

# Community POWER

Partners on Waste Education and Reduction

A program of the **Solid Waste Management  
Coordinating Board (SWMCB)**



Your go-to guide for waste &  
recycling in the Twin Cities  
created by **SWMCB**

## Request for Full Proposals

This document titled *Request for Full Proposals* contains attachments that are not found in the Community POWER *Request for Letters of Interest* document.

Both of these documents may be downloaded at:

[www.rethinkrecycling.com/grants/guidelines-timelines](http://www.rethinkrecycling.com/grants/guidelines-timelines).

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## **Expectations and Reporting Requirements**

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All groups awarded contracts through this program will be required to fulfill the program obligations described below. Each contracted group must:

- *Attend one program orientation meeting and one end of year meeting. The orientation will take place in August 2009, from 8:30 AM - noon. Additional gatherings for training, updates, networking and resource sharing will be available for grantees and other interested groups on a quarterly basis, and are strongly encouraged.*
- *Complete one progress report and one final report on activities and expenditures. Documentation of expenditures must be submitted with reports. The guidelines for these reports- will be explained during the program orientation.*
- *Evaluate project activities and behavior changes made using a standard evaluation tool. The tool, designed to measure participant behavior change, can be customized to fit your project.*
- *Disseminate information on your activities to additional "peer" groups. This might involve presenting at a conference or meeting of organizations similar to your own about your activities, writing an article for a newsletter or publication that reaches other groups, etc.*
- *Recognize the Solid Waste Management Coordinating Board as the source of funds in publications, presentations, websites, at events, etc. Instructions for doing this will be provided at the orientation meeting.*
- *Promote the Rethink Recycling website ([www.rethinkrecycling.com](http://www.rethinkrecycling.com)) in newsletters, websites, and any new promotional items produced with Community POWER funding.*
- *Use pre-approved language in public educational and outreach materials, or secure approval of language you create before it is disseminated. Templates will be provided, and staff in each county are available to review technical writing on waste and toxicity reduction before it is published and disseminated.*
- *Secure approval for any changes to workplan, major activities, staff, or budget from a Community POWER Project Manager.*

## **Solid Waste Management Coordinating Board (SWMCB) Rights**

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The SWMCB may require confirmation of information furnished by grantees. The SWMCB reserves the right to:

- A. Reject any or all proposals if such action is in the public interest;
- B. Cancel the entire Request for Letters of Interest or Request for Proposals;

- C. Issue a subsequent Request for Letters of Interest or Request for Proposals;
- D. Remedy technical errors in the Request for Letters of Interest or Request for Proposals process;
- E. Appoint evaluation committees to review proposals;
- F. Establish a short list of Grantees eligible for interview after evaluation of written proposals; and
- G. Negotiate with any, all, or none of the Request for Letters of Interest or Request for Proposals respondents.

The Request for Letters of Interest and Request for Full Proposals does not commit the SWMCB to enter into a contract, nor does it obligate the SWMCB to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

## **Contract Information and Insurance Requirements**

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The SWMCB has standard contract terms and the format of the contract will be determined by the nature and scope of the project and, in some cases, the availability of insurance coverage to the primary applicant.

The SWMCB requires general liability insurance coverage of at least \$1,500,000; automotive liability coverage of at least \$1,500,000; professional liability insurance coverage of at least \$1,500,000; and workers' compensation coverage or certification of excluded employment from workers' compensation requirements. If applicants do not have the insurance coverage listed above, SWMCB may be willing to provide waivers. If you have questions on insurance coverage prior to submitting your Letter of Interest, please contact Joy Miciano at 651-222-7227 or via email at [jmiciano@rranow.com](mailto:jmiciano@rranow.com).

A complete contract template is available by contacting one of the Project Managers.

## **How To Find Recycling Information For Your Local Community**

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Each municipality determines its own guidelines for what can be recycled and how to prepare items to be recycled. Commercial properties and multi-family housing facilities have another set of guidelines to follow, often determined by individual contracts with their waste hauler.

