FY 2025

District Grant Application Instructions

The MARC Solid Waste Management District manages a grant program to support recycling, reuse, market development and composting projects in Cass, Clay, Jackson, Platte and Ray counties.

Questions regarding the application process should be directed to Nadja Karpilow at 816-701-8226 or Karpilow@marc.org.

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1   CREATE A USER ACCOUNT

First-time users must first create an account to log-in to the system. From the log-on page, click the link labeled 'Register.' Enter the information requested on the 'User Registration' page and click the 'Register' button. When creating your account, please select a username and password that you will remember for future log-ins. Please note the password requirements

To begin, click on the 'Register" button.

Once you create an account, you may log-on and apply. When you return to the page, you may enter your username and password on the log-on page.

If necessary, you may use the 'Forgot Password' button to generate a new password.

If you are returning to continue work on an application that you have started, click on the project title.

You can navigate through the application using the 'Save,' 'Back' and 'Next' buttons. The 'Cancel' button will take you back to your project list.

To log off, click "Cancel" and then click on log off.

If you have experiencing technical difficulties with the application, you can use the 'Report Issue' button.

2 2025 DISTRICT GRANT APPLICATION

Fill in all the required fields. Click the 'Save' and 'Next' buttons to save your entire application and move to the next page.

1. GENERAL PROJECT INFORMATION

Provide the title of your project. Your title should be concise, substantive and informative to a non-specialist audience.

Enter the name and address of the applicant organization. Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If you are applying as an individual, enter your name and 12-3456789.

Provide the contact information for the Authorized Official who is submitting the application on behalf of the organization. For an organization this person is typically the president, vice president or executive director. For a city or county, this person is typically the administrator, manager or department head.

Provide the name and contact information of authorized official. Later in the application on Page 7 you can identify the project manager if it is a different person.

Authorized Individual:

Name:*

Title:*

Address:*

City:*

State:*

Zip Code:*

2. PROJECT GOALS

Tell us about your project (2,000 characters or fewer). Describe materials targeted for diversion, describe the vision for implementation, what your project intends to accomplish and why it is important.

Identify the grant outcomes:

- When estimating tons diverted, include only the tons that will be diverted as a result of grant funds. Do not include tons that are currently being diverted.

- If the project does not divert material, provide a description of the other methods that will be used to evaluate the project. For example, other measurables might include the number of collection events, the number of presentations, the number of individuals expected to attend a presentation, or the number of flyers to be printed and distributed.

Report Issue ❗ **Return Home** 🏠 **Save** 💾 **Submit Application** ✓

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All active questions are required. *

Project Goals

**What is the goal of your project?
Describe what your project intends to
accomplish and why it is important.** *
(2000 characters or fewer)

**How will you accomplish your goal?
Include the materials that will be
diverted, estimated tons diverted, etc.
For education projects: who is your
audience?** *
(2000 characters or fewer)

Please provide maps only if it would be helpful to describe the project. For
example, if you are requesting containers for a campus-wide program, include a
map that shows where containers would be placed. General area maps are not
necessary. Submit the map in PDF or JPG format on the Supporting Documents
section at the end of this application.

3. WORK PLAN AND TIMETABLE

What will it take to complete your project? Please list all the appropriate tasks in the timetable.

- Major planned activities and expenditures
- Bidding for services and/or equipment
- Training
- Publications and other outreach efforts
- Approvals for publications from SWMD staff and MDNR
- Submittal of quarterly reports and the final report (required)
- All other related project tasks. Include other tasks not captured above

To complete the timetable, type the task name in the 'New Task Description' box and check the
corresponding months. Click the 'Add this task' to add the new task to the timetable. The new
task will become part of the timetable after the 'Add this task' button has been clicked:

Tasks may be revised by unclicking a checkbox. You may also delete a task using the 'Delete' button.

Once you have completed the timetable, you may click the 'Save' and 'Next' buttons to move to the next page.

4. PROJECT FINANCES

Detailed Budget Information

The budget worksheet is your opportunity to explain the details of your budget. All requested funds and matching funds must be directly attributable to the project.

