PUBLIC PARTICIPATION GRANTS (PPG)
APPLICATION INFORMATION
2013-2015 FUNDING CYCLE
Waste Management Project

Please read the *Public Participation Grants 2013-2015 Program Guidelines* thoroughly before completing this application form. The Program Guidelines are available at http://www.ecy.wa.gov/programs/swfa/grants/ppg.html. Requests for funding must be consistent with these guidelines. The Program Guidelines also contain a sample application for reference.

You must submit one signed, original application on paper (sign in blue ink) AND either an electronic copy or one unbound copy (for duplicating purposes). PPG will not accept applications by fax. You may write on the back of the forms (unless otherwise indicated). If you are applying under federal not-for-profit tax-exempt status 501(c), you must submit the following documentation:

- Registration as a not-for-profit organization with the Washington Office of the Secretary of State.
- Proof of 501(c) tax-exempt status with the U.S. Internal Revenue Service.

Non-for-profit organizations described in section 501(c)(4) of the Internal Revenue Code are not eligible to apply under this announcement.

The application-filing period for this funding cycle opens at **8:00 a.m., Thursday, November 1, 2012, and ends at 5:00 p.m., Monday, January 7, 2013.** Applications must be at the Waste 2 Resources office in the Department of Ecology headquarters in Lacey, Washington, **before the 5:00 p.m. deadline. NO EXCEPTIONS**.

Mail your application to:

Department of Ecology
Waste 2 Resources
P.O. Box 47600
Olympia, WA 98504-7600

Or deliver it to:

300 Desmond Drive S.E.
Lacey, WA 98503

If you mail your application, give it enough time to arrive before Monday, January 7, 2013.

Your application will be reviewed for accuracy and completeness. If your application is incomplete it will not be accepted.

Your application and any subsequent information provided by you may be subject to public disclosure.

Final awards are subject to the availability of funds.

You can call (360) 407-6044 with any questions.

To ask about the availability of this document in a version for the visually impaired call the Waste 2 Resources Program at 360-407-6900. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.

DEPARTMENT OF ECOLOGY State of Washington

FOR ECOLOGY USE ONLY
Application No. _____
CS _____ WM _____

Public Participation Grants (PPG) Application
2013-2015 Funding Cycle

Organization Profile			
Organization Name: *(As listed with the IRS)*			
Organization Name: *(If different from above)*			
Mailing Address:			
Physical Address:			
Telephone:		Fax:	
Federal Tax ID Number: *(Federal Employer Identification Number)*			
Official's Name*:			
Title:			

Official's Signature* (blue ink only)

* *(Must be authorized to sign on behalf of your organization)*

Date

Please check all that apply:

☐ Your organization is a registered not-for-profit organization and has the following:

- A current 501(c) tax-exemption registration with the Internal Revenue Service. (You must include a copy of your status for verification.) Non-for-profit organizations described in section 501(c)(4) of the Internal Revenue Code are not eligible to apply under this announcement.
- A current "Articles of Incorporation: recognizing your organization's not-for-profit status from the Washington Office of Secretary of State. (You must include a copy of your status for verification.)
- A formal set of by-laws.

☐ The organization consists of a group of three or more unrelated individuals, but has not registered with any government entity and does not have state and federal tax exemption.

☐ Other: The structure of your organization is not listed above. Explain:

What year was your organization founded?	

What is your organization's mission (in less than 100 words)?

Provide a brief one-paragraph (less than 150 words) overview of your organizational structure. In addition, attach an organization chart on a separate piece of paper.

Describe your membership, including information about membership restrictions and dues (in less than 150 words).

General Project Information

Write a descriptive project title; the title should capture the main project purpose (limit to 10 words):	
Write a brief statement (less than 40 words) that identifies the main goal of the project:	
What county or counties will this project serve?	
What Washington State Legislative District(s) will this project serve?	
What Washington State Congressional District(s) will this project serve?	
Is your project ready to proceed by July 1, 2013?	☐ Yes ☐ No
If No, please explain the delay and state when the project can start.	
Name of Project Manager:	
Project Manager Contact Phone:	
Project Manager Contact Email:	

Fiscal Information

Total project budget:	$
Less PPG request:	$
How much funding do you have from other funding sources?	$
Is there a written commitment from the other sources? ☐Yes ☐No If yes, please list your other sources:	
Unfunded project budget:	$
If part of the budget is unfunded, please explain how you will fill the funding gap (in less than 150 words).	