Before submitting an application for a project that includes a recycling component, familiarize yourself with local recycling guidelines. You can find this information through your county or city website. To link directly to your county's information, go to [www.rethinkrecycling.com/residents](http://www.rethinkrecycling.com/residents) and scroll to the bottom left side of the page to click on your county or counties of reach. For more residential recycling details, resources and tools go to [www.rethinkrecycling.com/residents/rethink-recycling](http://www.rethinkrecycling.com/residents/rethink-recycling).

Applicants who propose projects with recycling components *must* contact one of the Community POWER Project Managers prior to submitting a letter of interest.

## How To Find Information on Household Hazardous Waste For Your County

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There are differences among the household hazardous waste (HHW) programs in the six metropolitan counties. Each county manages information and disposal options for household hazardous waste somewhat differently. Contact the staff in your county to find out about resources and information available to you. If you choose to use information other than that provided by your county, it must be approved by your county staff contact working with you on your project. Please visit [www.rethinkrecycling.com/residents/throw-buy/household-hazardous-waste-collection-sites](http://www.rethinkrecycling.com/residents/throw-buy/household-hazardous-waste-collection-sites) for details on proper identification, handling, disposal options for hazardous waste and to find county disposal sites.

## Required Evaluation Tool Information and Samples

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It is important for us to know if people changed their behavior related to waste reduction as a result of Community POWER projects. All Community POWER projects will administer evaluation questions to the people engaged in the project that help measure behavior changes resulting from the project. A list of over 20 questions will be provided to each grantee and *the grantee selects the questions from the list that are most relevant to their project*. Grantees may administer the questions in whatever way best fits the project. The Community POWER Project Managers will gladly assist groups in planning the best way to administer the questions.

A sample of an evaluation question is found below. If you would like to view the complete list of questions, they can be downloaded at [www.rethinkrecycling.com/grants/-current-grantees/welcome-packet-contents](http://www.rethinkrecycling.com/grants/-current-grantees/welcome-packet-contents).

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### SAMPLE EVALUATION QUESTION

Consider how often you pack your family's lunches or snacks in reusable containers **rather than disposables**.

**How often do you use reusable containers?**

- never
- sometimes
- most of the time
- always

**If you use reusable containers *more frequently now than in the past*, is the change due to your participation in this program?**

- Yes                      *Comments:*
- No
- I already did this

## Application Guidelines For Full Proposals – due April 30, 2009

**NOTE:** Applicants must first submit a Letter of Interest that is reviewed and accepted before a Full Proposal will be considered.

**IMPORTANT:** All applicants submitting a Full Proposal must also complete the Cover Page on the last pages of this document. Former grantees applying for another grant must also review the Former Grantees Eligibility and Checklist on pages 9-10 before submitting a Full Proposal.

### How To Send In Your Full Proposal

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**We require both hardcopies and an e-mailed electronic copy by 12:00 p.m. CST, Thursday, April 30<sup>th</sup>, 2009.**

- **Hard copies:** Send **one original letter** and **eight (8) double-sided copies** (please print double sided to reduce paper use) of the letter to the address below. SWMCB reserves the right to reject late submittals. No faxed letters will be accepted.

Solid Waste Management Coordinating Board

**Attention: Joy Miciano, Richardson Richter & Associates**

477 Selby Avenue, St. Paul, MN 55102

tel. (651) 222-7227 *to request driving directions*

- **E-mail electronic copy:** You should also **e-mail** your letter and cover page as a PDF or PC Microsoft Word document by the deadline to [amivoeltz@comcast.net](mailto:amivoeltz@comcast.net).

### Application Checklist

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Proposals must follow the guidelines provided in order to be considered. Please double-check your proposal before sending it to make sure all guidelines have been met. Former grantees applying for another grant must also review the Former Grantees Eligibility and Checklist on pages 9-10 before submitting a full proposal.

Full Proposal Checklist:

- ❑ Proposals that are mailed or hand-delivered must be guaranteed to arrive by 12:00 noon on Thursday, April 30, 2009.
- ❑ The Cover Page on the last pages of this document has been completed and submitted with the Full Proposal.
- ❑ Complete answers for sections 1 - 6, plus a title page, insurance statement, and budget are included.

