

# 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 Letters of Interest

**Letters of Interest  
due Monday,  
March 16<sup>th</sup>, 2009  
at 12:00 NOON.**

Receive up to **\$12,000** from the Solid Waste Management Coordinating Board for an environmental project.

Receive **training** and support to implement your project.

Actively involve **your audience**, your members, your students, or your neighborhood in an important project.

**Non-environmental groups** are the focus of this program.

Residents in the Twin Cities metropolitan area are generally aware of the importance of recycling and waste reduction programs, **yet garbage is still generated at rates greater than the population growth.**

Did you know that one way to reduce global warming is to recycle? Production of recycled paper uses 65% less energy than paper production using raw materials. Reducing energy consumption reduces greenhouse gas emissions. Recycling metal, glass and plastics in the Twin Cities in 2006 saved enough energy to heat over 78,000 houses for the year.

Many items in a kitchen, basement, or garage may be labeled with: CAUTION, WARNING, DANGER, or POISON. Those products may contain hazardous materials for us and our environment and need to be disposed of properly.

Community POWER is looking for applicants to **propose innovative ways to educate and actively engage residents** in reducing waste, changing purchasing practices, rethinking reuse and recycling, and properly disposing of hazardous items.

The intent of the Community POWER funding program is to partner with non-profit organizations, such as community groups and schools, to reach individuals who are not currently aware of waste and toxicity reduction and recycling practices. Successful applicants will increase community awareness of waste issues and engage them in waste reduction activities, leading to long-term behavior change. Any changes to this document will be posted to [www.rethinkrecycling.com/grants/guidelines-timelines](http://www.rethinkrecycling.com/grants/guidelines-timelines) by March 1st, 2009.

\* Before completing your Letter of Interest, please also review the Request for Full Proposals document at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants)

Letters of Interest are due from applicants on March 16, 2009, at 12:00 Noon. Contracts will begin approximately August 14, 2009, and will end approximately September 30, 2010. \$216,000 is available to fund approximately eighteen projects up to \$12,000 each. See the Project Activity Ideas section on page 7.

## Typical Recipients

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**Community POWER targets nonprofit organizations, schools, and congregations that do *not* already have significant experience with environmental issues.** These groups have characteristics that make them desirable partners in waste reduction efforts: a direct line of communication to new audiences (their members, students, or constituents); local knowledge; trusting relationships with the people they serve; and an existing framework to implement community projects.

**Examples of past recipients** include neighborhood associations, schools, arts organizations, block nurse programs, youth camps, social service providers, churches, youth organizations, and immigrant organizations. Many of these groups created useful and replicable project models. Project ideas, models, and resources are listed in the Project Activity Ideas section on page 7, at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants) and will be discussed at the free information meetings described on page 6.

## Selection Criteria

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Community POWER projects must ***focus on waste and/or toxicity reduction***. This means helping residents of the Twin Cities reduce the amount of garbage they create at home and/or reduce the toxicity of the items residents throw away. Recycling may be a focus, as long as other waste reduction activities are included in the project.

Community POWER projects must include both ***action and education***. This means projects must *actively engage* residents of the Twin Cities in reducing waste, in addition to educating residents about waste reduction issues.

Community POWER projects focus on helping ***residents*** change their behavior at home in terms of waste reduction. This means that projects that focus *primarily* on business waste or helping organizations/schools reduce their own waste are not a good fit for this program.

Community POWER projects leverage the unique networks and audiences of ***non-profit and educational groups*** and reach people who may not otherwise hear waste reduction messages. Applicants should make a case for how the proposed project fits with and helps enhance their own goals and mission. Community POWER also seeks applicants to propose innovative ways to educate and actively engage ethnic minority groups in the Twin Cities.

\* Before completing your Letter of Interest, please also review the Request for Full Proposals document at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants)

Community POWER projects must contain **sustainable and replicable** elements. This means that projects should include elements and/or activities that could extend beyond the grant period. The project should also have the potential to be of interest and used by other organizations and is not a “one-time only” project.

## Eligibility

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Waste reduction, toxicity reduction, and recycling activities made possible by program funds must directly involve and benefit residents and the environment in one or more of the six Solid Waste Management Coordinating Board (SWMCB) counties (Anoka, Carver, Dakota, Hennepin, Ramsey, or Washington). It is anticipated that several projects will be funded in each SWMCB county. Applicants may submit more than one proposal for different projects; however, no more than one proposal per fiscal agent will be funded, with the exception of school districts. A school district may serve as fiscal agent to more than one applicant, such as projects submitted by different schools or community education programs. Any changes to this document will be posted to [www.rethinkrecycling.com/grants/guidelines-timelines](http://www.rethinkrecycling.com/grants/guidelines-timelines) by March 1st, 2009.

