

PUBLIC PARTICIPATION GRANT APPLICATION
Fall 2010

PART I: ORGANIZATIONAL INFORMATION

Complete all items in this section for all grant applications. Ecology will not accept incomplete applications.

1. Applicant Information:

Organization Name:

Mailing Address:

Street Address:
(if different from the mailing address)

Telephone:

Fax Number:

E-mail Address:

_____ Authorizing Official's Signature (use blue ink only)	_____ Date
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Printed Official's Name and Title:

Name of Project Management Contact:

Telephone:

E-mail Address:

Name of Fiscal Contact for this Project:

Telephone:

E-mail Address:

Federal Tax ID:

2. Type of Grant: Check all that apply

- Contaminated Site Grant
 Waste Management Grant

3. What is your organization's mission?

4. Budget Information:

Total Project Budget	\$
Less PPG Request	\$
*Less amount from other sources	\$
Unfunded Project Budget	\$

***Do you have a written commitment from other funding sources?**

- Yes No

If Yes, please list your other sources:

If part of the budget is unfunded, please explain how you will fill the funding gap.

5. Please check all that apply:

- The organization is a registered Not-For-Profit organization and has the following:
- A current 501(c) tax-exemption registered with the Internal Revenue Service (you must include a copy of your status for verification).
 - A current "Articles of Incorporation" recognizing your organization's Not-For-Profit status from the Washington State Secretary of State's Office (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 the organization is not listed above. Explain:

If you need this publication in an alternative format, please contact Waste 2 Resources Program at (360) 407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

6. **Project Summary:** Provide the following information. Please limit each response to two lines of text.
- a. **Descriptive Project Title:**
 - b. **Project Goals:**
 - c. **County or Counties of Project Activity:**

PART II: ORGANIZATIONAL CAPACITY

Instructions: Complete all items in this section. Ecology will not accept incomplete applications.

A. Organizational Structure and Status

7. How long has your organization been in operation?

8. Provide a brief one-paragraph overview of your organizational structure. Include an organizational chart.

9. Describe your membership, including information about membership restrictions and dues.

B. Organizational Fiscal Capacity

10. Describe the accounting system the organization uses and if the work is done internally or contracted out. Include your organization's auditing methods:

Is your fiscal staff paid or unpaid? Paid Unpaid

11. Please see Appendix B of the guidelines for a complete list of eligible and ineligible costs before answering this question.

Will your organization have funding to pay for project costs that PPG does not cover?

Yes No N/A

If No or N/A, please explain.

C. Project Capacity

12. Please read the instructions before answering this question. List your organization's most recent PPG project(s) or similar project(s) (up to three). The purpose of this section is to describe the history of your organization's activities and accomplishments.

Provide a one-paragraph description for each past project that includes project goals, audience, dates, funding sources, and outcomes.

N/A--No prior projects to report.

Project #1—PPG Project Yes No

Project #2—PPG Project Yes No

Project #3—PPG Project Yes No

13. List the organizations with which your group has collaborated (up to three). Describe these organizations, the project(s) on which you collaborated, when you collaborated, and any upcoming projects. Have you considered collaborating for this project? Why or why not?

14. Is your project ready to proceed by July 1, 2011? Yes No

If No, please explain the delay and state when the project can commence.

PART III: PROJECT DETAIL INFORMATION

Instructions: Please complete section A **OR** B, or both, depending on the type of project(s).

A. Contaminated Site Grants Only— Complete 15 a, b, c, and d for a Contaminated Site Grant. If applicable, also complete item e.

15. Please attach a one-page overview of your project that includes discussion of the following:

- a. Describe the nature of the release or threatened release of hazardous substance(s), the geographic area affected, and the adverse effects that the release or threatened release of hazardous substance(s) may have on your community.
- b. Explain how the project will help solve the problem. What are the goals, the audience, the timeframe, the outcome you hope to achieve, and the methods of measuring success?
- c. Explain how the proposed project will involve the public, including tribes, underserved populations, and minority groups, in the investigation or cleanup of the release or threatened release of the hazardous substance(s).
- d. Briefly describe how you intend to provide technical or scientific information to the public, if applicable.
- e. If your project will help improve the health of Puget Sound, please explain.
- f. If you intend to hire a contractor or contractors in order to complete your proposed project, please include the role(s) and anticipated cumulative fee(s) of the contracted support.