- ❑ Application sections 1 - 6 fill *no more* than five pages (one page = one side of a page).
- ❑ The original plus 8 copies are enclosed.
- ❑ A PDF or PC Microsoft Word electronic version has been emailed to amivoeltz@comcast.net.
- ❑ The copies were made double-sided.
- ❑ The application was produced with 12-point font.
- ❑ No pages of the original or copies are missing due to copier or printer mistakes.
- ❑ Copies (8 sets) of the appendices, if you have any, are included with the copies of the proposal.

## Full Proposal Guidelines

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A complete application consists of responses to **all** of the following questions. Do not skip any of the items listed below. **Your answers to sections 1 - 6 below should be no longer than five (5) pages, single-spaced, with 12 point font.** The Cover Page, insurance statement, budget, and appendices do not count as part of the five-page limit. The weight given to each item during the review process is noted in parentheses. *Sample goal statements and a sample budget page are provided later in this document.*

- **Cover Page Completed with Executive Summary**

All applicants must complete the Cover Page at the end of this document along with your Full Proposal.

**Statement Regarding Required Insurance**

Please see the Contract Information on page 3 of this document for a list of insurance policies and amounts required of all fiscal agents. *Please state on your Cover Page that you either hold the required the required insurance policies, or describe if you will seek a waiver from the SWMCB for one or more of the required policies.* Waivers may be granted to accepted applicants after review on a case-by-case basis.

- 1. **Rationale and Context** (20%)

Please provide a short description of your organization or school (include information on your partners, if applicable) and describe why you are proposing this project in particular. Include how the project contributes to your organization's mission, how it will impact your broader network/community, and how it will effectively and creatively contribute to waste reduction, toxicity reduction, and/or recycling.

- 2. **Primary Goals and Activities** (40%)

Please describe the two to four *primary* goals for your project. Please use the following format for each goal you include: Succinctly list your goal (see A. below); list

the related activities (see B. below); and list how you will measure if you achieved the goal (see C. below). *Follow this pattern for each of your goals.* See the examples later in this Attachments document. Sample goals and activities can be found on page 11.

**A. Goal.** Your goals should be specific, measurable, and written in such a way that they indicate the outcome you expect to achieve. *For example*, 150 families will report taking the following actions to reduce waste at home: using canvas bags when shopping, and increasing the types of items the families put out for recycling.

**B. Activities.** After each goal, describe in greater detail the activities you will undertake to reach that goal. Your activities should include efforts to **educate** others about waste issues, as well as **engage** people in waste reduction activities. While some goals might relate more to education and some to hands-on activities, the project as a whole must include **both** educating and involving people in waste reduction to be considered for funding.

**C. Measurement.** Include a specific statement regarding how you will measure or evaluate if you have reached your goal. *Assistance is available to help you plan and implement project evaluation. Please contact a Program Manager.*

**3. Project Timeline (5%)**

Please provide a brief project timeline that highlights major activities and their approximate dates.

**4. Sustaining Your Project (10%)**

After this contract ends, what parts of your project will you continue with different or no funding? Please describe the parts of the project that can be sustained and how you expect this will happen.

**5. Key Project Personnel (5%)**

Who will lead your project and implement activities? Please provide a short description of the background and qualifications of primary project staff.

**6. Disseminating Results To Other Organizations (10%)**

A goal of Community POWER is to fund replicable projects that reach out to or train other community organizations or schools about waste and toxicity reduction actions their communities can take at home. In what ways will your project achieve this goal, and how will you reach out or train others about your activities and help promote [www.rethinkrecycling.com](http://www.rethinkrecycling.com) to your "peer" organizations? *For example*, offering a presentation or training at a conference or meeting of groups similar to your own about your activities, writing an article for a newsletter or publication that reaches other nonprofit groups/schools similar to yours, etc. Be as specific as possible about the size and type of audience you will reach. Creative ideas encouraged.

**7. Budget and Other Resources Needed (10%)**

Please provide a *detailed* budget that lists *each item* for which you request funding. In the budget or in an attached budget narrative, describe each item and how you arrived at the amount you requested. You may request up to \$12,000 total. If you have other sources of funding to support your project, please describe those. If you will need resources other than funding (e.g., expertise, printed materials, etc.) please describe those. (The budget and budget narrative do not count as part of the five-page limit).