### **Eligible applicants are:**

- **501(c)(3) Non-profit organizations.** “Non-environmental” groups are the focus of the program. If the 501(c)(3) non-profit organization’s primary mission includes an environmental focus, the organization must partner with one or more non-environmental organizations and propose to reach new audiences beyond the environmental organization’s traditional audiences.
- **Public and private K-12 schools** and programs sponsored by school districts. School projects must involve collaboration and education with others in the community beyond the school who will have a stake in the success of the project.
- **Past grantees.** Groups that experienced success as a past recipient of Community POWER funds may build on what they accomplished and reapply. Please carefully review the *Eligibility of Past Grantees & Full Proposal Checklist* in the Request for Full Proposals document. You are strongly advised to contact a Community POWER Project Manager to discuss your options as a past recipient. 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 are not eligible include:**

- City, county, and state agencies (aside from school districts); or cities, townships, and counties.
- For-profit businesses and projects that focus on for-profit businesses or business waste.
- See also the beginning of the Project Ideas page in this document for projects that are not eligible.

\* Before completing your Letter of Interest, please also review the Request for Full Proposals document at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants)

**Non-eligible groups** are encouraged to be involved in Community POWER projects as a partner with a qualified fiscal agent. In addition, individual counties may have ways to support groups that are not eligible for Community POWER projects. Please request county staff contacts from a Project Manager. Past grantees should refer to the Request for Full Proposals document for eligibility information.

**To clarify** if your organization is eligible to apply, **or with any other questions**, you are strongly encouraged to contact one of the Project Managers: Ami Voeltz, amivoeltz@comcast.net or (612) 345-7973 or Jen Aspengren, jaspengren@visi.com or (612) 724-1200.

## **Tentative Program Timeline**

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### **2009**

Feb. 5	Program information meeting (optional—see details page 7)
Feb. 17	Program information meeting (optional—see details page 7)
<b>March 16</b>	<b>Letters of Interest due by 12:00 noon</b>
Mar. 24 – May 29	Site visit may be requested during this time
April 1	Announcement of preliminary decisions
<b>April 30</b>	<b>Full proposals due by 12:00 noon</b>
June 1	Announcement of final decisions
June – August	Individual meetings with new grantees (required)
August	New grantee orientation 8:30am-12 noon (required)
August 14	Start of contracts
October	Grantee meeting

### **2010**

February	Progress report due
March	Grantee meeting
August	End of project celebration meeting (required)
September	Final report due

## **Appropriate Use of Funds / Restrictions**

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Funds may be used for materials, supplies, printing, dissemination, salaries, outreach expenses, and other items as agreed to by the SWMCB and its representatives. 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 page 8.

*Continued on next page:*

\* Before completing your Letter of Interest, please also review the Request for Full Proposals document at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants)

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).

Projects that include goals or activities related to recycling must *also* include other waste/toxicity reduction goals and activities.

## Payments

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Once a contract is completed, 60% of the contracted amount will be provided to the applicant. The first check will arrive approximately 35 days after the contract is signed and executed by the applicant and the SWMCB. Another 20% will be provided after receipt and approval of the Progress Report. The final 20% will be provided after satisfactory completion of all project activities, and submission and approval of the Final Report.

## Review Process

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All applicants must submit a Letter of Interest by March 16, 2009, at 12:00 noon, in order to be considered for funding. Applicants whose preliminary project ideas (as described in their Letter of Interest) are found to be a good match for the program will be asked to complete a full proposal. The full proposal must be received by April 30, 2009, by 12:00 Noon. A site visit to the applicant's office or program delivery location may be requested to take place between March 23rd - May 30th. Applicants will be contacted by June 1, 2009, and given an update on the status of their application.

## You Are Strongly Encouraged To Contact a Project Manager

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All prospective applicants are ***strongly encouraged*** to make contact with one of the Project Managers while preparing their Letter of Interest. Applicants can get feedback on ideas that can save valuable time and energy. The Community POWER Project Managers can provide verbal feedback, evaluation guidance, and information on resources that applicants may not be aware of (for example, free waste reduction trainers, speakers, handouts, etc. to help implement a project). These resources are valuable to know about ***before*** submitting a Letter of Interest.

Project Managers: Ami Voeltz, amivoeltz@comcast.net or (612) 345-7973 or Jen Aspengren, jaspengren@visi.com or (612) 724-1200.

