

PROJECT NARRATIVE

Provide the details on your proposed project on a separate sheet(s) of paper. Attach any additional product, materials and/or equipment information such as specifications or quotes.

PLEASE FOLLOW THE BELOW NUMBERED FORMAT EXACTLY. USE N/A (NOT APPLICABLE) IF A SECTION DOES NOT APPLY TO YOUR PROJECT.

1. Describe the project in detail and the benefits to the community and/or others. Include details on other groups, organizations or agencies that will be involved with the project. Provide information on any volunteer activity on the project.
2. Estimate the project timeline with anticipated start and completion dates.
3. Who will administer the project and maintain it upon completion?
4. Provide a site description of the area where the project will be located. Describe the target audience if applicable? Provide information on subcontractors if used.
5. Describe products, materials and/or equipment to be purchased.
6. Describe how the 25% match requirement will be provided and the amount in dollars and services.
7. How will you evaluate the success of the project?
8. Describe how the project will be publicized and any planned media events. What type of permanent recognition, if any, is planned? (Please see the attached Promotion/Publicity Approval Request form.)
9. Describe your current recycling program or your solid waste reduction curriculum. If you don't have a current recycling program, describe plans to implement one.
10. Have you received SWACO funds in the past or are you currently receiving funding from a SWACO grant? If yes, describe.
11. Is partial funding of your grant request acceptable? If yes, describe any changes in the project as a result of partial funding?
12. State if you will add a SWACO link to your current website, and whether you are reporting data through the SWACO Re-TRAC or E-TRAC system.

BUDGET DESCRIPTION

Required match must be a minimum of 25% of the total amount of the project.

	GRANT	MATCH	TOTAL
ADMINISTRATION			
Salary & Benefits	X		
Contractors	X		
<i>Subtotal</i>			
SUPPLIES			
Project Supplies			
<i>Subtotal</i>			
OTHER			
Advertising			
Print/Production			
Signs			
Education			
<i>Subtotal</i>			
EQUIPMENT			
Recycled Content Product			
<i>Subtotal</i>			
TOTAL PROJECT COST	<i>Grant funds requested</i>	<i>Match funds – Minimum 25% of total cost</i>	<i>Total project cost</i>

Grantee must fill out, sign and submit the original application along with any other documents such as quotes, diagrams, product descriptions, etc.

The grant application will be reviewed and evaluated by the SWACO Grants Committee, and a recommendation prepared. The Board of Trustees Subcommittee on Planning & Programs at their discretion may review and make a recommendation. If the project is approved, a Resolution will be submitted to the SWACO Board of Trustees at their next meeting as listed on the website www.swaco.org. If awarded a grant, SWACO will prepare a Grant Agreement and send it to the grantee for signature. Allow 4 to 5 weeks to process all paperwork.

THIS IS A REIMBURSEMENT GRANT. Grantees are required to pay in advance any costs directly associated with the project prior to being reimbursed by SWACO. An invoice must be submitted to SWACO along with purchase orders, vendor invoices, receipts, signed delivery documents, timesheets, proof of payment such as cancelled checks and any related documents that account for all expenditures of grant funds and match

funds. Any grant-related expenditures made prior to the effective date of the Grant Agreement are not allowed.

Please submit the original to:

Bonni Trice, Grants & Planning Manager
Solid Waste Authority of Central Ohio
4239 London-Groveport Road
Grove City, Ohio 43123
Tel: 614-871-5100 Fax: 614-871-5103
Email: bonni.trice@swaco.org

If you need assistance, or have questions, please contact Bonni Trice at the above numbers.

I certify that the above information is true and accurate to the best of my knowledge.

Signature

Print name

Title

Date