Former grantees should also include a Match column and description of their 100% match of the total requested amount—the match may be from cash or in-kind sources. For more information on requirements for former grantees, please see page 9 of this document.

There will also be an opportunity for funded proposals to jointly order reduced priced tote bags to promote the use of reusable bags and spray bottles for making non-toxic cleaners. Spray bottles will cost approximately \$2.00/spray bottle. Tote bags will cost approximately \$2.25/bag. If you wish to include these items in your budget, please use the cost estimates listed above.

*A sample budget can be found on page 14.*

● **Appendices (optional)**

You may attach additional information to clarify your application such as organization brochures, tentative project materials, etc. (The appendices do not count against your five page limit, but please conserve paper and do not attach large or lengthy appendices).

\* **Questions Required of Former Community POWER Grantees Only**

If your organization has received a Community POWER contract in the past, please review the Former Grantee Eligibility and Checklist on pages 9-10 for additional information you will need to include in your Full Proposal.

## **Eligibility of Past Grantees & Full Proposal Checklist**

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If your organization has received a Community POWER contract in the past, please **carefully review this section** which includes eligibility information and a Past Grantee Full Proposal Checklist with details on what you will need to additionally include in your Full Proposal.

*A list of previously funded organizations can be found at [www.rethinkrecycling.com/grants/grantee-projects](http://www.rethinkrecycling.com/grants/grantee-projects).*

Groups that experienced success as a past recipient of Community POWER funds may build on what they accomplished and apply for one additional contract under the following conditions listed under Eligibility of Past Grantees.

Groups that have received two Community POWER grants may consider applying for the "Toolkit" grant monies described under Special Opportunities for Past Grantees on the following page of this document. You are strongly advised to contact a Community POWER Grants Manager to discuss your options as a past recipient.

Eligibility requirements for schools and education programs apply to individual schools and community education programs. Eligibility requirements of past grantees do not apply to school districts acting as a fiscal agent for individual schools and community education programs. A school district may act as a fiscal agent for multiple grantees.

### **Eligibility of Past Grantees**

Returning applicants must meet the following criteria:

- the applicant must meet the eligibility criteria set forth in the 2009 Request for Letters of Interest;
- the proposed project must actively involve a higher number of people than the first project;
- the proposed project must primarily reach people who were not reached through the first project;
- the applicant must commit to sustain elements of the project past the funding period;
- the applicant must include a detailed plan for disseminating results of the project to other organizations that could replicate it;
- the applicant must have an excellent track record of completing goals, activities, and required reports;
- the applicant must contribute a match of at least 100% of the requested amount to the project. Documentation of the match will be required in all reporting documents.

## Past Grantee Full Proposal Checklist

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Groups that experienced success as a past recipient of Community POWER funds may build on what they accomplished and apply again under the conditions listed under Eligibility of Past Grantees on page 9.

In addition to the Full Proposal guidelines listed on pages 5-8, all past grantees must also address the following information. Please double-check your proposal before submission to make sure all guidelines have been met.

- ❑ **The Full Proposal Checklist** on pages 5-6 has been reviewed.
- ❑ **Narrative** - Former grantees must provide a rationale for their request in addition to the standard items requested as part of the application. Please include a rationale for another contract. Describe your potential to reach new people who were not already reached in the first project. Share the results of your program evaluation of the first project, including behavior change results. Former grantees may use up to six pages for sections 1 – 6 plus this question, instead of five pages.
- ❑ **Eligibility Information** – Former grantees must be sure to address in your proposal how you meet the Eligibility of Past Grantees requirements listed on page 9.
- ❑ **Budget** – Former grantees must contribute a match of at least 100% of the requested amount to the project. Please list this matched amount in your budget in your Full Proposal. Documentation of the match will be required in all reporting documents. A sample budget with a match column can be found on page 14.