\* Before completing your Letter of Interest, please also review the Request for Full Proposals document at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants)

## **Solid Waste Management Coordinating Board**

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The mission of the SWMCB is to increase the efficiency and effectiveness of the region's solid waste management system, including involving citizens in learning about waste and toxicity reduction and changing their behaviors. The SWMCB, formed in 1990, is a joint powers board comprised of two county commissioners from the Minnesota counties of Anoka, Carver, Dakota, Hennepin, Ramsey and Washington. The Board also includes representatives of the Minnesota Pollution Control Agency as ex-officio members. The SWMCB's public resource for waste reduction is called RethinkRecycling. Visit [www.rethinkrecycling.com](http://www.rethinkrecycling.com) for general information on how residents of the Twin Cities can reduce waste.

### **Grants Information Meetings – February 5<sup>th</sup> & 17<sup>th</sup>**

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Two open information sessions, with opportunities for questions and answers, will take place in February. Applicants are encouraged to attend one of these sessions and/or to speak directly with a Project Manager prior to submitting a Letter of Interest. You do not need to register for the Information Sessions.

**Thursday, February 5, 2009 3:00 – 4:00 PM** Sumner Library, Minneapolis, Cargill Room. The Minneapolis Public Library Sumner branch is located at 611 Van White Memorial Blvd., Minneapolis, 55411 (west of the intersection of I-94 and Olson Memorial Highway). Visit [www.hclib.org/pub/info/locations.cfm](http://www.hclib.org/pub/info/locations.cfm) for directions.

**Tuesday, February 17, 2009 12:00 – 1:00 PM** Neighborhood House, St. Paul, Room 212. Neighborhood House is located on St. Paul's West side at 179 Robie St. East, 55107. Visit [www.neighb.org](http://www.neighb.org) for directions. This information session will be held *immediately after* a regular meeting of current Community POWER grantees (2008-09) from 9:00 – 12:00 noon. Prospective applicants are welcomed and encouraged to come early for the grantee meeting, which will include roundtable discussions on waste issues and presentations by current grantees. Attending this entire meeting is an excellent way to learn more about the program. Please contact Ami Voeltz at [amivoeltz@comcast.net](mailto:amivoeltz@comcast.net) or 612-345-7973 to register for the entire meeting, or you may join us from 12:00 – 1:00 without registering.

### **Additional Information: The Request for Full Proposals Document**

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A separate document containing the following information is available at [www.rethinkrecycling.com/grants](http://www.rethinkrecycling.com/grants).

- Expectations and Reporting Requirements
- Full proposal guidelines (for those applicants whose Letter of Interest is approved)
- Solid Waste Management Coordinating Board (SWMCB) Rights & Contract
- Eligibility of Past Grantees
- "Primary Goals and Activities" Examples
- Sample Budget and Budget Tips
- Recycling and Hazardous Waste Information For Your Local County

\* Before completing your Letter of Interest, please also review the Request for Full Proposals document at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants)

# Project Ideas

The next pages contain project ideas organized by the waste reduction topic they address. ***These are just a few ideas – your own creative ideas for addressing these issues are encouraged!*** Examples from past Community POWER projects are also given. Descriptions of all past projects may also be found at [www.rethinkrecycling.com/grants/grantee-projects](http://www.rethinkrecycling.com/grants/grantee-projects).

## **Projects That Do NOT Fit Community POWER**

The following may be valuable, but are not a good fit for Community POWER. Before writing your Letter of Interest, please contact a Project Manager to discuss your ideas and confirm that your ideas are a good fit for this program.

- Anti-littering projects.
- Projects focused on improving water quality or water conservation.
- Projects focused on improving a business', organization's, or school's own internal waste systems.
- Projects that include collection of hazardous materials.
- Projects focused on energy or energy conservation.

Also see non-eligible groups on page 2.

## **Project Ideas**

### **Re-Use and "Waste Reduction"**

*When we avoid making garbage in the first place, we don't have to worry about disposing of waste or recycling it later. Stop waste before it starts... learn great ideas at: <http://www.rethinkrecycling.com/residents/throw-buy> or <http://www.reduce.org/> (click "Educational Toolbox" at the top of the page.)*

- Teach people about buying less-packaged products, <http://www.reduce.org/> (see When Shopping link)
- Engage people in creative re-use of items they already have, including "waste free" holidays and events <http://www.rethinkrecycling.com/grants/grantee-resources/reduce> (see Greening Your Celebrations and Zero Waste Event Planning Guide).
- Encourage people to shop used first, including thrift stores and using the Twin Cities Free Market: <http://www.twincitiesfreemarket.org/>.