Your project budget is as important as your project description. Make sure that the activities you describe are accounted for in your budget. Likewise, make certain that every item in your budget

relates to an activity described in your project description. Your budget should represent actual expenses related to your project. Please do not inflate your budget and remember to check your math.

Use the 'Notes' area to explain or describe these items in further detail.

Expenses for all major activities and purchases (>$3,000) must be supported by documentation showing how each cost estimate was determined. You will download the Quotes Cover Sheet and fill out as appropriate. Then you will upload the cover sheet along with copies of your quotes. This documentation should be in the form of quotes for consultant services or equipment, letters of commitment, web site and catalog pages, or previous receipts. You will be required to provide this documentation as part of your application.

Below, we explain the various budget categories to use. At the end of this section, we have provided a sample grant budget.

- The indirect limit is 23.59%
- The fringe limit is 60.22%
- The mileage rate is $0.65.5

If you are requesting funds for indirect or fringe, you must indicate how you determined the percentage used.

(See next page for image)

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All active questions are required. *

- Expenses (both requested and match) for line items $3,000 or more must be supported by documentation. Please download THIS COVER SHEET and include this in the upload mentioned for quotes at the end of the application.

- Salary must show hourly wage and hours spent on project. If indirect is requested applicants will need to verify how the rate was determined.

- The mileage rate is $ 0.655 per mile. Mileage can only be reimbursed for travel in Missouri.

- Download, complete, and then upload the COMMITMENT OF MATCH FUNDS form to the file upload page at the end of the application .

Code	Description	Notes	Requested Funds	Match Funds	Total Funds
Total Budget			$0	$0	$0
% of Requested Amount				%0	

Add Budget Item

Budget Categories

1. Personnel: Please list each employee/position and the total projected hours to be spent on this project. A full-time employee, where work is devoted exclusively to this project would be listed as maximum 2,080 hours (subtract paid leave and holidays).

   If you are requesting funds to support staff salaries, please provide a breakdown of the hourly wage per project hours anticipated for each staff person in the 'Notes' area. Please indicate whether the rate includes fringe and/or indirect benefits, and if it does, include the percentage. Please note the limits in the budget form. (Fringe benefits can include FICA and Medicare amounts provided by employer.)

2. Professional Services: Please list subcontractor services to be provided, not specific contractors. Subcontractor services may be subject to competitive bidding requirements. List all services in reasonable detail and provide supporting documentation for expected cost in the form of examples or quotes, as applicable.

   Only one type of subcontracted service should be listed per line. For example, electrical wiring for baler; web design services; or recycling collection/transportation services.

   Supporting documentation for cost estimates greater than $3,000 must be submitted with the Quotes Cover Sheet.

3. Equipment: Equipment is defined as a single article of non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 and greater. (If the projected expenditure is less than $5,000 it should be listed under Supplies.)

   All equipment that is proposed to be purchased, as either district funded or match funded, will require the same level of documentation (as to their purchase), including initial estimates of cost and subsequent supporting documents when purchased. Any equipment purchased with district funds is subject to Security Agreement requirements.

   List only one piece of equipment per line. Use generic descriptions (not brand names) and provide reasonable detail.

   Supporting documentation for equipment must be submitted.

   Supplies: This category is for items with a useful life of less than one year or a purchase price of less than $5,000. This category can include (but is not limited to) recycling containers, computer software, and office supplies.

   List one type of expenditure per line. If purchase will be for a quantity of same-type items, you may group these items together. Provide details regarding quantity and associated costs for each line item.

   Supporting documentation for line-item cost estimates greater than $3,000 must be submitted. See Section 8 for more details.

4. Travel: Travel must be directly related to the project. Maximum mileage reimbursement from grant funds in $0.65.5 per mile.

5. Other: Use this category to account for expenditures not covered by the other categories. For example, this category can be used for rent, utilities, insurance, postage, publication costs, telephone and insurance.

   List one type of expenditure per line. If purchase will be for a quantity of same-type items, you may group these items together. Provide details regarding quantity and associated costs for each line item.

Supporting documentation for line-item cost estimates greater than $3,000 must be submitted.