## “Toolkit Grants” – Special Opportunity for Past Grantees

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The Solid Waste Management Coordinating Board will be setting aside a small pot of Community POWER money this round to fund 2-3 applicants for a “Toolkit Grant” project. Since Community POWER has funded over 100 community groups the last nine years of the program, we recognize the many successful tools and resources that have been created by past grantees. SWMCB would like to see returning grantees build on these existing “tools” created either by your own organization or others by proposing to train in others in your “network” or peer community on waste and/or toxicity reduction and assist them in implementing successful elements from your project or other projects.

**Please work with a Project Manager** to discuss your ideas and to find out how to submit a Full Proposal for this pot of funding for a returning project.

You can also view the Hennepin county Waste & Toxicity Reduction Toolkits as a resource for a “Toolkit Grant” project at [www.rethinkrecycling.com/grants/grantee-resources/congregational-tool-kit](http://www.rethinkrecycling.com/grants/grantee-resources/congregational-tool-kit).

## **“Primary Goals and Activities” Examples**

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Each full proposal must include two to four primary goals for the project. A format for how to present these goals and activities is listed under question 2 titled “Primary Goals and Activities” in the Application Guidelines. Below are four examples of a goal with related plans for measuring the goal and activities planned to achieve the goal.

### **Tips for writing strong goal and measurement statements:**

- The goal should include the specific outcome you hope to achieve, including quantitative information in most cases.
- Measurement should not only include counting the actions you took to educate or involve people. In addition, you are asked to measure what changed because of people’s involvement or education. This may require evaluation activities that take place some time after an event or program.
- A standard set of evaluation questions related to behavior change is required that can be customized to your project (please contact a Program Manager to request a copy of the questions).
- If you are struggling to translate your ideas into measurable goals, please contact Ami Voeltz at 612-345-7973 or amivoeltz@comcast.net.

### ***Example of a toxicity reduction project by a leadership program for African women***

**Goal 1:** 100 East African families will receive one-on-one consultation regarding safe use of chemicals in the home resulting in at least 80% taking actions to reduce hazardous household product use or improper disposal (e.g., switching to non-toxic household cleaners).

**Measurement:** Trainers will contact families one month after the initial training to document the changes that have been made, and to answer questions.

#### **Related Activities:**

- 10 East African women will be recruited to serve as trainers for other East African women regarding safe and effective practices in using and disposing of household chemicals.
- Each trainer will participate in six hours of training provided by county experts.
- Each trainer will make appointments with at least ten other women or families who are neighbors in their apartment building. Neighbors who agree to participate will receive a free spray bottle of simple household cleaner.
- Each trainer will spend 45 – 60 minutes with each neighbor, sharing information on safe and effective household chemical use in their native language.
- Trainers will contact families one month after the initial training to document the changes that have been made, and to answer questions.

### ***Example of a school-based recycling and waste reduction campaign***

**Goal 1:** 300 families will take at least three recycling or waste reduction actions at home, based on information learned by students at school.

**Measurement:** We will develop a questionnaire to be filled out at the beginning of the school year and at the end of the school year by each family. The questionnaire will be translated as needed. Students, working with their families, will check-off their current waste and recycling actions. The same questions will be asked at the end of the year to determine change in behaviors.

**Related Activities:**

- All students in the school will be educated through hands-on activities regarding recycling and waste reduction issues. County staff will present some of the information, along with the project director and lead teachers. The school will develop four waste reduction “themes” for the year. Teachers will integrate information into appropriate classes (e.g. science, math, reading.)
- Demonstrations in all classrooms on “waste free” lunches will have students compare their own lunches to a completely waste free lunch. They will sort their lunches into what is compostable, what is recyclable, and what must be thrown in to the garbage.
- Students will develop a school-wide waste reduction and recycling campaign. They will design and create flyers, posters, and announcements teaching others about waste reduction and recycling.
- 5<sup>th</sup> and 6<sup>th</sup> grade students will develop service-learning projects focused on waste reduction.
- Students will write two articles for the school newsletter (circulation 500 families) about things to do at home to reduce waste.
- We will develop a waste reduction and recycling exhibit that will be on display during the annual open house, parent teacher conference nights, and the annual school festival. Students will staff the exhibit, answering questions and giving out informational brochures.

### ***Example from an Early Childhood Family Education program***

**Goal 1:** 150 parents will make changes at home to reduce their children’s exposure to household chemicals and to reduce the amount of waste connected to purchases made for their family.