Name of Fiscal Contact:	
Fiscal Contact Phone:	
Fiscal Contact Email:	
Describe the accounting system that your organization uses, including information about auditing methods and if the work is done internally or contracted out (in less than 150 words).	
Is your fiscal staff paid or unpaid?	☐ Paid ☐ Unpaid
Will your organization have funding to pay for project costs that PPG does not cover? Please refer to the Program Guidelines for a complete list of eligible and ineligible costs before answering this question. ☐ Yes ☐ No ☐ N/A If No or N/A, please explain:	

Project Capacity Information

List up to three of your organization's most recent PPG project(s) or similar project(s). Provide a one –paragraph (less than 200 words) description for each past project that includes project goals, audience, dates, funding sources, collaborative organizations, and outcomes. If your organization has not completed any projects, please put "N/A" in the response boxes.

Project #1. (Was this a PPG project?)	☐ Yes ☐ No

Project #2. (Was this a PPG project?)	☐ Yes ☐ No
Project #3. (Was this a PPG project?)	☐ Yes ☐ No
Will you be collaborating with any other organizations for this project?	☐ Yes ☐ No

Waste Management Project Description

Waste management projects ONLY – Please address all of the issues outlined in g through l to provide us with a thorough understanding of your project. Please address each of the elements outlined in g, h, i, j, k, l, and m using no more than 600 words total. If an issue is not applicable to your project, please put "N/A" in the response box.

a. **Environmental issue**: Tell us how your project will promote environmental education and protect.

b. Goals, audience, and outcomes: Describe the project goals, the audience, timeframe, outcome, and methods of measuring the success of the project.

c. **How your project will involve the public in promoting Beyond Waste initiatives**: Explain briefly how your project will result in public participation in promoting or carrying out solid or hazardous waste priorities. If there are tribes, underserved populations, or minority groups in the area, explain how you will conduct outreach to those groups to encourage their participation.

d. **Public Involvemen**t: Describe how your project will involve and benefit the public, including underserved populations.

e. **Disseminating technical information to the public**: If your project requires delivering complex technical or scientific information to the public explain how you will effectively deliver it.

f. **Puget Sound Initiative**: If your project will help improve the health of Puget Sound, please explain.

g. **Contractor**: You don't have to fill-out anything for "m". If you plan to hire a contractor it will show up in your task and budget forms. The purpose of "m" is to ensure that you have read the requirements for hiring a contractor.

Project Tasks

Successful PPG projects have general tasks that involve specific activities to accomplish projects goals. There may be several activities related to each of the three task categories. Activities under Task 2 and Task 3 must have a plan for measuring success. The measurements need to be specific and quantifiable. Task 1 address project administration and will be evaluated by your grant officer upon completion of the project. Remember that the *Public Participation Grants 2013-2015 Program Guidelines* contains a sample application for reference.

It is not necessary that you use all the space provided – please answer the questions in sufficient detail and breadth, but do not add or repeat information just to fill space. The character count we provide will give you a sense of how much importance we place upon or how much detail we want, for a particular answer.

We recognize that these limits may be frustrating. We suggest that you complete your responses in a MS WORD document first and then paste into the appropriate field in the form. Use Tools or Review and Word Count to track your character count.

Task 1: Project Administration

Tell us how your group will manage funding and carry out the overall administration for your project (in less than 100 words).

Fill in the information for each of the elements listed below. If an element is not applicable to your project, please put "N/A" in the response box. Please limit your response to less than 100 words.

a. Recordkeeping and Reporting:	
b. Evaluation:	
c. Bidding for contractors:	
d. Postage, Office Supplies, Printing:	
e. Other:	

Explain how you will incorporate sustainable practices, such as environmentally preferable purchasing (EPP) into your project (in less than 100 words). (For more information, see Program Guidelines pages xx-xx).

What is the total PPG eligible cost for Task1: Project Administration? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits.	$
Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.	
What is the number of paid staff hours you expect for this activity?	
What is the number of non-paid volunteer hours that you expect for this activity?	
Do you plan to hire a consultant for this activity?	☐ Yes ☐ No

Task 2: Public Events and Outreach

Provide us with an overall summary of how your group plans to educate the public (in less than 300 words).
Please fill in the information for each of the activities below. Your activities should support your above summary statement. Task 2 activities might include holding a public forum, renting space or equipment for a presentation, paying speakers fees, and hosting tours. Charges for materials, merchandise, or services furnished to the State of Washington, and all goods furnish and/or services rendered must be provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

