

## APPLICATION COVER SHEET

Applicant:	
Street Address:	
Mailing Address (if different from street address):	
City & Zip Code:	County:

<b>Primary Contact</b> (Name & Title):	
Phone:	Fax:
Email Address:	

<b>Finance Officer</b> (Name & Title):	
Phone:	Fax:
Email Address:	

<b>Program Director</b> (Name & Title):	
Phone:	Fax:
Email Address:	

Assembly District(s):
Senate District(s):

Identify Any Regional or Statewide Impact:
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Brief Description of Project (3-5 Sentences):
Total Grant Request: \$ _____

**Certification:**

*I declare, under penalty of perjury, that all information submitted for the Board's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.*

Signature:	Date:	Phone:
Print Name and Title of Person Authorized by Resolution:		

## INSTRUCTIONS FOR APPLICATION COVER SHEET

### **Applicant**

This is the name of the nonprofit organization that is submitting the proposal, e.g. ABC Nonprofit.

### **Primary Contact**

This person is responsible for carrying out the day-to-day management and implementation of the grant. All CIWMB correspondence will be directed to this individual. **The Primary Contact must be an employee of the nonprofit organization.**

### **Finance Officer**

This person is responsible for compiling payment requests and tracking all grant expenditures and encumbrances e.g., Budget Officer or Accounting Technician.

### **Program Director**

This individual has ultimate responsibility for the project. The Program Director should be in a position ranking above that of the Primary Contact.

### **Assembly and Senate Districts**

List the district numbers for all districts affected by the proposed project.

### **Regional or Statewide Impact**

List the cities and or counties or areas of the state that this proposal will affect.

### **Brief Description of Project**

Include a three to five sentence summary of the proposed project. This summary may be distributed by the CIWMB to the public.

### **Total Grant Request**

The total number of dollars being requested from the CIWMB rounded to the nearest dollar. Do not include applicant contributions or in-kind services.

### **Signature**

**Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.**

**SAMPLE RESOLUTION**

WHEREAS, the people of the State of California have enacted the California Used Oil Recycling Enhancement Act that provides funds to nonprofit organizations for establishing and maintaining used oil collection projects that encourage recycling or appropriate management of used oil; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing the application by nonprofit organizations under the program; and

\* WHEREAS, the applicant warrants that the applicant has adequate insurance coverage in the form of Worker's Compensation, comprehensive personal injury and comprehensive property damage policies for the term of the grant;

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ (*Title of Governing Body*) authorizes the submittal of an application to the California Integrated Waste Management Board for a 2000/01 Used Oil Nonprofit Grant. The \_\_\_\_\_ (*Title of Official*) of the (*Name of nonprofit organization*) or his/her designee is hereby authorized and empowered to execute in the name of the \_\_\_\_\_ (*Name of nonprofit organization*) all necessary applications, contracts, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing letter of resolution was passed by the \_\_\_\_\_ (*Title of Governing Body*) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Effective \_\_\_\_\_, 20\_\_\_\_\_.

ATTEST:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Name and Title of Individual Authorized to Sign)*

\* This paragraph **must** be included in any resolution approved by the applicant's Board of Directors. Failure to include this paragraph may disqualify the proposal for funding.

**Lead Applicant for a Regional Program** – NOW, THEREFORE, BE IT RESOLVED, that the (Lead Applicant's Governing Body) authorizes the submittal of a regional application on behalf of the (List Participating NP Organizations) to the California Integrated Waste Management Board for a Used Oil Nonprofit Grant – Fourth Cycle. The (Title of Official for Lead NP) of the (Name of Lead NP organization), or their designee, is hereby authorized and empowered to execute in the name of the above named NP organizations all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant applications.

**Participant in a Regional Program** – NOW, THEREFORE, BE IT RESOLVED that the (Name of Participating NP Organization) authorizes the (Name of the Lead NP Organization) to submit to the California Integrated Waste Management Board a regional application for a Used Oil Nonprofit Grant – Fourth Cycle on its behalf. The (Name of the Lead NP) is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.