**Measurement:** Parents will complete a written behavior change survey on the last day of the class session. The survey will ask what changes have been made and whether the changes were a result of the information shared in class.

**Related Activities:**

- We will integrate waste and toxicity reduction information into the curriculum for three weeks of a twelve week parent education session. We will offer the information in six of our classes. Each class is taught three times a year. Two of the classes will be taught in Spanish for Spanish-speaking families.
- Parents will learn how to reduce waste when shopping for food and other items for their family. They will learn how to recycle more than they currently recycle. They will learn how to reduce the chemicals in their homes, and what can and cannot be safely thrown in the garbage.
- Each class will include a parent/child interaction activity, plus adult-only time for parents to learn about the issues and discuss them as a group.
- The end of each lesson will include a take-home activity to try between classes.

### ***Example from a summer camp program focused on composting***

**Goal 1:** 120 summer day camp families will begin or improve backyard composting practices.

**Measurement:** We will include a series of questions regarding composting on our end-of-camp evaluation form (completed by all families in July), and will contact families two months after camp to record changes in composting practices.

#### **Related Activities:**

- We will include information about this summer's special focus on composting at camp in the camp brochure sent to 500 families in February – March.
- We will include encouragement to pack "waste free" lunches in our information packets to families.
- We will offer hands-on educational activities to campers in 4 – 7<sup>th</sup> grades about backyard composting, including how to build a compost bin. Each camper will decorate their own kitchen scrap bucket, which they will take home with information for parents on how to begin composting.
- We will sort camp lunch waste into what is recyclable, what is compostable, and what must be thrown in the garbage. We will model how to compost with a demonstration compost area at camp, where we will compost lunch waste. We will keep a chart showing the amount of waste in each category each day at camp, with camp-wide goals to reduce our non-recyclable and non-compostable waste by the end of the camp session.
- We will offer a free compost bin and composting instruction book as a prize on our last night camp with families, drawn from completed camp evaluation forms.
- We will send a reminder email to all camp families in August regarding composting, with encouragement to contact us if they have questions or need help.

## Sample Budget

Each Full Proposal (not Letter of Interest) must include a *detailed* budget that lists *each item* for which you request funding. In the budget or in an attached budget narrative, you should describe each item and how you arrived at the amount you requested. You may copy and paste the budget sample below to use as a template if you wish.

The following is an example of a budget, with the “narrative” portion of the budget embedded in it. You may format your budget as you see fit; this example is given to clarify the level of detail expected in the budget. Your budget may also include information such as other sources of funding for the project, in-kind contributions, etc. If you are struggling with how to present your budget or what to include, please contact one of the Community POWER Project Managers.

<b>Budget Item</b>	<b>Community POWER Requested Funds</b>	<b>Match / In-Kind</b> <i>(100% match column required for former grantees only)</i>	<b>Explanation</b>
<i>Project Director salary and benefits</i>	\$5,250	<i>* Former grantees, please list your match amounts in a separate column with details in the Explanation column on where your match is coming from.</i>	<b>175 hours X \$30/hour = \$5,250</b> <ul style="list-style-type: none"> <li>90 hours of acquisition of educational materials; creating articles and ads for the newspaper; supervising staff</li> <li>45 hours coordinating volunteers and canvas bag production</li> <li>40 hours coordinating phone survey, disseminating information as requested by residents, attending grantee meetings, and writing reports.</li> </ul>
<i>Project Staff</i>	\$4,500		<b>300 hours X \$15/hour = \$4,500</b> Staff position, 10-15 hours per week for four months. Staff will recruit and supervise youth, staff information booth, help recruit volunteers, and complete neighborhood outreach activities.
<i>Marketing</i>	\$300		<b>2 newspaper ads X \$150 = \$300</b> Two ads will be placed in our local neighborhood newsletter highlighting the waste reduction information booth at two community events.
<i>Printing</i>	\$36		<b>300 double-sided copies: 300 X .12 = \$36</b> We will print a two-sided information sheet with basic facts about junk mail issues, recommended actions and websites for more information.
<i>Speaker stipends</i>	\$300		<b>3 speakers X \$100 = \$300</b> Three special trainers will supplement the youth summer program. See proposal for details.