Activity A		
Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.		
Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.		
What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits. Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.	$	
What is the number of paid staff hours you expect for this activity?		
What is the number of non-paid volunteer hours that you expect for this activity?		
Do you plan to hire a consultant for this activity?	☐ Yes	☐ No
Do you plan to charge a fee for this activity? (Report any projected income on the PPG Budget Worksheet.)	☐ Yes	☐ No

Activity B		
Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.		
Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.		
What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits. Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.	$	
What is the number of paid staff hours you expect for this activity?		
What is the number of non-paid volunteer hours that you expect for this activity?		
Do you plan to hire a consultant for this activity?	☐ Yes	☐ No
Do you plan to charge a fee for this activity? (Report any projected income on the PPG Budget Worksheet.)	☐ Yes	☐ No

Activity C		
Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.		
Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.		
What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits. Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.	$	
What is the number of paid staff hours you expect for this activity?		
What is the number of non-paid volunteer hours that you expect for this activity?		
Do you plan to hire a consultant for this activity?	☐ Yes	☐ No
Do you plan to charge a fee for this activity? (Report any projected income on the PPG Budget Worksheet.)	☐ Yes	☐ No

Activity D		
Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.		
Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.		
What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits. Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.	$	
What is the number of paid staff hours you expect for this activity?		
What is the number of non-paid volunteer hours that you expect for this activity?		
Do you plan to hire a consultant for this activity?	☐ Yes	☐ No
Do you plan to charge a fee for this activity? (Report any projected income on the PPG Budget Worksheet.)	☐ Yes	☐ No

Task 3: Education and Outreach Tools
Provide us with an overall summary of what your group plans to create during the project (in less than 300 words).
Please fill in the information for each of the activities below. Your activities should support your above summary statement. Task 3 activities might be creating displays, online interactive site maps, curriculum, teaching kits, and web-based videos. Remember that charges for materials, merchandise, or services furnished to the State of Washington, and that all goods furnish and/or services rendered must be provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

Activity A		
Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.		
Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.		
What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits. Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.	$	
What is the number of paid staff hours you expect for this activity?		
What is the number of non-paid volunteer hours that you expect for this activity?		
Do you plan to hire a consultant for this activity?	☐ Yes	☐ No
Do you plan to charge a fee for this activity? (Report any projected income on the PPG Budget Worksheet.)	☐ Yes	☐ No

Activity B		
Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.		
Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.		
What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits. Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.	$	
What is the number of paid staff hours you expect for this activity?		
What is the number of non-paid volunteer hours that you expect for this activity?		
Do you plan to hire a consultant for this activity?	☐ Yes	☐ No
Do you plan to charge a fee for this activity? (Report any projected income on the PPG Budget Worksheet.)	☐ Yes	☐ No

Activity C		
Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.		
Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.		
What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits. Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.	$	
What is the number of paid staff hours you expect for this activity?		
What is the number of non-paid volunteer hours that you expect for this activity?		
Do you plan to hire a consultant for this activity?	☐ Yes	☐ No
Do you plan to charge a fee for this activity? (Report any projected income on the PPG Budget Worksheet.)	☐ Yes	☐ No

Activity D		
Provide a brief summary (less than 200 words) about the expected outcome(s) for this activity.		
Provide at least one outcome (accomplishment) for this activity. The outcome(s) needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it. Please limit your response to less than 100 words.		
What is the total PPG eligible cost for this activity? You can include up to 25 percent billable hours, or actual costs, whichever is less, for payroll taxes and benefits. Add this amount to the PPG Eligible Costs column on the PPG Budget Worksheet. If you are offered a grant we will expect you to provide more detailed budget information.	$	
What is the number of paid staff hours you expect for this activity?		
What is the number of non-paid volunteer hours that you expect for this activity?		
Do you plan to hire a consultant for this activity?	☐ Yes	☐ No
Do you plan to charge a fee for this activity? (Report any projected income on the PPG Budget Worksheet.)	☐ Yes	☐ No

Budget Worksheet Form B						
Task Number and Title		PPG Eligible Costs	Other Sources and Income	Total Amount Of Project Costs	Completion Date	Person Responsible for Task or Activity
TASK 1	PROJECT ADMINISTRATION					
a.	Recordkeeping and Reporting					
b.	Project Evaluation					
c.	Bidding for Contractors					
d.	Postage, Office Supplies, Copying					
e.	Other					
	TOTAL TASK 1					
TASK 2	PUBLIC EVENTS & OUTREACH					
a.						
b.						
c.						
d.						
	TOTAL TASK 2					
TASK 3	EDUCATIONAL TOOLS					
a.						
b.						
c.						
d.						
	TOTAL TASK 3					
	PROJECT TOTALS:					