

ENVIRONMENTAL MANAGEMENT SYSTEM
Project Financial Assistance Form



SECTION 1 – Applicant Identification Information

Application Date:	
Applicant (EMS participant):	
Contact Person:	
Mailing Address:	
Telephone:	
Email:	

Each project must be listed on a separate Project Financial Assistance Form – multiple projects may be submitted together.

SECTION 2 – Project Proposal

1. Project Title

2. Project Information

- Check EMS Component Area(s) this project is associated with
 - Yard Waste Management
 - Household Hazardous Waste Collection
 - Water Quality Improvement
 - Greenhouse Gas Reduction
 - Recycling
 - Environmental Education

If project is tied to an EMS Component Area in another way as well, check here

- EMS Elements/Other: (10 EMS Elements: Environmental Policy Statement, Environmental Impacts, Legal & Other, Objectives/Targets, Action Plan, Roles/Responsibilities, Communication/Training/Awareness, Monitoring/Measurement, Auditing, Reevaluation/Modification) or other
- **Identify how this project is directly tied to one or more Component Area.**
- **Describe the project (short narrative) and fill out the Task/Activity information below.**

List Project Tasks or Activities planned with tentative information:

Task or Activity	Planned Begin Date	Planned End Date	Responsible Party

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3. Project Impact

- Describe how this project will help your organization implement your EMS in the short term and the long term.

- Identify the potential environmental impact of the project including the potential extent or scale of the impact. For example, quantify if the project will affect a certain number of people, a geographic area, offset greenhouse gas emissions, divert tons of waste, etc. List whether partners have been secured for this project and the potential benefits resulting from those partnerships.

4. Sustainability and Budget

- Estimate the environmental benefit or benefit compared to the cost if information is available. For example: purchase of a trailer to divert cardboard from the landfill. Opportunities: cost of trailer, cardboard airspace (estimated cubic yards), cardboard tons (estimated), and EPA’s Warm Model information on greenhouse gas reduction based on tons recycled.

- Identify how the project will be financially supported and supported in other ways such as staffing after project funds are expended.

- Identify how the project will be monitored for continuous improvement. Will metrics be utilized?

- Include any documentation such as copies of estimates or quotes.

Budget Item	EMS \$ Assistance Request	Local Share – Cash*	Total

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TOTALS:			

*Note: There must be a minimum 25% cash match, which is calculated on the **Total** for each budget line item in which EMS financial assistance is requested.

Ineligible costs: Financial assistance shall not be provided or used for costs including, but not limited to, the following:

1. Taxes.
2. Vehicle registration.
3. Legal costs.
4. Contingency funds.
5. Proposal preparation.
6. Contractual project administration.
7. Land acquisition.
8. Office furniture, office computers, fax machines and other office furnishings and equipment.
9. Costs for which payment has been or will be received under another federal, state or private financial assistance program.
10. Costs incurred before a written agreement between the applicant and the department has been executed.
11. Passenger vehicles

For information about EMS project applications that have not been funded in the past, contact Becky Jolly:
becky.jolly@dnr.iowa.gov or 515-725-8308.

EMS Project Funding Information:

Amount of Financial Assistance Requested:	
Amount of Matching Cash Funds:	
Total Estimated Project(s) Cost:	

SECTION 3 – Signature

I affirm the information provided on this Application is true, and that I will provide all other information requested for further substantiation. I agree that if awarded financial assistance for a project(s), I will execute the contract the DNR provides for conveying those funds, which contract will include but not be limited to conditions for expending those funds, and for making reasonable accounting of those expenditures and matching funds or in-kind expenses.

In order to determine funding eligibility, the Department reserves the right to verify any information presented in the application and to determine the applicant’s compliance status with applicable Local, State and Federal statutes and regulations. If an applicant is selected to receive financial assistance, an offer of financial assistance may be rescinded if the applicant is determined to be out of compliance with applicable Local, State and Federal regulations.

Signature, Title

Date

Note: Applications may be emailed, but a signed copy (electronically, scanned or original) must be on file at DNR.