



PLAYGROUND SCRAP TIRE SURFACE MATERIAL GRANT APPLICATION FORM

Access PUB2425 - Playground Scrap Tire Surface Material Grant Application Instructions before completing this form.
Create separate attachments if adequate space is not allowed electronically.*

LEGAL NAME OF ORGANIZATION	ADDRESS	CITY/STATE/ZIP CODE
TELEPHONE NUMBER WITH AREA CODE	FAX NUMBER WITH AREA CODE	FEDERAL TAX ID NUMBER

1. APPLICANT PROFILE

Type of Applicant (Check one)

- Park or Park District
 Non-Profit Entity (attach legal status documentation)
 Private School
 Public Entity or Institution
 Government Organization
 Other (Explain)

NAME OF AUTHORIZED OFFICIAL	OFFICIAL TITLE	MAILING ADDRESS WITH CITY/STATE/ZIP CODE
TELEPHONE NUMBER WITH AREA CODE	FAX NUMBER WITH AREA CODE	EMAIL ADDRESS
PROJECT MANAGER	TITLE	MAILING ADDRESS WITH CITY/STATE/ZIP CODE
TELEPHONE NUMBER WITH AREA CODE	FAX NUMBER WITH AREA CODE	EMAIL ADDRESS

2. LOCATION PROFILE*

Indicate the physical address/location of the project site (if this is different from the official mailing address):

Property status (i.e., owned, leased, being purchased; attach proof of ownership [copy of deed with signature sheet and legal description] or written permission from property owner and their ownership proof [copy of deed with signature sheet and legal description]):

SOLID WASTE MANAGEMENT DISTRICT	COUNTY
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All applicants are to answer the following questions or provide an explanation as to why the items are not applicable to the proposed project. Provide as much information as you can to ensure the reviewers have a full understanding of the project.

3. PROJECT DESCRIPTION *

Describe the proposed project and its objectives; include material to be used, description and dimensions of project area.

Explain why there is a need for the project and its current status.

Describe the number of people served by the project and the approximate geographic area of Missouri that will benefit from the project.

4. MATERIAL SUMMARY, 4a. MATERIAL TYPE, 4b. MATERIAL CONTAINMENT/SUPPORT, 4c. MATERIAL COMMITMENT (See Playground Scrap Tire Surface Material Grant Application Instructions, PUB2425, page 3)*

Indicate the percentage of Missouri scrap tires used in a department-approved scrap tire material vendor's product and attach written documentation from them certifying the percentage.

Indicate the type of material to be used in your project (tiles/mats/pour-in-place or loose).

Describe the base material for tiles/mats/pour-in-place material or depth of material and containment method for loose material to be used in your project.

Indicate number of quotes, certification statements, contracts, purchase orders, etc. received from department-approved scrap tire material vendors.

5. MEDIA EXPOSURE*

Provide a plan regarding media exposure for this project.

Indicate the types of mediums you intend to use for media/public exposure of project.

6. RECYCLING EDUCATION*

Provide a plan to seek media exposure for this project (guidelines provided in the application instructions).

7. COOPERATIVE EFFORTS WITH YOUR REGIONAL SOLID WASTE MANAGEMENT DISTRICT (SWMD)*

Provide information regarding any other funding received from your regional SWMD for this project.

Indicate if your regional SWMD has committed to involvement with the project through presentation/event attendance (provide SWMD commitment documentation).

Indicate if your regional SWMD has only provided an endorsement letter in support of your project.

Indicate if your regional SWMD has no intention of being involved with or provide endorsement of your project.

8. SCOPE OF WORK/TIMELINE*

Identify project tasks by number and describe each task and length of time to accomplish the task. Project tasks are the actions taken to achieve specified project objectives. Identify which personnel are responsible for each task. Then, indicate tasks on timeline graph below:

8a. TIMELINE GRAPH (You may use the example provided below or create your own timeline, provided it supplies the required information.)

The Scope of Work tasks must be the items on the vertical axis of the timeline graph.

Quarterly progress reports are mandatory if receiving a grant and shall be submitted after the **third, sixth, ninth** and **twelfth** month of the project period. The project period will be stated on the Financial Assistance Agreement of the grant. Due to the variable nature of the financial assistance negotiation process, it is not possible to predict the project start date. For this reason, the months on the timeline are referred to as numbers 1-13, not as January, February, etc. Additional task spaces can be added, if needed.