B. Waste Management Grant—Complete 16 a through e if you are applying for a waste management grant. If applicable, also complete item f.

16. Please attach a one-page overview of your project, discussing the following:

- a. Describe the environmental issue that your project addresses.
- b. Describe the goals, audience, timeframe, anticipated outcomes, and methods of measuring success.
- c. Describe how the proposed project will promote or carry out the state solid or hazardous waste management plans (<http://www.ecy.wa.gov/beyondwaste/>).
- d. Describe the benefits of your project to the public, including tribes, underserved populations, and minority groups.
- e. Briefly describe how you intend to provide technical or scientific information to the public, if applicable. Explain how your project will help protect the health of the Puget Sound, if applicable.
- f. If you intend to hire a contractor or contractors in order to complete your proposed project, please include the role(s) and anticipated cumulative fee(s) of the contracted support.

PART IV: PROJECT TASK INFORMATION: Please read the instructions for Task Worksheets (Forms A1, A2, A3) before completing this section. Please complete Form A for each of the three tasks: Project Administration, Public Activities and Outreach, and Educational Tools.

**TASK WORKSHEET
FORM A1**

Read the instructions for the Task Worksheets (Form A1, A2, A3) before completing them.

1. Task Number **1** **Task Title:** *Project Administration*

Task Overview:

2. Task Activities:

- a. Project Coordination:
- b. Recordkeeping and Reporting:
- c. Evaluation:
- d. Bidding for contractors:
- e. Other administrative activities:

Explain how you will incorporate sustainable practices such as environmentally preferable purchasing or green meetings (see Guidelines pages 16-17) into this project.

3. PPG Eligible Cost: \$

4. Who will be responsible for overseeing completion of this task?

- a. Hours for paid staff:
- b. Non-paid volunteer hours:
- c. Check this box if you plan to hire a consultant for this activity.

**TASK WORKSHEET
FORM A2**

Read the instructions for the Task Worksheets (Form A1, A2, A3) before completing them.

1. Task Number **2** Task Title: *Public Events and Outreach*

Task Overview:

2. Task Activities

Activity A

Person or position responsible for this activity:

Activity summary including expected outcome:

Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:

PPG Eligible Cost:

\$

Hours for paid staff:

Non-paid volunteer hours:

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this activity. (report any income on Budget Form B)

Activity B

Person or position responsible for this activity:

Activity summary including expected outcome:

Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:

PPG Eligible Cost:

\$

Hours for paid staff:

Non-paid volunteer hours:

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this activity. (report any income on Budget Form B)

Activity C

Person or position responsible for this activity:

Activity summary including expected outcome:

Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:

PPG Eligible Cost:

\$

Hours for paid staff:

Non-paid volunteer hours:

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this activity. (report any income on Budget Form B)

Activity D

Person or position responsible for this activity:

Activity summary including expected outcome:

Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:

PPG Eligible Cost:

\$

Hours for paid staff:

Non-paid volunteer hours:

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this activity. (report any income on Budget Form B)

**TASK WORKSHEET
FORM A3**

Read the instructions for the Task Worksheets (Form A1, A2, A3) before completing them.

1. Task Number **3** Task Title: *Educational Tools*
Task Overview:

2. Task Activities

Activity A

Person or position responsible for this activity:

Activity summary including expected outcome:

Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:

PPG Eligible Cost:

\$

Hours for paid staff:

Non-paid volunteer hours:

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this product. (report any income on Budget Form B)

Activity B

Person or position responsible for this activity:

Activity summary including expected outcome:

Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:

PPG Eligible Cost:

\$

Hours for paid staff:

Non-paid volunteer hours:

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this product. (report any income on Budget Form B)

Activity C

Person or position responsible for this activity:

Activity summary including expected outcome:

Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:

PPG Eligible Cost:

\$

Hours for paid staff:

Non-paid volunteer hours:

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this product. (report any income on Budget Form B)

Activity D

Person or position responsible for this activity:

Activity summary including expected outcome:

Outcome Measurements. State what will be measured, how it will be measured, when it will be measured:

PPG Eligible Cost:

\$

Hours for paid staff:

Non-paid volunteer hours:

Check this box if you plan to hire a consultant for this activity.

