



Scrap Tire Surface Material Grant Application Instructions for Form 780-2008

This fact sheet contains:

- Information about who may apply for scrap tire surface material grants.
- A description of scrap tire surface material grants.
- The amount of available funding.
- Detailed requirements and procedures for applying for a grant.
- Application instructions.
- Evaluation criteria.
- A list of scrap tire surface material vendors.
- Guidelines for planning information and educational activities.
- A Solid Waste Management Region map located on the departments website at www.dnr.mo.gov/env/swmp/swmd/swmdinfo.htm and list of Solid Waste Management planners located at www.dnr.mo.gov/env/swmp/docs/planlist.pdf.
- A list of prior grant recipients.

Who may apply for a scrap tire material grant?

Public school districts, private schools, park districts, nonprofit day care centers, other nonprofit entities and governmental organizations other than state agencies are eligible to submit applications. Privately owned, residential backyard playgrounds and private in-home day care centers are not eligible.

Assistance is available only for those projects located within the state of Missouri. Applications may come from an individual school within a public school district or individual park within a park district; however, the department reserves the right to limit the number of grants a school or park district can receive. Applicants may apply for one scrap tire surface material grant during a grant cycle.

Prior recipients of scrap tire surface material grants are ineligible during this grant cycle unless an expansion to the prior surfaced area is planned or a different location or area will be surfaced. Prior surfaced areas cannot be repaired or upgraded with grant funds.

Due to a Missouri Supreme Court ruling, religious based organizations may be eligible for a grant if:

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.

Note: The department reserves the right to deny funding to anyone convicted of defrauding the department, has failed to honor a previous contractual agreement or covenant with the department, has substantially failed to meet the minimum performance criteria of a previous project funded by the department due to mismanagement, deception or negligence, or has documented less than satisfactory performance in the administration of a previous department grant.

Scrap Tire Surface Material Grant Information

The department is accepting applications that promote the use of recycled scrap tires for surface material for playgrounds, running tracks, walking trails, or other surfacing projects. All grant recipients will be required to purchase scrap tire surface material from manufacturers that use at least 40 percent Missouri generated scrap tires in their surface material. Loose surface material must be eight inches deep, wire free and properly contained. Mats and pour-in-place surface material must be placed on asphalt, concrete, or other suitable surfaces. Running tracks, walking trails, or other surface material projects must conform to the manufacturer's specifications and be approved by the department.

Scrap Tire Surface Material Grant Funding

Preference will be given to applicants requesting mats or pour-in-place surface materials. Grant recipients requesting mats or pour-in-place surface material will be eligible to receive up to \$20,000 while those requesting loose surface material will be eligible to receive up to \$10,000.

Evaluation criteria will be used to score all applications. In addition to the evaluation criteria, the department may also consider factors such as equitable geographic distribution of the grants and additional money spent by the applicant in addition to the grant amount in awarding funds.

Scrap tire surface material grants are paid on a reimbursement basis. The grant recipient is responsible for making all payments for the project. Reimbursement may then be requested solely for the purchase and delivery of the scrap tire surface material. Grant recipients will be reimbursed only after all required documentation is submitted and approved by the department project manager. Failure to comply with project status reporting requirements will result in delay or non-reimbursement by the department. The term of all scrap tire surface material grants is one year as indicated in the Financial Assistance Agreement.

Funds for these grants must be appropriated and made available to the department by the Missouri General Assembly. The department then determines the total amount of funds available for grant award during the grant period.

Submission of Application

The original and two copies of the entire application and supporting documentation must be submitted. Be sure the person who is listed as the authorized official signs and dates the application.

Mailed applications must be postmarked by Wednesday, Jan. 19, 2011. Hand-delivered applications must arrive at the department by 5 p.m. on Wednesday, Jan. 19, 2011.

Mail your application to:

Missouri Department of Natural Resources
Solid Waste Management Program
P.O. Box 176
Jefferson City, MO 65102-0176

Hand-deliver your application to:

Missouri Department of Natural Resources
Solid Waste Management Program
1730 E. Elm St. (Lower Level)
Jefferson City, MO 65101-0176

Applications will not be accepted via fax or e-mail. Applications and supporting documents received after the deadline will not be considered for funding.

