

## Grant Application Checklist

- Complete grant application-  
    Typed with original signature
- Quotes-  
    Include quantities, price/each, total price with shipping, equipment specs, pictures, and examples of printed material
- Agreements or MOU's between partners
- Local SWMP revisions-  
    Include only relevant excerpts from SWMP- DO NOT SUBMIT ENTIRE SWMP  
    If requesting funds for revision, include current and examples of proposed changes
- Detailed business plans-  
    An estimate of the quantity, source and type of materials to be collected and recycled, including an explanation of the methods used to estimate this quantity. The quantity should include the volume of any out-of-state waste coming into the service area, but records of out-of-state waste volume should be shown as a separate item on each semi-annual report.  
    A summary of all costs incurred, or to be incurred, in planning and implementing the recycling programs.
- Contracts between recycler and purchasers-  
    The currently available and anticipated markets or uses for materials collected
- Information on any previous state or federal grants received for the purpose of solid waste management or recycling received by the jurisdiction during the previous 36 months. This information shall include the grant amount and the grant period, and other information or data as set forth in the application forms.
- A description of any recycling activities planned or existing prior to the grants.
- A description of all existing or proposed recycling facilities, collection centers or other related service centers located within the jurisdiction covered by the proposed project. If the application is for a multi-jurisdictional or regional program, a listing of recycling facilities and services operating within the boundaries of the responsible regional planning and development commission, including ownership, capacity, type of facility and service area of such facilities.
- A statement that the grant is needed to achieve or surpass both the recycling or waste reduction/minimization efforts set forth in the approved local solid waste management plan and the purpose and goals of the Solid Wastes and Recyclable Materials Management Act of 2008. This statement shall include an explanation of how any existing private and public sector recycling programs and efforts will be incorporated into the proposed recycling project or program.

- If asking for education and outreach funding-
  - A description of objectives that will be utilized to evaluate any education or public outreach component of the proposed project, and an explanation of how the educational component will directly promote the use of existing or planned local recycling projects.
  - Examples or copies of text to be included on print materials.
  
- Goals-
  - The estimated increase in participation/recycling due to proposed program growth.
  - An estimate of avoided disposal costs due to recycling that occurs as a result of the proposed recycling project.
  - A timetable for the continued development and implementation of the proposed recycling project.
  - A description of the methods to be used in evaluating the success of the recycling project or program. Progress reports and methods used to measure the progress should be included in the semi-annual reports.
  
- Other documents related to the proposed recycling program