Check this box if you plan to charge a fee for this product. (report any income on Budget Form B)

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.	Project Coordination					
b.	Recordkeeping and Reporting					
c.	Project Evaluation					
d.	Bidding for Contractors					
e.	Travel					
f.	Postage, Office Supplies, Copying					
g.	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:					

Instructions for Public Participation Grant Application

Please use the following instructions to complete the Public Participation Grant application form. The instructions are numbered to match the numbered sections on the application form.

Please complete the form, and submit both a paper copy and a CD or floppy disk with the completed form in electronic format. If you need a hard copy of the form, please contact (360) 407-6061 or (360) 407-6707.

PART I: ORGANIZATIONAL INFORMATION

1. Applicant Information	
Organization name	Legal name of the organization applying for funds.
Mailing address	Address where the organization receives its mail.
Street address	Physical location of the organization's offices, if applicable.
Telephone	Official telephone number for the organization.
Fax number	Official fax telephone number for the organization.
E-mail	Official e-mail address for the organization or authorizing official.
Authorizing official's signature and date	Signature of the person who has authorized submission of the application and who will have the authority to sign a grant agreement. The date should reflect the actual day the application is signed. Make sure that the signature is in blue ink.
Authorizing official's name and title	Name and official title of the person who signed above.
Name of the project manager and contact for the application/ project	Name of the person who is the primary contact for questions related to this application and project.
Telephone	Phone number of the person who is the primary contact for questions related to this project.
E-mail	E-mail address of the person who is the primary contact for questions related to this project.
Name of the fiscal contact for the application	Name of the person who can answer questions about your organization's financial issues and the project's budget.
Telephone	Phone number of the person who is the primary contact for questions related to this project's budget.
E-mail	E-mail address of the person who is the primary contact for questions related to this project's budget.
Federal Tax ID Number	Federal Tax ID number the federal Internal Revenue Service issued to the organization. If the applying party is three or more unrelated individuals AND not a federally registered nonprofit organization, you must provide a social security number.
2. Type of Grant	Place a checkmark in the box or boxes that best describe your project type. Contaminated site grant: These projects encourage public involvement in cleaning up contaminated sites or planning for site restoration. Waste management grant: These projects support educational activities

	related to carrying out state solid and hazardous waste plans.
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3. Organization Mission and Audience	Provide a mission statement. Give a short general description of the audience (for example, homeowners, members of a minority community, tribes, neighborhood groups, etc).
4. Project Budget and PPG Request	On the first line, enter the total budget needed for this project. Do not include any other of your organization’s budget items not associated with this project. On the next line, enter the amount of the PPG request. On the third line, enter the amount of funds from other sources. This should include any funds generated through fees charged for activities, products, or both. On the fourth line, subtract amounts on the second and third lines from the total budget on the first line. If there is any amount remaining after subtracting all funding sources, explain how you will meet the unfunded amount. Also, please check the box if you have a written commitment for funds from other sources. If you have a written commitment, please list your funding sources. If you do not have a written commitment, please explain how you will fill the funding gap.
5. Organization Tax Status and Structure	Check all that apply to your organization. If you are applying as a nonprofit, you must provide a copy of your federal 501c status and a copy of your registration with the Washington State Secretary of State.
6. Project Summary	Please limit each of your responses to two lines of text. Descriptive title of your project: Title should capture the main project purpose. (For example, Sustainable Living for Low-Income Homeowners.) Project goals: Write a brief statement that identifies the main goal of the project. (For example, “This is an education and outreach program to help low-income homeowners learn about sustainable living that reduces cost and waste.”) County or Counties of Activity: Provide a brief statement about the geographic area covered by this project. (For example, “The Sustainable Living for Low-Income Homeowners project will involve presentations in three counties: Grant, Yakima, and Adams.”)
PART II: ORGANIZATION CAPACITY: This section provides information about your organization’s ability to manage public funds and complete the project and all reporting requirements in a timely manner.	
A. Organization Structure and Status	
7. Length of Operation	Tell us the number of years and/or months that your organization has been in operation.
8. Organization Structure	Write a short paragraph describing how your organization is structured. Attach an organizational chart.
9. Organization Membership	Provide general information about your membership size, diversity, recruitment, dues (if applicable), and members’ primary geographic area.
B. Organization Fiscal Capacity	
10. Organization Accounting System	Give a brief description of your organization’s accounting system. Provide information about any accounting software used and who in the organization has primary financial responsibility. Explain your organization is auditing process.
11. Ineligible Costs Funding	After reviewing eligible PPG costs (see Appendix C), tell us how you plan to cover project costs that PPG cannot reimburse.

