

# Solid Waste Alternatives Program - Application Checklist

## Use for Funding Requests of \$10,000 or Less

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

### Form A - PROPOSAL COVER SHEET

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

- |   |  |
|---|--|
| <input type="checkbox"/> Applicant Name         | <input type="checkbox"/> Project Ending Date |
| <input type="checkbox"/> Project Beginning Date | <input type="checkbox"/> 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

**MINORITY IMPACT STATEMENT**

☐ Signed

**APPLICANT DISCLOSURE STATEMENT**

☐ Signed