Matching Funds

Matching funds may be cash or in-kind. They include any known sources of grants or gifts, any in-kind contributions, and any sources of revenue, such as collection fees. However, other grant funding originating from the Missouri Department of Natural Resources, such as a Missouri Market Development Program Grant from the Environmental Improvement and Energy Resources Authority (EIERA) or a grant from another solid waste management district, may not be used as match.

The total of match funds provided must represent a minimum of 10 percent of requested amount. The percentage of requested funds and match funds is automatically calculated based on completion of the budget worksheet.

Download the Commitment of Match Funds form, complete, including the notarization, and upload at the end of the application.

FINANCIAL INFORMATION FOR PROJECTS REQUESTING $50,000 OR MORE

ADDITIONAL INFORMATION

If you are requesting $50,000 or more in funding, you are required to provide additional information in this section.

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All active questions are required. *

Financial Information for Projects Requesting $50,000 or more

For facilities and equipment grants, attach a preliminary project design, engineering plans and specifications. (Upload the attachment to the Supporting Documents section at the end of the application.)

Three years previous financial statements, audits or reports are required. For governmental entities, a bond rating is acceptable. An audited summary of assets and liabilities is acceptable. Upload the statements on the Supporting Documents section at the end of the application. If the upload exceeds the size allowable, you may e-mail the documents to karpilow@marc.org or contact us to arrange for a file transfer.

Provide contact information from three credit references or attach a letter of reference from a bank. This criterion is not required for government entities. (You can attach a letter of reference on the Supporting Documents section at the end of the application.)

(2000 characters or fewer)

If your project is educational in nature or addresses waste reduction, please discuss your plan to maintain the project for two years following the grant period.

If this is an "Educational Only" or "Waste Reduction Only" project, describe how the project will continue for at least two years following this grant period. Include how the project will continue to be promoted and acquire new audiences. For other projects, type 'NA'.

(2000 characters or fewer)

For all other projects, you will be required to complete a profit-loss table covering a three-year period. The profit-loss table can be downloaded using the hyperlink on Page 6.

Project Finances (Profit-Loss Table)

Download and Complete the **PROFIT AND LOSS TABLE**. Please indicate anticipated project expenses and income on a yearly basis. Itemize expenses and income related to the project, including requested funds, cash match and in-kind match. After downloading and editing the table using excel or another spreadsheet software, click the 'Select File' button and select your saved file. Then click 'Upload File' and it should state that the file has been uploaded.

Choose File | No file chosen

Download the file 'profitlossform'

Profit-Loss Table				
Budget Category	**Notes**	**YEAR 1: 2023**	**YEAR 2: 2024**	**YEAR 3: 2025**
Income				
Income From Sales		$0	$0	$0
Sales from Item #1				
Sales from Item #2				
Income From Grants		$0	$0	$0
Grant Name:				
Grant Name:				
Other Unearned Income				
Expenses				
Personnel Expenses				
Professional Service Expenses				
Equipment Expenses				
Supplies Expenses				
Travel Expenses				
Other Expenses				
Totals				
Total Revenues		$0	$0	$0
Total Expenses		$0	$0	$0
Profit or Loss		$0	$0	$0

Please indicate anticipated project expenses and income on a yearly basis. Itemize expenses and income related to the project, including requested funds, cash match and in-kind match. Please use the 'Notes' area to explain your totals.

After completing the form, save to your computer and upload the file using the 'Choose File.'

FINANCIAL REPORTS/AUDITS

If you are requesting $50,000 or more, three years of financial reports or audits must be provided to the district. For governmental entities, a bond rating is acceptable. An audited summary of assets and liabilities is acceptable. If a business has not been in operation for three years, individual income tax returns of the principal owner are acceptable. Please upload this information on Page 9**.**

5. PROJECT NARRATIVE

This is the section that you will use to provide information about your project. Please fill in every field. If you have nothing to put in a field, write in 'None' or 'Not Applicable.' If supporting documentation is requested, you will have to opportunity to upload the requested files at the end of the application.

6. PROJECT EVALUATION

Please describe how the project will be quantitatively and quantitatively evaluated to measure successes and/or benefits of the project.

7. SUPPORTING DOCUMENTS

Use this section to upload documentation to support your grant application. If you experience problems uploading documents, please contact the district for assistance.