C. Project Capacity	
12. Completed Projects	<p>The purpose of this section is for the applicant to give a history of the organization's activities.</p> <p>Please limit your descriptions of each project to ten lines of text per box. Provide up to three examples. Include the most recently completed projects or those within 30 days of completion.</p> <p>Fill in the table with the PPG or similar projects (up to three) that your organization has completed. Give a clear description of each project's goals, its audience, how you funded it, the outcome, and how you measured or evaluated the outcome.</p> <p>If your group has not completed any projects, please put "N/A" in the Project Description box.</p>
13. Organization Partnerships	<p>Provide examples (up to three) of how and when your organization worked in partnership with other organizations.</p> <p>Explain your decision about collaborating for the project(s).</p>
14. Readiness to Proceed	<p>Please confirm that you will start your project by July 1, 2011. If you cannot, please explain why.</p>
PART III: PROJECT SPECIFIC INFORMATION	
A. CONTAMINATED SITE GRANTS ONLY—QUESTION 15.	
15. Project Description	<p>You must thoroughly describe your project. Please address all of the issues outlined in a, b, c, and d. These items are mandatory for all projects. Complete items e and f if they apply to your project. Respond in 12-point font printed on one side of one page.</p> <p>a. Hazardous substance(s) release and its effects: Define the problem; give a brief but thorough description of the actual release, the threatened release, and the real or potential effects on the community. Specify the hazardous substance(s) and the geographic area involved. Include information about how the release or threatened release will affect the quality of life in the community, including the plant and animal life, water bodies, agricultural crops, air, soils, or drinking water. Please use data to support your statements, whenever possible.</p> <p>b. How your project will help solve the problem: Describe the goals, audience, timeframe, outcome, and methods of measuring the success of the project and how all of this will contribute toward solving the identified problem.</p> <p>c. How your project will promote public participation in cleanup and investigation: Provide a brief explanation of how this project will result in public participation in the environmental investigation or cleanup process. 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.</p> <p>d. Providing technical information to the public: Typically, site cleanups have very complex information regarding both the science and cleanup process of the site. Please explain how you would effectively deliver technical information to the public.</p> <p>e. Puget Sound Initiative: If your project will help improve the health of Puget Sound, please explain.</p> <p>f. Contractor: If hiring a contractor for \$5,000 or more, describe your bidding</p>