Supplies for programming	\$200		<b>\$200</b> <b>Includes 80 tote bags at \$2.25 each = \$180</b> For supplies and materials such as poster board, photos, handouts, and materials. These materials will be used at future community festivals, past the grant period.
Youth program curriculum	\$320		<b>Curriculum booklets for youth program: 40 X \$8 = \$320</b> See proposal for details regarding planned youth program and related curriculum.
<b>TOTAL</b>	<b>\$10,906.00</b>		

## Tips For Completing Your Budget and Narrative

- If staff salaries or stipends are listed in the budget, those staff and their qualifications should be described in the "Key Project Personnel" section of your application.
- Be as specific as possible regarding the use of funds you request through the grant money. For example, do not list "Communications -- \$300." Instead, list what type of communication expenses the \$300 will be used for (e.g., 500 copies, 150 mailings, newspaper ad for two months, etc.)
- Use a format that makes your budget *easy to read*. Make sure the columns line up evenly, and use headers and white space to make things clear to the reader of your proposal.
- **Double-check your math.** If your project is funded, the amount you receive will reflect the sum of the individual portions of the budget, even if the total is a different amount. The budget will be analyzed carefully during the review process.
- Staff representing funded projects are required to attend grantee meetings, use a required evaluation tool, and submit two reports on the project. Make sure to plan for enough staff time to complete these activities.
- There will also be an opportunity for grantees to jointly order reduced priced tote bags and spray bottles for making non-toxic cleaners. More details can be found in the Request for Full Proposals on item #7, page 8 of this document.
- Funds may be used for materials, supplies, printing, dissemination, salaries, outreach expenses, and other items as agreed to by the SWMCB and its representatives.
- Funds may **not** be used to purchase:
  - Recycling bins
  - Computers
  - Sewing Machines
  - Dishwashers
  - Durable equipment with a value of over \$1000.
  - Multiple items of durable equipment with a combined value of over \$1000 (e.g digital camera, books).

\* This document is required to be completed by all applicants submitting a Full Proposal \*  
\* Please print this document double-sided to reduce waste \*

## Community POWER 2009 Full Proposal

# COVER PAGE

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### Please check the appropriate box:

- Our organization has never been a recipient of the (SWMCB) Solid Waste Management Coordinating Board's Community POWER program.
- Our organization has been a recipient of the (SWMCB) Solid Waste Management Coordinating Board's Community POWER program in the past.

### Applicant Organization Name:

Address:

City:

Zip:

Phone:

Website: <http://>

Please state below that you either hold the required insurance policies, or describe if you will seek a waiver from the SWMCB for one or more of the required policies. (*Insurance information can be found on page 3 of this document.*)

### **PROJECT INFORMATION**

Project Title:

Executive Summary (one paragraph that summarizes the main goals and activities of your project):

**GENERAL INFORMATION**

Amount of funding you are requesting (up to \$12,000 maximum):

Geographic area to be served by project (SWMCB serves the six county metro area including Anoka, Carver, Dakota, Hennepin, Ramsey and Washington):

*Please list all counties that will reach at least 25% of your audience during the project. A Project Manager may contact you for additional details on your project's geographic reach.*

**Primary contact/Project Manager for project:**

Name:  
Address:  
Phone & Fax:  
Fax:

**Contact person for insurance verification:**

Name:  
Address:  
Phone & Fax:  
Email:

**Fiscal agent** *(if different from above):*

Name:  
Address:  
Phone & Fax:  
Email:

**Partnering organization(s) name** *(if applicable):*

Name(s):  
Address:  
Phone & Fax:  
Email:

**Contract signatory:**

Name:  
Title:  
Address:  
Phone & Fax:  
Email:  
Contract mailed to (if different name and/or address from above):

**Payments should be mailed to:**

Name:  
Organization:  
Address:  
Phone & Fax:  
Email:

**Payment Information:**

Checks payable to:  
Reference Code (if applicable):

<i>For SWMCB Office Use Only</i>
Application # _____
Date Received _____