DOCUMENTS REQUIRED FROM ALL APPLICANTS

The following four documents must be uploaded in order to submit an application:

Letter of support from local government

Please attach a current letter of support from a local government representative from the jurisdiction in which the project will be located. A local government representative can include a county commissioner, mayor, solid waste district management council member or other government official. Additional letters of support may be included to provide evidence of community interest in and support for your project. Provide only those supporting letters that are directly relevant to your project.

Letter(s) of support from clients

Attach a current one-page letter from potential clients or organizations that will use the services of your project. Letters should include a statement indicating their willingness to work with the applicant and if applicable, the prices they will pay or charge for the materials.

Documentation of match funds

NEW: For match documentation you will download the Commitment of Match Funds form and complete, including the notarization, and then upload.

Letter of support from outside source/company that will process material

If the project relies on an outside source or company(s) to process the materials recovered, please provide current letters of support acknowledging their involvement in the project specific to this application, their willingness to accept materials, and the fees paid or fees charged.

APPLICATION-SPECIFIC DOCUMENTS

Maps, if applicable

Please attach maps or diagrams, if applicable, to illustrate the placement of collection bins for example.

Job Description/Resumes

Job descriptions and resumes should provide details for the key personnel associated with your project.

Permit documents

If applicable, provide copies of permit documents that pertain to your project.

Documentation for expenses greater than $3,000

Expenses and match funds for major activities or purchases greater than $3,000 must be supported by documentation showing how each cost estimate was determined. Please clearly identify the appropriate budget line item to the supporting documentation (Quote Cover Sheet with attachments).

Project design specifications

If you are requesting more than $50,000 and your grant application includes a request for equipment or a facility (e.g., building, site improvements), please upload a preliminary project design, engineering plans and specifications.

Credit references

If you are requesting $50,000 or more, please provide three credit references or a bank letter of reference. Credit references are not required for government entities.

Trade secrets

All content in this application is considered to be a public record and is open to the public. Any applicant may assert a claim of business confidentiality covering a part or all of that information by including a letter with the information to be protected from disclosure. It is the burden of the applicant to establish that the documents are exempt from disclosure under the Missouri Open Records Act (Chapter 610, RSMo). See Section 7.5 for additional explanation.

8. SUBMITTING THE APPLICATION

As you move through the application, your submittal is automatically saved.

On the final page there is a 'Submit Application' button to send the application to the district. You do have to option to revise the application and resubmit up until the final application deadline.
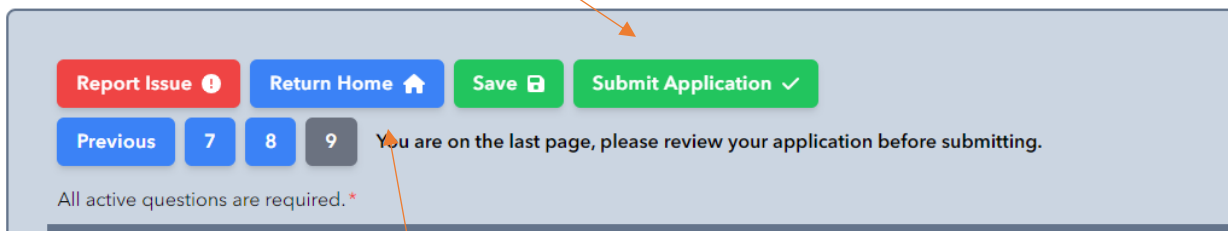
If your application is missing components, you will receive an error notice with a list of sections to revisit or items to upload.

If you decide you do not want to submit the application, you can delete the data by clicking on the blue Return Home button and delete.

Once the application deadline has passed, you cannot add, modify, or delete any part of the application through the online system.

Before submitting your application, please review the application checklist located on the 2024 district application home page to verify that you have completed all the required components.

SUMMARY PAGE

A summary page of your application is available for you to print or save for your records. You can print your application using the 'Print' button on your projects page.

CREATING AN ADDITIONAL PROJECT APPLICATION

You may submit more than one grant application from your user account. Click the '**Start New Application'** button from your projects page.

You must complete a full application for each additional project, including separate supporting documents, for each subsequent application to be considered for award.