

Environmental Management System
Grant Application Guidance

Section 1: **Self Explanatory**

Section 2: **Project Proposal** – 1. Title should be a good summary of the project 2. Only DNR \$ request 3. Check only Component Area(s) that will be documented, measured and reported on. 4. Describe project, including back story – why is this project necessary?

Example:

XX Food Waste Project Who/What: XX plans to partner with Food for All Non-Profit and Yummy Grocery to do a food waste reduction project.

Background – Lay out your project – include information such as:

X% of the population in Country County Iowa experiences Food Insecurity (this type of information is available online). The most recent DNR Waste Characterization Study shows wasted food accounts for 20% of material landfilled in Iowa (information is on the DNR website). The XX planning area will use grant funds to purchase 3 industrial refrigerators to be placed at the Food for all nonprofit. Yummy Grocers will use the units for deli-type products/pizza not sold in a timely manner, yet still safe to eat. Presently Yummy Grocers is landfilling 30-50 pounds of organic products per day. Once this project is up and running, XX plans to approach other similar businesses to see if they might wish to be included.

5. This project is related to organics management (food waste). You may also consider Greenhouse Gas Reduction – check the EPA Warm Model to see if it can be used to calculate reductions.

6. When filling out Timeline of tasks, consider date the grant application will be submitted and allow 2-3 months after that for grant review and agreement.

Section 3: **Project Impact & Monitoring**

7. a. What will you be measuring? How will you measure it? Does another party need to supply data? How will you make sure that happens? What are other impacts? Communication, social, publicity, health? Make a case. In the example, they will receive pounds diverted information from the non-profit. Can they get a number for households served? Is there any other more anecdotal information? What if Recycling educational information is available where the clients can get the food? b. Name any partners, how did the partnership come about? How about making the partner location a battery recycling drop-off location? (or glasses etc.) c. Make sure to state how you will collect data, how often – periodically or all at the end of the grant agreement. Will the partners (XX and non-profit for example) promote the project?

Section 4: **Project Budget & Sustainability**

8. Self-explanatory – see the *note. It is surprising how many we get that don't add up or across. And how many do not supply any information on where they got their \$ estimates. Don't over-promise on match if you don't plan to submit paperwork to document. A. Fill in any budget details that will provide more information helpful to grant reviewers. For example: 3 industrial refrigerators will be new, energy efficient (give data – x kW/year each) with x number of shelves set up to best hold material Yummy Grocery will deliver – demonstrating thought, research has gone into the purchase. Do not include anything that is not directly related to the project, which could muddy up information. Example Yummy Grocery already composts all organic produce ... This information is not pertinent to this project. B. Some projects work better than others for this type of analysis – see example on application. Even if you don't have an actual formula you can list benefits and costs. C. Once the purchased items are secured, who will be responsible for upkeep? In this case, will the non-profit pay for servicing, repair? Will the overall project continue after grant funds are expended?

Tip: Get someone in your organization to read the application before submittal to see if they have questions.