	process. Review pages 14 - 15 of the PPG Guidelines.
B. WASTE MANAGEMENT GRANTS ONLY—Please complete 16 for waste management grants only.	
16. Project Description	<p>Your description must provide us with a thorough understanding of your project. Please address all of the issues outlined in a, b, c, and d. These items are mandatory for all projects. Complete items e, f, and g if they apply to your project. Your response should be in 12-point font printed on one side of one page.</p> <ul style="list-style-type: none"> a. Environmental issue: Tell us how your project will promote environmental education and protect the environment. b. Goals, audience, and outcomes: Describe the project goals, 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 involvement: Describe how your project will involve and benefit the public, including underserved populations. e. Providing 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 how. g. Contractor: If hiring a contractor for \$5,000 or more, describe your bidding process. Review pages 13-14 of the PPG Guidelines.
PART IV: Task Worksheet (Forms A1, A2 and A3): Complete a Task Worksheet (Forms A1, A2 and A3) for each task you are proposing in this project. The task should relate directly either to the problem described in number 15 above or to the issues described in number 16.	
General Information: Successful PPG projects have general tasks that involve specific activities to accomplish project goals. There may be several activities related to a task. Activities under tasks 2 and 3 must have a plan for measuring success. The measurements need to be specific and quantifiable. Task 1 addresses project administration and will be evaluated by your grant officer upon completion of the project. Please see the Sample Task Worksheets (Forms A1, A2 and A3) below.	
1. Task Number, Title, and Summary	<p>Task Title: There are three different task titles. Each activity will fall under one of the following three task titles:</p> <ul style="list-style-type: none"> 1. Project Administration is how your group manages funding and carries out the tasks. See Task Worksheet A1 for project administration activities. Unlike the other two A forms, the A1 form lists the task activities. You must complete each activity. If something does not apply to you (such as bidding for contractors) write n/a. 2. Public Events and Outreach is how your group plans to educate the public. Task activity examples might be holding a public forum, renting space or equipment for a presentation, advertising for an event, paying speaker fees, hosting tours, and so on. 3. Educational Tools are what your group plans to make during the project. Task activity examples could be creating displays, newsletters, PowerPoint presentations, guides, checklists, booths, curriculums, etc. <p>Task Overview: The overview should outline the overarching goal of the task.</p>

	All activities should support the completion of the task. Your response should be a maximum of three sentences.
2. Task Activities	<p>Multiple activities often support the completion of a task. See the sample application for an example. If you have more activities than letters on the form, add a line and letter for each additional activity. Briefly describe each activity. You will need to determine the approximate amount of funding related to each one. These activities need to transfer to the Budget Worksheet (Form B). The total of all of the activities' costs should equal the task total.</p> <p>Person or position responsible for this activity: Identify who in your organization will be responsible for carrying out the activity.</p> <p>Activity summary including expected outcomes: Provide a brief summary (up to three sentences) about the expected outcomes for this activity.</p> <p>Outcome Measurements: The <i>outcome</i> refers to the accomplishment for each activity. You must provide at least one expected outcome for each activity. The outcome needs to be clear and measurable. State what you will measure, how you will measure it, and when you will measure it.</p> <p>PPG Eligible Cost: This is the PPG eligible cost for this activity only. Please add this figure to the PPG Eligible Cost column in the Budget Worksheet (Form B). You may include up to 25 percent of billable hours, or actual costs, whichever is less, for payroll taxes and benefits. If offering you a grant, Ecology will expect you to provide more detailed budget information.</p> <p>Hours for paid staff: Provide the number of paid staff hours you expect for this activity.</p> <p>Consultant checkbox: Check this box if you plan to hire a consultant to perform work on this activity. Review pages 13-14 of the PPG Guidelines for bidding requirements (RCW 39.29).</p> <p>Fees charged checkbox: Public Participation Grants are not for profit and intended to include all members of the public. If PPG funding is not enough to cover the costs of the event or product, you must negotiate any revenue coming from fees with your grant officer and disclose the rates for public knowledge.</p>
Budget Worksheet (Form B): Please read all of the instructions for completing the Task Worksheet (Form A) before completing the Budget Worksheet (Form B).	
Budget Worksheet (Form B)	The Budget Worksheet (Form B) shows all of the costs associated with this project. Using the information and task numbers from the Task Worksheet (Form A), enter the activity and task information on the correct line on the Budget Worksheet (Form B). All tasks should add up and match the budget amount on the application on Item #4—Total Project Budget. Please refer to Items #1 and 2 in the Task Worksheet (Form A) Instructions for a list of task titles and related activities. You must disclose any fees charged for events or products as income on the on the Budget Worksheet (Form B).
Project Summary	Please complete the Project Summary on Budget Worksheet (Form B). List the task title, completion date, and person responsible. This information should be consistent with what you listed on the Task Worksheet (Form A) for each task.