



Application for the Municipal Services Program (MSP) Grant Program

A Program of the Central Vermont Solid Waste Management District

Revised March 2023

**Before completing this application, please consult the Municipal Services Program (MSP) Grant Program
Grant Guidelines.**

[See grant award application due dates and project award dates.]

Application Materials Required:

- MSP Grant Application Cover Sheet – signed and dated
- Grant Request
- Budget Worksheet

MSP Grant Application Cover Sheet (Required)

City/Town Name _____

[If multiple municipalities are applying, please list all municipalities here.]

Grant Amount Requested: \$ _____

Project description (25 words max): _____

Contact Person & Phone _____

Mailing Address _____

City/Town/ZIP _____

Physical Address (if different) _____

E-mail _____

Website (if applicable) _____

☐ Please attach a copy of meeting minutes that show municipal legislative body endorsement of application submission

In signing below, I attest that all information provided in this application is true and accurate to the best of my knowledge.

Applicant's Signature

Date

GRANT APPLICATION DETAILS

Each proposal must identify what the applicant wishes to do with funding. Please review the Grant Guidelines (separate document) before preparing this application. Grant funds must be used to manage solid waste by:

- Developing infrastructure for solid waste management local satellite (“hub and spoke”) activities;
- Promoting community-based solutions to Act 148 requirements.

Eligible MSP Grant Activities - Listed below are separate tables for seven grant categories. ***Please check only the box(s) indicating the categories for which your municipality is applying. Please provide the requested information for each of those categories. [If you are not applying for a category, please do not check that box.] Please note: The grant period of performance begins July 1st (for Round 1) and January 1st (for Round 2) and lasts 365 days. Activities and costs will only be eligible for reimbursement if they are incurred by the grantee during the period of performance as described above.***

<input type="checkbox"/> Special collection event – Municipal-Run Event Event location: _____	
<input type="checkbox"/>	Bulky Waste
<input type="checkbox"/>	Other Material: Please describe _____
Total Amount Requested [total dollar value of all events requested]:	
Timeline when activity/activities will take place:	

<input type="checkbox"/> Infrastructure – Vehicle or Equipment
Please list all vehicle(s) or equipment:
Detailed information regarding vehicles or equipment:
<i>[If grant provides partial funding for vehicle or equipment]</i> Please indicate how the equipment will be used specifically for MSP purposes:
Where will the vehicle or equipment be housed?
<i>[If vehicle will be used by multiple member municipalities]</i> Which municipality will own or lease/hold loan?
Total Amount Requested:
Timeframe when vehicle or equipment will be obtained:

<input type="checkbox"/> Infrastructure – Supplies for municipal staff or volunteers participating in MSP activities.
List types of supplies:
Details about supplies (quantity by type):
How will the supplies be used?
Total Amount Requested:
Timeline when supplies will be procured:

☐ Infrastructure – Satellite (hub and spoke) facility - for management of solid waste – municipal owned or leased space, transportation of materials, municipal staff, other expenses

Describe proposal for grant funding:

Total Amount Requested:

Timeline when facility will become operational or expanded:

☐ Food scraps

List residential food scrap collection and processing services, including whether proposal is for new or expanded

Please list location:

Describe proposal for grant funding:

Total Amount Requested:

Timeline when services will be implemented:

☐ Technical Assistance/Technical Support

Technical Assistance from:

_____ CVSWMD

_____ CVSWMD-approved consultant/vendor

Describe your project:

Total Amount Requested:

Timeline when technical assistance or services will be utilized:

Other information (Attach a Separate Sheet)

1. Thinking ahead to future years, how will your municipality self-sustain the project(s) going forward? What funding or resources will the municipality provide? [NOTE: this grant award is **not** intended to be used for recurring project expenses. Please describe your municipality's plan for financial sustainability of the project following initial MSP grant funds.]
 2. How would your municipality define success for the proposed project(s)?
 3. Why does your municipality need the proposed project(s)?
 4. What resources (matching funds, donated time/equipment, professional expertise, etc.) will the municipality bring to the project? Are there additional funding sources? [NOTE: Municipalities are not required to supply matching funds, but applications showing municipal investment will receive higher scores from reviewers.]
 5. How many staff members and volunteers are/will be involved in the proposed project(s)?
 6. What work will these staff/volunteers be performing?
 7. How will your municipality advertise or provide information about the project(s) to members of the public and municipal partners?
 8. [For applications from multiple municipalities] Which municipality is taking the lead and how will coordination take place?
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B. Proposed Budget (Attach a Separate Sheet)

Each proposal must complete the accompanying *Budget Worksheet*. Budget information should be presented in the following manner:

1. The budget should contain both expense and income sections.
 2. Applicants may combine similar expenses or income sources into one line item.
 3. If a line item needs to be explained, there should be an accompanying explanation that describes the item in one or two sentences.
 4. If there are resources from other sources than this grant for the same project, such as in-kind donations, they should be clearly identified in the income section. Contributions of resources from the applicant, if any, should be identified. The District reserves the right to verify other income sources.
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C. Supporting Materials (Attach a Separate Sheet)

Applicants may provide information that supports their proposal. The decision to add information is left up to each applicant, and such support materials should be concise and directly relevant to the proposal. Additional support materials may be requested during the review process.

Please email this application to Theron Lay-Sleeper at theronls@cvswwmd.org , or mail hard copy to:

CVSWMD
Attn: Theron Lay-Sleeper
137 Barre St.
Montpelier, VT 05602