accordingly by inserting measurable and measurable outcomes.

Table 1: Anticipated measurable environmental outcomes (modify to be reflective of your project)

Description	Estimated Annual quantity before project (lbs/yr)	Estimated annual solid waste quantity to be prevented/reduced (lbs/yr)	Estimated annual quantity at end of project (lbs/yr)	Estimated economic savings (total dollars)	Estimated greenhouse gas reduction	Other Estimation
Solid waste						
Recycling						
Organics (food waste & nonrecyclable paper)						
Other _____						
Other _____						

- 4c) Budget and Expenditures** – The Budget and Expenditures Report is a “financial” way of showing the work identified in the work plan (objective and tasks) and tracking the expenditures for reporting purposes. Create a detailed Budget and Expenditures Report for each Objective and Task identified in your project Work Plan and a table summarizing the Budget by Objectives. Be sure to indicate if your project proposal is requesting equipment as equipment costs are ineligible except as approved on a case-by-case basis. Contact Mary Baker, Program Coordinator (651-757-2208 or 1-800-657-3864) if you have questions about equipment eligibility.

The format shown in the following “Example” is the format to be used when creating your Budget and Expenditures worksheet. For tracking and calculating ease in meeting future reporting requirements, please create this document as a formulated Excel spreadsheet. In identifying responsible staff for doing work, you may choose to use titles instead of the names of individuals as this is public information that will be posted on the MPCA Web site.

Example I: Budget and Expenditure Report

					I.	II.	III.	IV.	V.	VI.	VII.	VIII.
Cost Category	Unit Cost		Quantity (Hrs/Amt) Exp./Budget		Grant Funds	Match Cash	Match In-kind	Total Budget	Expended Previous Periods	Expended This Period	Cumulative Expend (V + VI)	Budget Balance (IV - VII)
Objective 1 Of 6: Data And Information Collection												
Task A) Survey Design and Administration												
Project Manager	20.00	/hr	50.00	hrs			1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
Survey contract					5,000.00		0.00	5,000.00	0.00	0.00	0.00	5,000.00
Subtotal					5,000.00	0.00	1,000.00	6,000.00	0.00	0.00	0.00	6,000.00
Task B) Research and Create Information												
Outreach Coord.	20.00	/hr	75.00	hrs	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
In-kind Web Designer	23.00	/hr	10.00	hrs	0.00	0.00	230.00	230.00				230.00
Communications Manager	20.00	/hr	21.25	hrs	0.00	0.00	425.00	425.00	0.00	0.00	0.00	425.00
Subtotal					0.00	0.00	1,925.00	1,925.00	0.00	0.00	0.00	1,925.00
Task C) Determine Run-off, Monitor and Analyze												
ABC Volunteer Monitors	15.20	/hr	125	hrs	400.00	250.00	1,250.00	1,900.00	0.00	0.00	0.00	1,900.00
Travel					100.00			100.00				100.00
Subtotal					500.00	250.00	1,250.00	2,000.00	0.00	0.00	0.00	2,230.00
Objective 1 - Total					5,500.00	250.00	4,405.00	10,155.00	0.00	0.00	0.00	10,155.00

Example II: Summarized Budget and Expenditures Report by Objectives

	I.	II.	III.	IV.	V.	VI.	VII.	VIII.
Summarized Budget by Objectives	Grant Funds	Match Cash	Match In-kind	Total Budget	Expended Previous Periods	Expended This Period	Cumulative Expend. (V + VI)	Budget Balance (IV - VII)
Objective 1 - Total	5,500	250	4405	10,155	0	0	0	10,155
Objective 2 - Total	10,000	2,000	1,000	13,000	0	0	0	13,000
Objective 3 - Total	13,000	5,000	2,100	20,100	0	0	0	20,100
Objective 4 - Total	10,000	1,500	2,000	13,500	0	0	0	13,500
Objective 5 - Total	0	0	500	500	0	0	0	500
Objective 6 - Total	1,500	200	500	2,200	0	0	0	2,200
Grand total	40,000	8,950	10,505	59,455	0	0	0	59,455

Part 5. Supporting and Signature Documentation

Select the appropriate response and provide comments as necessary to explain the selected response.

If you are unable to include scanned or PDF signature copies of any of the listed items as part of your electronic application submittal, please provide comments under this section indicating when such documentation will be provided and if it will be either

faxed or sent through the postal system. Please send all faxed (651-215-0246) or mailed documents to the attention of Sally Peterson, MPCA, 520 Lafayette Road North, St. Paul, MN 55155. Only "signature" documents will be accepted as faxes or in PDF/scanned file format.

- 5a) Letter(s) of support:** If you have more than 3 letters of support, preference is that you provide a listing of all letters that are available - by request - instead of attaching/including them all.
- 5b) Letter(s)/Resolution(s) of matching funds:** Matching funds (cash and/or in-kind) are considered identified and documented as secured if the applicant is providing all matching funds, or if the applicant submits written documentation (letters or resolutions) from those committed to provide the matching funds. Documentation of matching funds should be submitted as part of the application. You may submit an unsigned letter/resolution in lieu of submitting the signed document. If documentation of matching funds is not being submitted at the same time as the application, please indicate why and when such documentation will be provided. Not providing the necessary documentation or being able to submit it in a timely manner will have a negative impact on the evaluation of the application.
- 5c) Authorizing board resolution(s):** A resolution authorizing the applicant to enter into and sign the grant agreement is required from local units of government, nonprofits, trade associations, and any other organizations in which a board of directors make decisions. Such documentation should be submitted as part of the application. You may submit an unsigned resolution in lieu of submitting the signed document. If the signed authorizing resolution is not being submitted at the same time as the application, please indicate why and when such documentation will be provided. Not providing the necessary documentation or being able to submit it in a timely manner will have a negative impact on the evaluation of the application.
- 5d) Optional documentation of financial strength and stability:** for nongovernmental organizations requesting funding over \$25,000, the applicant may be required to also provide at least one of the following documents: Internal financial statement or IRS Form 990 or Certified Financial audit. Applicant may choose to submit documentation now with its application or to wait until offered a grant award.

Please use the following format and specific language for your Authorizing Resolution:

Minnesota Pollution Control Agency
FY 2012-13 Grant Program
Authorization Resolution

WHEREAS, _____ (name of your organization) has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY11 Environmental Assistance Grant Program; and

WHEREAS, if MPCA funding is received, _____
(name of your organization) is committed to implementing the proposed project as described in the grant application; and

WHEREAS, MPCA requires that _____ (name of your organization)
enter into a grant agreement with MPCA that identifies the terms and conditions of the funding award;

BE IT RESOLVED THAT the _____ (name of governing body)
hereby agrees to enter into and sign a grant agreement with the MPCA to carry out the project specified therein and to comply with all of the terms, conditions, and matching provisions of the grant agreement and authorizes and directs
_____ (name of a position) to sign the grant agreement on its behalf.

(Print name of signing officer)

(Title)

(Signature of an officer with your governing body)

(Date your governing body agreed to this resolution)