Scrap Tire Surface Material Vendors

The following is a list of vendors known to the department whose scrap tire surface material uses at least 40 percent Missouri tires in their product. The department in no way endorses the services of these businesses but provides this list for your information. The businesses are listed in no specific order. The department assumes no liability or responsibility for the quality of scrap tire surface material. Applicants should require from the manufacturer that the material be free of foreign material such as protruding metal, loose wire, rocks, wood, etc. The department suggests applicants request samples of the surface material and consultation regarding proper depth, containment, support and site preparation. Because manufacturers use different processes and feed stocks, the surface material from each vendor may vary.

Note: If a quote is received from a vendor not on this list it is possible scoring points will be deducted as vendors not provided on this list have not been verified by the department as using at least 40 percent Missouri tires in their product.

Missouri Vendor

All Inclusive Rec, LLC
P.O. Box 72
Farmington, MO 63640
573-701-9787
573-701-9212 fax
air@allinclusiverec.com

International Mulch Co.
3585 Tree Court Industrial Dr.
St. Louis, MO 63122
866-936-8524

Entire Recycling Inc.
13974 U.S. Hwy. 136
Rock Port, MO 64482
660-744-2252
877-209-7345

Welch Products Inc.
16510 Lancaster Estates
Grover, MO 63040
314-225-7988

S. Bollinger & Associates, LLC
P.O. Box 856
Hillsboro, MO 63050
636-797-5820
636-797-5881
Sbollingerandassociates.com

Kansas Vendor

Champlin Tire Recycling Inc.
P.O. Box 445
Concordia, KS 66901
800-295-3345

Evaluation Criteria

1. Applicant Profile and Checklist.

15 Points	This portion of the application and the checklist are complete (e.g., non-profit documentation, 3 application copies).
5 Points	This portion of the application and checklist are substantially complete, but not all information or requirements met.
0 Points	Significant areas of this portion of the application and checklist are not complete.

2. Location Profile

15 Points	This portion of the application is complete (all information provided, e.g., proof of ownership and/or owner written permission).
5 Points	This portion of the application is substantially complete, but additional information is needed.
0 Points	Significant areas of this portion of the application are not complete.

3. Project Description.

15 Points	This portion of the application is complete.
5 Points	This portion of the application is substantially complete, but additional information is needed.
0 Points	Significant areas of this portion of the application are not complete.

4. Material Summary (the project must use at least 40 percent Missouri generated scrap tires to be eligible).

15 Points	Project uses 100 percent scrap tires generated in Missouri (vendor source documentation provided).
5 Points	Project uses more than 40 percent scrap tires generated in Missouri but less than 100 percent (vendor source documentation provided).
0 Points	Project uses less than 40 percent scrap tires generated in Missouri or unable to determine or verify percentage of Missouri generated scrap tires used.

4A. Material Type.

15 Points	Project uses mats or pour-in-place surface material.
10 Points	Project uses a combination of mats, pour-in-place and loose surface material.
5 Points	Project uses loose surface material only.
0 Points	There are concerns about the appropriateness of the surface material used or the applicant does not describe the type of surface material to be used.

4B. Material Containment/Support.

15 Points	The described method of containment of eight inches of loose scrap tire material seems adequate or project uses mats or pour-in-place surface material on a concrete, asphalt or other suitable surface.
5 Points	There are concerns about the adequacy of the described containment or surfacing.
0 Points	The applicant does not describe any type of containment of the loose scrap tire surface material, or does not describe the surface where mats or pour-in-place surface material will be placed.

4C. Material Commitment (documented by copies of surface material vendor letters, quotes, contracts, purchase orders, etc.). Bids must specify the percent of Missouri generated scrap tires.

15 Points	Application includes bids or quotes from scrap tire surface material vendors.
10 Points	Application includes one or two quotes from scrap tire surface material.
5 Points	Application lists targeted vendors of the scrap tire surface material.
0 Points	Application does not include scrap tire surface material vendor information.

5. Media Exposure (mediums noted).

15 Points	Application includes at least four types of mediums for media/public exposure (e.g., e-mail, brochures, newspapers, website, radio).
5 Points	Application includes two to four types of mediums for media/public exposure.
0 Points	Application includes two or less types of mediums for media/public exposure.

6. Recycling Education.

15 Points	This portion of the application is complete (includes incorporation of solid waste management education into school curriculum or into informational material to be provided to the public by applicant).
5 Points	This portion of the application is substantially complete, but additional information is needed.
0 Points	Significant areas of this portion of the application are not complete.

7. Information Plan (see Guidelines for Planning Information and Education Activities).

15 Points	This portion of the application is complete.
5 Points	This portion of the application is substantially complete, but additional information is needed.
0 Points	Significant areas of this portion of the application are not complete.

