ADEQ Recycling Grant Instructions

For all instructions and forms: https://azdeq.gov/RecyclingGrants

Following is intended as a sample guide to submitting a grant application for the Arizona Recycling grant. The submitted narrative form (workplan) should not exceed 4 pages, and the font must be at least 10 points; please consult the grant guide for more detailed instructions.

SAMPLE Arizona Recycling Grant Application Narrative Form

Organization Name: *Name of your organization*

Project Title: *Title of your project*

Total Amount Requested: $ *[dollar amount]*

Period of Performance: Jan 1, 2024 - Dec 31, 2024

Type of Grant: *[WRA, RRD or WRITE]*

For detailed descriptions for completing each area, please consult the Recycling Grant Program Grant Manual. Grant Applications must be structured and submitted in the outline format provided below. This information is listed in the order of importance and will be used by the evaluation committee during the evaluation process. Make sure the information you provide clearly describes your project. The evaluation committee will be guided by the information you provide.

1)   Project Strategy and Approach
Summary Statement: *[insert a short summary of the project]*
Background: *[insert a description of your existing program, current state, or why this project is needed]*
Description of Proposed Project and Technical Approach: *[insert your detailed project description and its objectives. List specific activities that are part of your technical approach to accomplishing the objectives.]*
Effectiveness of Technical Approach: *[insert a description of how and why the project will meet the stated objectives.]*
Leveraging Resources, and Expertise of Partners: *[insert a discussion of the roles and responsibilities of any other project partners, contractors, or subrecipients.]*

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2) Environmental Results, Measurement & Reporting

[This section of the workplan should include descriptions of the outputs and outcomes of the project activities that you described in Section 1 above. You may find the example table below a helpful way to organize this information.]

Activity #	SAMPLE Activity *[Add activities related to the work being proposed in your project.]*	Timeframe *[Add a timeframe for the proposed activity.]*	Output(s) *[Add an output or outputs related to the proposed activity.]*	Targeted Outcome(s) *[Add an outcome or outcomes related to the proposed activity.]*
1.	*[Example: Establish a glass collection program]*	*[1/1/2024-12/31/2024]*	*[Create 4 drop off locations for collecting glass]*	*[Divert 10 tons of glass from landfill]*
2.	*[Example: Develop educational materials to reduce contamination in the recycling bins]*	*[1/1/2024-12/31/2024]*	*[Send 500 participating households a refrigerator magnet with guidance on proper recycling practices]*	*[Reduce contamination rate from 30% to 18%]*
3.	*[Example: Implement composting program for organics]*	*[1/1/2024-12/31/2024]*	*[Develop a compost drop off location at the landfill for organics]*	*[Divert 45 tons of organics from the landfill]*

3) Programmatic Capability (and Past Performance for future grant cycles)

[Insert a description of the staffing and resources that will be required to complete this project.]

The following must be included in submitted application packets:

Timeline Form

[Include the timeline form on the ADEQ website for the activities selected for funding, including milestones for specific tasks/activities. Add any necessary explanation or just state "attached".]

Project Budget Narrative

[The project budget narrative is a description of the project budget and includes estimated funding amounts for each activity. Complete the required <u>budget form</u> provided on the ADEQ website with the costs associated with the project activities. <u>This project budget narrative should not exceed 2 pages</u>.]

<u>Budget Description</u>: *[Provide a justification for each budget category listed in the table above, including the personnel, equipment, supplies, contractual services, and other costs associated with the project. Explain how each budget item is necessary for the performance of the grant award and how it supports the objectives.]*

<u>Subrecipient activities</u>: *[Describe any subrecipient activities (if applicable) or state "not applicable".]*
<u>Contracting activities</u>: *[Describe any procurement contracting activities (if applicable) or state "not applicable".]*

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