PROJECT TIMELINE GRAPH (You may use this example or create your own timeline, provided it follows the same format.)

TASK													
TASK													
TASK													
TASK													
TASK													
TASK													
TASK													
TASK													
TASK													
QUARTER REPORTS													
PROJECT MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13

9. BUDGET

Complete the budget summary below showing the total cost of the proposed **playground** scrap tire surface material project. **Grant funds are eligible for scrap tire material, installation (by vendor) and delivery costs only.** Consulting/engineering fees, site preparation/labor, material containment/support, etc. are costs **NOT eligible** for grant fund reimbursement and should not be included in the budget summary.

Grant recipients requesting mats/tiles or pour-in-place material will be eligible for a grant award up to \$20,000 while those requesting loose material will be eligible for a grant award up to \$10,000. Preference will be given to applicants requesting mats/tiles or pour-in-place scrap tire material.

Note: The budget summary will be used as the basis for the grant agreement and reflects the maximum amount for which the recipient may be eligible for reimbursement. If an applicant receives a grant award based upon additional scoring of points due to the recipient's intent to purchase additional scrap tire surface material, the recipient will only be eligible to receive reimbursement based on the percentage of the actual project cost.

Budget Summary
(SCRAP TIRE SURFACE MATERIAL ONLY, DO NOT INCLUDE ANY OTHER PROJECT COSTS)
(i.e., ground prep, concrete/asphalt, non-scrap tire material installation labor, etc.)

	Requested Scrap Tire Surface Material Grant Funds	10. Additional Scrap Tire Surface Material Funds	Total Scrap Tire Material Project Cost (for scrap tire surface material only)
Scrap Tire Material			
Delivery			
Total			

9a. SUPPORTING DOCUMENTS

Preliminary Project Design*

Provide a diagram of the area where the scrap tire surface material will be used. Include dimensions of the area and type of material to be utilized. Loose surface material **MUST BE** at an eight inch depth to ensure fall safety, wire free and properly contained. Mats/tiles and pour-in-place surface material **MUST BE** placed on asphalt or concrete. Provide detailed information on the containment (loose fill) or support (mats/tiles, pour-in-place) material to be used. All scrap tire surface material projects must conform to the manufacturer's specifications.

APPLICATION CHECKLIST

Before submitting your application, please complete this checklist. Only if the applicant can answer "Yes" to all questions on this form should the application be submitted. **Evidence substantiating each "Yes" answer in the checklist must be included in the application and be referenced on the checklist.**

Criteria	Yes	Where Documented (Page Numbers)	Department's Compliance Test (Department use only.)
1. Is the certification statement below signed and dated by the authorized official or their designated signature authority representative?			
2. Are an original and two copies of the application are submitted?			
3. Is the project located in Missouri?			
4. Is the applicant profile complete?			
5. Is the location profile complete?			
6. Is the project description complete?			
7. Is the material summary complete?			
8. Is the media exposure complete?			
9. Is the recycling education complete?			
10. Is the Solid Waste Management Region cooperative effort complete?			
11. Is the scope of work complete?			
12. Is the time line graph complete and in the proper format?			
13. Is the budget complete and shows costs for scrap tire surface material, only?			
14. Is support documentation for the budget and design provided, as required?			
15. Is the amount of assistance requested \$20,000 or less for mats/tiles or pour-in-place surface material, or \$10,000 or less for loose surface material?			

I hereby certify that the information in this application is true and correct. I further certify that the organization that I represent has sufficient resources to conduct this project while awaiting reimbursement from the department.

Further, I certify compliance with the following criteria:

1. The applicant is not owned or controlled by a church, sect or denomination of religions and the grant would not directly aid any church, sect or denomination of religion.
2. The applicant's mission and activities are secular (separate from religion; not spiritual) in nature.
3. The grant will be used for secular (separate from religion; not spiritual) purposes rather than for sectarian (Denominational, devoted to a sect) purposes.
4. The instructions have been reviewed and the applicant agrees to the terms and conditions.

SIGNATURE OF AUTHORIZED OFFICIAL

DATE

SIGNATURE OF PROJECT MANAGER

DATE