**WORK STATEMENT**

Applicant \_\_\_\_\_

Date: \_\_\_\_\_

Reporting and Expenditure Category \_\_\_\_\_

Activity Number	Description of Activity	Staff or Contractor	Time Period

See reverse for completion instructions

## INSTRUCTIONS FOR COMPLETING THE WORK STATEMENT FORM

The Work Statement must list all activities described in the project narrative that are necessary to complete the proposed project.

1. Fill in the applicant name, reporting and expenditure category and date the work statement was written in the appropriate spaces. Start the Work Statement for each reporting and expenditure category on a new piece of paper.
2. List (number) and describe the proposed major activities to be undertaken, whether the activity will be completed by jurisdiction staff or a contractor and the time period in which the activity will occur.

### REPORTING AND EXPENDITURE CATEGORIES

**Permanent Collection Facilities:** Costs for the establishment, expansion, and operation of permanent used oil collection facilities. Costs for recycle-only facilities should also be included here.

**Temporary or Mobile Collection:** Costs for one day, intermittent events, or mobile collection (other than residential collection of used oil).

**Residential Collection:** Costs for the establishment, continuation, or expansion of curbside or door-to-door collection of used oil.

**Publicity and Education:** Costs for the development, printing, and distribution of publicity or educational materials that promote the used oil collection opportunities funded this grant cycle.

**Personnel/Other:** Include all personnel time and any other eligible expenditure that cannot be assigned to another category.

### SAMPLE

Applicant: ABC Nonprofit

Date: November 1, 2000

Reporting and Expenditure Category: Permanent Collection Facilities

Activity Number	Description of Activity	Staff or Contractor	Time Period
1	Write RFP for construction of Permanent Collection Facility at the landfill	NP Staff	November 1 – Dec. 30, 2000
2	Release RFP with a due date of August 15, 2000	NP Staff	Dec. 30 – February 15, 2001
3	Finalize facility permitting	NPStaff	Dec. 30 – February 15, 2001
4	Facility Construction	Contractor	May 15 – July 15, 2001
5	Order oil tank, drums for filters and safety equipment (see budget itemization for a complete list of materials, equipment and supplies)	NP Staff	June 15 – July 15, 2001
6	Train 5 County staff for 40 hour HAZWOPR certification	NP Staff	August 1 – August 31, 2001
...			
15	Opening Ceremony for Permanent Facility	NPStaff	November 1, 2001

**SAMPLE BUDGET ITEMIZATION**

**Temporary/Mobile Collection**

Used oil transportation and recycling – 4 events @ \$500/event *	<u>\$2,000.00</u>
<b>TOTAL Temporary/Mobile Collection</b>	<b>2,000.00</b>

**Education and Publicity**

Focus group study for public education campaign *	\$ 4,500.00
Radio promotion for collection events – 75 spots @ 18.50 spot *	\$ 1,388.00
Banner for display on Main Street – 25 ' x 30' *	\$ 350.00
Newspaper ads – 12 ads @ \$125 ea.*	\$ 1,500.00
Utility Bill Inserts – 92,000 @ 12¢ ea.*	\$ 11,040.00
Refrigerator magnets – 5,000 @ 79¢ ea.*	\$ 3,950.00
Booth at 10 local community events @ average of \$75/event	\$ 750.00
Used Oil Collection Containers – 1,000 @ 4.75 ea.*	<u>\$ 4,750.00</u>
<b>TOTAL Education and Publicity</b>	<b>\$ 28,228.00</b>

**Personnel/Other Costs**

Contractor field labor – 6 staff @ \$50/hour for 4 events at 8 hour each *	\$9,600.00
Assistant Director – 8 hours/event for 4 events @ \$46.50/hour (fully loaded rate)	\$1,488.00
– 50 hours @ \$28/hour (general grant administration & reporting)	\$ 1,400.00
Assistant Director – 10 hours @ 46.50/hour (general grant administration & reporting)	<u>\$465.00</u>
<b>TOTAL Other Costs</b>	<b>\$12,953.00</b>

<b>TOTAL GRANT REQUEST</b>	<b>\$43,181.00</b>
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\* Copy of bid/estimate attached



# GRANTS SUMMARY WORKSHEET

**Exhibit E**

Grantee	Agreement Number	Grant Award \$	Granting Entity and Brief Project Description	% of Project Completed

See reverse for completion instructions

## INSTRUCTIONS FOR COMPLETING THE GRANTS SUMMARY WORKSHEET

List any grants received that your organization received between 1996 and the present.

