**MUNICIPAL SOLID WASTE SPECIAL PROJECTS GRANT PROGRAM**

**Application Form**

***for CVSWMD Member Communities***

**Before completing this application, please consult the *Grant Guidelines*.**

Please print or type so that the application is readable. Incomplete applications, as well as those transmitted by a facsimile machine will not be accepted. Applications will be accepted via email or mail.

**Required Application Materials:**

* Municipal Solid Waste Special Projects Program Application Cover Sheet- signed and dated
* Project Narrative
* Budget Worksheet

Central Vermont Solid Waste Management District▪137 Barre Street Montpelier, VT 05602 www.cvswmd.org ▪ 802.229.9383 ext. 103 ▪ BrennaT@cvswmd.org

**Cover Sheet**

**City/Town Name:** \_\_\_\_\_\_\_\_Montpelier/Middlesex VT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and title of City/Town official filling out this form: Shawn White, Program Director of Friends of the Winooski**

**Project Name:** \_\_\_Friends of the Winooski River Annual River Cleanup\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grant Amount Requested:** \_600\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Contact Name (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone #: \_\_802-223-4199\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email Address: \_\_shawn@winooskiriver.org\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you learn about the Municipal Solid Waste Special Projects Grant Program?

⃝ District Mailing or Email ⃝ Town Official

⃝ Friend/Colleague ⃝ Advertisement

⃝ District Web Page ⃝ Previous Program Participation

⃝ District E-Newsletter • Other \_\_Carl Witke/Brenna Toman\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Signature/Title Date**

**Project Narrative**

Please attach a description of the situation(s) or special projects which you propose to address. **Please limit answers to no more than 3 pages**.

1. Please provide a brief description of the project and include a project timeline.

The Friends of the Winooski River plan to conduct our annual river clean-up on September 9th, 2017 at sites in Montpelier and Middlesex, VT. Individual volunteers from the Montpelier area spend the morning wading through the rivers picking up the trash that accumulates there over the year. Every year we retrieve between 100 and 200 tires in addition to other trash items from the Winooski River and its tributaries.

1. What events prompted your town to take action?

The cost of the tire disposal is a burden for our non-profit organization. The town public works departments contribute to the event by hauling the trash away and paying for trash disposal costs, but are unwilling to provide funds toward tire disposal.

1. What do you expect to accomplish to both clean up and prevent recurrence of such problems or events?

We hope that by involving the public in the river cleanup we increase awareness of the rivers in terms of water quality and the trash that ends up there via illegal dumping and stormwater runoff.

1. Who do you plan to involve in the project? Please explain their roles, and if they are staff, volunteers or partner organizations, etc.

Friends of the Winooski staff members (the Executive Director, Program Director, and per diem staff) organize and promote the event with the help of volunteers and businesses from the community. We invite individual volunteers to participate the day of the event to collect trash.

1. Please explain how you will share information and promote this project within your community.

We use Front Porch Forum, the Friends of the Winooski River website, flyers, and newspaper and community event calendars to promote volunteer participation. Area businesses help promote the event using their facebook pages and encouraging their employees to participate .

**Budget Worksheet:** On a separate page, please include full project budget, listing both expenses and income.

Proposed Budget

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

1. The budget should reflect both expense and revenue sections. New revenue anticipated as a result of the grant must be identified as part of the budget.
2. Applicants may combine similar expenses or revenue 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 revenue section. Contributions of resources from the applicant, if any, should be identified. The District reserves the right to verify other revenue sources.
5. On budget worksheet only fill out information that is applicable to grant request.

Supporting Materials

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** **Bre****nnaT@cvswmd.org or mail a hard copy to**

CVSWMD

Attn: Brenna Toman

137 Barre Street

Montpelier, VT 05602

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