*Members of a church participated in a series of intergenerational workshops on waste reduction. At one workshop they learned to use cloth scraps to sew re-usable gift bags.*

*Ninth graders learned methods to reduce waste at home, used the information to modify their own and their family's behavior, and then designed and conducted a service-learning project in their community.*

\* Before completing your Letter of Interest, please also review the Request for Full Proposals document at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants)

## **Wasting Less Paper**

*Production of recycled paper uses 65% less energy than paper production using raw materials. Twin Cities residents can recycle more paper than we think – 21% of our household garbage is recyclable paper! Let's Rethink Recycling...*

- Encourage households to recycle more kinds of paper. Use the Rethink Recycling Toolkit at [www.rethinkrecycling.com/grants/grantee-resources/rethink-recycling-campaign-resources](http://www.rethinkrecycling.com/grants/grantee-resources/rethink-recycling-campaign-resources) or [http://www.rethinkrecycling.com/throw2\\_rethink\\_paper.asp](http://www.rethinkrecycling.com/throw2_rethink_paper.asp) to teach people about the paper they can recycle.
- Distribute information on how to reduce junk mail. Visit [www.rethinkrecycling.com/residents/throw-buy/materials-name/junk-mail](http://www.rethinkrecycling.com/residents/throw-buy/materials-name/junk-mail) or <http://www.reduce.org> (see Junk Mail link) for ideas.

*An after school program for teens created and performed a junk mail skit at local events to encouraged residents to get off junk mail lists.*

*A senior center used the Rethink Recycling Toolkit (see link above) to teach seniors and their extended families how to recycle many types of paper waste.*

## **Recycling**

*Approximately one-third of what residents in the Twin Cities area throw away could be recycled. For ideas and information on reinvigorating recycling, visit [www.rethinkrecycling.com/residents/rethink-recycling](http://www.rethinkrecycling.com/residents/rethink-recycling) and <http://www.rethinkrecycling.com/grants/grantee-resources/rethink-recycling-campaign-resources>.*

- Help residents learn what to recycle in their municipality. See the Request for Full Proposals document\* for more information on recycling resources.
- Help promote the SWMCB's emphasis on increasing paper recycling. Visit the links above for more information.
- Help promote the SWMCB's emphasis on increasing can and bottle recycling. Visit the links above for more information.
- *NOTE: Projects that include recycling components must also include other waste or toxicity reduction activities.*

*A middle school's staff, students, and their families progressed through four recycling and waste reduction lessons to become Masters of Trash, starting to recycle more kinds of paper, cans and bottles.*

*A new immigrant organization used translated materials on recycling to offer community workshops and go door-to-door in four apartment buildings to educate residents about how to recycle in their building.*

## **Composting**

*Composting is easy and cheap! Residents can reduce their garbage by hundreds of pounds each year and create a mixture that improves the soil.*

- Promote composting of household food waste by encouraging children and adults to build or buy a backyard compost bin. Visit [www.rethinkrecycling.com/residents/throw-buy/materials-](http://www.rethinkrecycling.com/residents/throw-buy/materials-)

\* Before completing your Letter of Interest, please also review the Request for Full Proposals document at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants)

[name/food-waste](#) or [www.rethinkrecycling.com/residents/throw-buy/materials-name/compost-bins](http://www.rethinkrecycling.com/residents/throw-buy/materials-name/compost-bins) or <http://www.reduce.org>.

- Offer educational workshops or provide individual help to set up and properly use the compost bin.

*A neighborhood organization recruited 100 residents to begin composting food and yard waste at home. They taught residents how to build or purchase backyard compost bins and gave one-on-one troubleshooting advice.*

*A church volunteer created a program that offered reduced cost compost bins and composting information to all active church households. Sunday school lessons also incorporated waste reduction themes.*

## **Toxicity Reduction**

*Some household products in our kitchens, basements and garages may contain materials that are hazardous to us and our environment and need to be disposed of properly.*