1. Grantee: Enter the name of the nonprofit organization that received the grant.
2. Agreement Number: List the agreement number for the grant. For example: CIWMB Used Oil Nonprofit Grant agreement numbers begin with UNP1, UNP2, UNP3.
3. Grant Award \$: List the amount approved, not the amount requested.
4. Granting Entity and Brief Program Description: State awarding agency and give a 1-2-sentence summary of the project.
5. Percentage of Project Completed: An empirical determination of the percentage of project goals that were accomplished.

### SAMPLE

Grantee	Agreement Number	Grant Award \$	Brief Program Description	% of Project Completed
<i>ABC Nonprofit</i>	<i>HHS4-99-237-07</i>	<i>\$175,450.00</i>	<i>Federal (Health &amp; Human Services). Development of statewide oil recycling publicity campaign focusing on minority DIYers.</i>	<i>55%</i>
<i>ABC Nonprofit</i>	<i>UNP3-97-999-19</i>	<i>\$ 30,479.00</i>	<i>State of California (CIWMB) Used Oil Grant. Continued and expanded a used oil public education campaign with a direct mail piece and radio advertising.</i>	<i>95%</i>

<b>2000-2001 USED OIL NONPROFIT GRANT SCORING CRITERIA</b>	
<b>Applicants must score 70% (45 points) of the 65 points to be considered for grant funding</b>	
<b>Points</b>	<b>Description</b>
<b>GENERAL REVIEW CRITERIA:</b>	
15	1. <b>NEED.</b> Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project.
10	2. <b>OBJECTIVES.</b> Work statement and grant narrative are sufficiently detailed to determine that the project is based on the identified need described in the narrative, describes specific and measurable goals and objectives, and demonstrates that objectives can be achieved within the indicated time frame.
10	3. <b>METHODOLOGY.</b> Grant proposal describes by task the activities to be undertaken to achieve the objectives.
5	4. <b>EVALUATION.</b> Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished.
5	5. <b>BUDGET.</b> Grant proposal sufficiently demonstrates that the proposed expenses are reasonable. All program elements described in the grant application and work statement are itemized in the budget.
5	6. <b>COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.</b> Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise, and experience successfully managing grant programs, to carry out the proposed project.
10	7. <b>RE-REFINED OIL.</b> Demonstrate NP use of re-refined oil and/or support from a local jurisdiction(s) whose vehicle fleet is currently using re-refined oil. If your organization or supporting jurisdiction is currently using re-refined oil in their local vehicle fleet, applicants must provide documentation.
5	8. <b>GREEN PROCUREMENT.</b> Demonstrate evidence of a green procurement policy for the NP and/or local jurisdiction. The policy should require the organization and/or local jurisdiction to use recycled content products, recyclable or reusable products, or other waste reduction measures where appropriate and feasible.
<b>65</b>	<b>TOTAL POSSIBLE GENERAL CRITERIA POINTS</b>
	<b>PROGRAM CRITERIA</b>
5	9. <b>PRIOR FUNDING.</b> No NP grant funding during last two cycles (UNP2 or UNP3). Grant proposal is from an applicant who did not receive a Nonprofit Grant in Fiscal Year 96/97 or 98/99.
<b>70</b>	<b>TOTAL POSSIBLE SCORE (Total of General Review Criteria and Program Criteria Points)</b>







**California Integrated Waste Management Board  
Used Oil Nonprofit Grant Program-Fourth Cycle**