Name of Organization:

Project Title:

Legal Address:

Total funding amount requested:

Project Director Name/Contact Information:

Administrative Contact Name/Contact Information (if different from above):

Do you plan to collaborate with other entities?             Yes                  No

***Use of this template is optional. If you use a different format, please include all of the information in this template. Responses should be no more than 10 pages.***

|  |
| --- |
| **Workplan** |
| Please answer the following:1. What is the solid waste management need?
2. What are your solution’s objectives?
3. How will your project benefit your community, town, or region?
4. What steps will be taken to accomplish the project’s objectives?
	1. Who will take these steps?
	2. How will these steps be completed?
5. How will your project transition from planning, education, or outreach, through implementation and the monitoring phase, to project completion?
6. How do you plan to document successes and challenges of your project so it can potentially be replicated elsewhere in the Arctic? (I.e., before and after photos, ‘how to’ manual, guide of steps taken, cost guide for major purchases, MOU, descriptive summary of negotiated rates for barge transportation, etc.)
7. Does your project have a circumpolar component? If so, describe the project’s impact on the Arctic region
 |
| Who is your team? Please provide a list of staff or brief 1-2 sentence description of the intended plan for staffing the project and what their intended role will be. If they are from a different organization, please note that. |
| Please provide a detailed schedule for the implementation phase of your project. The anticipated start date is 1/20/2025, and the anticipated end date is 10/19/2026. Be specific. \*Dates are subject to change.

|  |  |
| --- | --- |
|  | **Month** |
|  | 2025 | 2026 |
| **Milestone** | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Oct |
| Kickoff meeting |  |  |  |  |  |  |  |  |  |  |  |
| Final workplan activities (including outcomes, milestones, and measurements of successes and challenges)and start uppurchases |  |  |  |  |  |  |  |  |  |  |  |
| Project Planning (agreements, partner meetings, education, etc.) |  |  |  |  |  |  |  |  |  |  |  |
| Implementation  |  |  |  |  |  |  |  |  |  |  |  |
| *(List specific steps here)* |  |  |  |  |  |  |  |  |  |  |  |
| *(Dates for quarterly check in meetings)* |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Mid-point report |  |  |  |  |  |  |  |  |  |  |  |
| Workshop Prep (presentation, travel & logistics) |  |  |  |  |  |  |  |  |  |  |  |
| Final report |  |  |  |  |  |  |  |  |  |  |  |
| Monitoring Phase |  |  |  |  |  |  |  |  |  |  |
| Evaluation |  |  |  |  |  |  |  |  |  |  |  |

 |
| **Measurement of Success and Challenges** |
| Provide 2-5 metrics by which the success of your project can be measured. They should be a mix of yes/no indicators and quantitative indicators. Explain how you will obtain the information to report on these metrics. These metrics may be collected by U.S. EPA and Battelle at the end of implementation and during the evaluation. Additionally, please note how you plan to track performance against the metrics during the monitoring phase. At least one of the indicators provided should be a monitoring indicator used during the monitoring phase. Metrics should help answer the question, “How will this project educate, inform, or change community behavior in some way?” No deliverables are required during the monitoring phase, but subaward grantees should be able to provide new information at the evaluation phase about how their project has impacted their community at the 1-year mark. |
| **Budget**  |
| Please fill in the following table to show how you will spend the funds requested. You may also complete this table in Excel and submit as an attachment. Please provide estimates for costs other than labor in a separate document as relevant.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Labor** | **Staff Name** | **Responsibilities** | **Hours** | **Rate** | **Cost** |
| (Separate rows for personnel across tasks – e.g., project manager, laborer, community liaison, landfill operator, etc.) |  |  |  |  | $-  |
| *Example: Project Manager* | *Jane Johnson* | *Oversight of project, managing the budget, reporting, workshop prep and attendance....* | *100* | *$25/hr* | *2500* |
|  |  | 0 | ***Labor Subtotal*** | $- |
| **Other Direct Costs** | **Base Cost** |  | **# of items** |  | **Cost** |
| Purchases (i.e., equipment, materials, transportation costs, vehicle or heavy equipment leasing, office space rent for this project, gas, utilities, internet, phone, Starlink set up, long distance, etc.) |  |  |  |  | $-  |
| Travel – lodging, per diem, airfare to/from workshop, number of travelers |  |  |  |  | $- |
| Honoraria for interviewees for 1-yr evaluation (up to 4 people) |  |  |  |  | $500 each  |
|  |  | ***ODC Subtotal*** | $- |
|  |  | ***Grand Total*** | $- |

 |
| **Conflicts of Interest** |
| If you have any conflicts of interest relevant to this work, please describe. If no conflicts exist, please write ‘N/A.’ |
| **What to Submit** |
|  | **Completed Application** |
| Answer all the questions in this application and submit by the deadline to **fritz@battelle.org.** |
|  | **Budget** (if completing in an Excel file) **and Estimated Costs** |
| Estimated costs are helpful to explain any materials (ODCs) listed in your budget. |
| **Application Submission & Program Contacts** |
| ***If you plan to submit a proposal, please contact Meredith Fritz at*** ***fritz@battelle.org******.***  |
| Questions about this opportunity are welcome. If you have questions, please contact, Meredith Fritz at **fritz@battelle.org****.**Relevant questions and answers regarding this opportunity may be shared with all applicants**.** | Application materials must be sent to fritz@battelle.org by **November 7, 2024 at 5:00 PM, Eastern Daylight Time.** |