Solid Waste Alternatives Program - Application Checklist

Use for Funding Requests of Less than $25,000

Form A - PROPOSAL COVER SHEET

- ☐ Project Title
- ☐ Applicant Name, Street Address, City/State/Zip
- ☐ Mailing Address (if different)
- ☐ County
- ☐ Contact Person
- ☐ Telephone Number
- ☐ Email Address
- ☐ Applicant type
- ☐ Primary Project Type
- ☐ Amount of Funding Requested
- ☐ Amount of Applicant Cash Match Committed
- ☐ Total Project Cost
- ☐ OPTIONAL: Value of Other Project Related Applicant Resources
- ☐ Facility Location
- ☐ Project Service Area Description
- ☐ Is the targeted waste stream landfilled
- ☐ Is the targeted waste stream landfilled in Iowa
- ☐ Signature, Printed, Title and Date

Form B - PROJECT NARRATIVE

1. ☐ Project Description - discuss all as appropriate
    - ☐ Operations Related
        - ☐ Describe, type, source and amount of solid waste targeted
        - ☐ Discuss operation efficiencies
        - ☐ Discuss processing and/or storage capacity impacts
        - ☐ Describe differences from current solid waste management
    - ☐ Education/Promotion related
        - ☐ Discuss planned presentations (i.e. audience, desired number in attendance, number of presentations planned, etc.
        - ☐ Describe desired audience behavioral changes resulting from presentations
        - ☐ Describe type of education/public awareness materials to be developed and method of delivery
        - ☐ Describe staff training
        - ☐ Describe expected impacts
    - ☐ General
        - ☐ Describe amount/level of cost savings and how (i.e. landfill fees, transportation, staff time, reduced purchases, etc.)
        - ☐ Describe amount/level of revenue generated resulting from the project
        - ☐ Describe jobs create/retained and corresponding wage scale
        - ☐ Describe sustainability of proposed project once implemented
        - ☐ Describe project participant's experience and role in developing/implementing the proposed project
        - ☐ Describe market effects and describe steps to be taken to achieve project goals and objectives
2. Identify projects goals and objectives and describe steps to be taken to achieve project goals and objectives. - 25 points
3. Describe how you will measure meeting your goals and objectives. - 25 points

FORM C - PROJECT TIMETABLE

- ☐ Applicant Name
- ☐ Project Beginning Date
- ☐ Project Ending Date
- ☐ Project Timetable

FORM D - BUDGET SUMMARY

- ☐ Budget Summary Sheet (25% cash match for each budget line item required)
- ☐ Budget Narrative

FORM E - RESPONSIBLE AGENCY REVIEW and COMMENT FORM

- ☐ Submit your application and Form E to your Solid Waste Planning Area

APPLICANT DISCLOSURE STATEMENT

- ☐ Signed

Before submitting your application, please review the following checklist to ensure that your application is complete.