- Teach people about Household Hazardous Waste drop-off sites and which items to take there. Learn more at [www.rethinkrecycling.com/residents/throw-buy](http://www.rethinkrecycling.com/residents/throw-buy) or <http://www.rethinkrecycling.com/residents/throw-buy/household-hazardous-waste-collection-sites>.
- Get information to residents regarding alternatives to toxic household products. Visit: <http://www.reduce.org/>
- Involve people in recycling or reusing old computers and monitors. Go to <http://www.rethinkrecycling.com/residents/throw-buy/materials-name/electronics-tvs-computers>.
- Teach people about proper purchase, storage and disposal decisions during home improvement projects for items such as paints and solvents. Visit: [www.rethinkrecycling.com/residents/throw-buy/materials-name/cleaning-products](http://www.rethinkrecycling.com/residents/throw-buy/materials-name/cleaning-products) or [www.reduce.org](http://www.reduce.org) (Visit Toxins in the Home link)
- Help change behaviors regarding how to properly dispose of automotive and related fluids. See <http://www.rethinkrecycling.com/residents/throw-buy/materials-category/automotive-recreation>.
- Teach people about how to properly dispose of old items containing mercury (e.g. thermometers, compact fluorescent bulbs, television monitors). See <http://www.rethinkrecycling.com/businesses/waste-management-guide/materials-name/mercury-mercury-containing-products>.

*East African women educated their neighbors about how to choose safe household products and showed them how to make simple and affordable non-toxic cleaning products at home.*

*A block nurse program helped inventory the household products found in senior citizens' kitchens, basements, and garages, and encouraged the seniors to have a family member take old hazardous items to a county drop-off facility.*

\* Before completing your Letter of Interest, please also review the Request for Full Proposals document at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants)

## Letter of Interest Guidelines – due March 16, 2009 at Noon

Prospective applicants must begin the application process by submitting a Letter of Interest. Once the letters are reviewed, some applicants will then be asked to submit a full proposal to be considered for funding. Applicants are encouraged to view the guidelines for the full proposal, found in the Request for Full Proposal document, which can be downloaded at [www.rethinkrecycling.com/grants/guidelines-timelines](http://www.rethinkrecycling.com/grants/guidelines-timelines).

The Letter of Interest represents each applicant's tentative plans. Although applicants should strive to be as accurate and complete as possible when describing their plans, it is understood that some details may change as plans develop.

### How To Send In Your Letter

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**We require both hardcopies and an e-mailed electronic copy by 12:00 p.m. CST, Monday, March 16, 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, Inc.*  
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).

### Letter of Interest Guidelines

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Send **one original**

Send **a completed Letter of Interest Cover Page (found at the end of this document)**

**The Letter of Interest (guidelines included below) should be:**

- Submitted on organizational/school letterhead;
- Signed by an authorized agent [language should match Cover Page], such as the executive director, principal, board chair, or lead staff; and
- No longer than two pages (excluding the Cover Page).

\* Before completing your Letter of Interest, please also review the Request for Full Proposals document at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants)

**Please include a response to all of the following in your two-page Letter of Interest along with the included Cover Page:**

- *Describe the project you would like to complete.*

In your description, you might include the waste issues to be addressed, your goals for the project, plans for education, outline of activities, the number and types of people to be involved, how the project will be carried out, and the tentative timeline for it. If you have ideas about how to evaluate your success and how to sustain your project past the grant period, please include those. Previous Community POWER grantees should also include a rationale for a second project, including details about reaching new people.

- *Why is this project of interest to your organization?*
- *How much funding do you expect to request (up to \$12,000 maximum) and, in general, how will the funds be used?*
- *List the staff responsible for the project, including a key contact person. Please include phone number(s), email, and a short description of qualifications for the key staff person.*

## **Letter of Interest Required Cover Page**

**The Letter of Interest Cover Page on the following two pages should be completed and included with your Letter of Interest.**

### **Statement Regarding Required Insurance**

Please see the Contract Information on page 3 of the Request for Full Proposals 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.

### **Applicants Working in Hennepin County**

Applicants who receive funding this round that are proposing to reach residents in Hennepin County may also be required to submit a copy of your organizational by-laws stating that your Executive Director is legally authorized to enter into contracts on behalf of the organization. If your by-laws do not contain this language, you will be required to obtain a resolution from your board of directors stating that your Executive Director is authorized to sign contracts on behalf of the organization. If your board does not meet frequently, you may want to consider obtaining this document before you are notified of funding decisions to avoid delay in your initial payment. You may contact a Project Manager with any questions about these documents.

\* Before completing your Letter of Interest, please also review the Request for Full Proposals document at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants)

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

## Community POWER 2009 Letter of Interest

# 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 the Request for Full proposals\* document.*)

### **PROJECT INFORMATION**

Project Title:

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

\* Before completing your Letter of Interest, please also review the Request for Full Proposals document at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants)

## **FINANCIAL 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:

Email:

### **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:

***For SWMCB Office Use Only***

Application # \_\_\_\_\_

Date Received \_\_\_\_\_

\* Before completing your Letter of Interest, please also review the Request for Full Proposals document at [www.RethinkRecycling.com/grants](http://www.RethinkRecycling.com/grants)