8. Cooperative Efforts with Solid Waste Management Region.

15 Points	The Solid Waste Management Region has committed to involvement with the project through additional funding (region documentation provided).
10 Points	The Solid Waste Management Region has committed to involvement with the project through presentations/event attendance (region documentation provided).
5 Points	The Solid Waste Management Region endorses the project (region documentation provided).
0 Points	No involvement or endorsement from the Solid Waste Management Region.

9. Scope of Work/Timeline.

15 Points	The project is likely to be implemented in a timely manner (scope and timeline coincide).
5 Points	There are concerns about the project being implemented in a timely manner (portions of scope and timeline coincide).
0 Points	The project is unlikely to be implemented in a timely manner (scope and timeline don't coincide).

10. Budget/Support Documentation.

15 Points	The budget is complete and supported by 2 or more surface material vendor quotes.
10 Points	This portion of the application is substantially complete, but additional information is needed or only 1 surface material vendor quote was provided.
5 Points	Significant areas of this portion of the application are not complete.

11. Additional Points – Purchase of additional surface material/proof of support.

15 Points	Applicant will purchase an amount of the surface material that is greater than 50 percent of their requested state amount and is supported by documentation.
10 Points	Applicant will purchase an amount of the surface material that is greater than 25 percent, but less than 50 percent of their requested state amount and is supported by documentation.
5 Points	Applicant will purchase an amount of the surface material that is greater than 10 percent, but less than 25 percent of their requested state amount and supported by documentation.
0 Points	Applicant will purchase an amount of the surface material that is less than 10 percent of their requested state share or no support documentation.

12A. Additional Points - School district percentage of student population below the poverty level (based on DESE data).

20 Points	School district's student population poverty percentage is 75% or higher.
15 Points	School district's student population poverty percentage is 50% up to 75%.
10 Points	School district's student population poverty percentage is 10% up to 50%.
5 Points	School district's student population poverty percentage is less than 10%.

OR

12B. Additional Points - Entity's (other than schools) percentage of poverty level (based on Missouri Census Data Center data by zip code).

20 Points	ZIP code's poverty percentage is 40% or higher.
15 Points	ZIP code's poverty percentage is 25% up to 40%.
10 Points	ZIP code's poverty percentage is 10% up to 25%.
5 Points	ZIP code's poverty percentage is 1% up to 10%.
0 Points	ZIP code's poverty percentage is less than 1%.

Guidelines for Planning Information and Education Activities

Maximizing the effectiveness of information activities requires considerable thought and planning. Choosing whether to use written or audio-visual material and how the project should look depend largely on the purpose of the project. The following steps describe issues and details to decide before any information piece is produced.

Definitions

Information is the range of printed, spoken, recorded, taped and displayed communications, and other materials that may be used in media relations or in a marketing or education program.

Education is delivering information to a target audience that facilitates learning through defined objectives, measured content, review and evaluation.

Target Audience is the specific group of people to receive information or education.

Evaluation is a system for determining the effectiveness of the information or education program in fulfilling the objective.

Timeline is a schedule of deadlines to encourage the development of realistic objectives and to determine progress over a short period of time.

Information Plan

1. Define problem to be solved or situation to be changed.
2. Set objective(s).
3. Determine target audience(s).
4. Choose the most effective tool to convey message.
5. Determine content.
6. Define a method of evaluation effectiveness tool.

Implementation Plan

1. Determine budget (consider the following):
 - Research costs.
 - Production and duplication costs.
 - Distribution costs (shipment, postage; see “Distribution Plan” below).
2. Set timeline.

Distribution Plan

1. Determine total number to be printed or copied.
2. Determine possible methods and logistics for distribution.
3. Decide the most effective way to distribute materials or services.
4. Define a method of evaluating effectiveness of distribution.

Materials Development

Information and Awareness Tools:

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|----------------------------------|------------------------------|
| 1. Fact sheets. | 8. Periodicals. |
| 2. Technical bulletins. | 9. Audio-visual productions. |
| 3. Brochures. | 10. Posters. |
| 4. News releases. | 11. Exhibits. |
| 5. Public Service Announcements. | 12. Public meetings. |
| 6. Paid advertisements. | 13. Displays. |
| 7. Newsletters. | |

Creation

1. Use most effective writing style and graphics to reach target audience.
2. Review for technical content.
3. Edit writing and graphics.

Identifying the Missouri Department of Natural Resources

Credit the Missouri Department of Natural Resources as a funding source when applicable. Use full name and its logo. Camera-ready copies of the logo are available from the department's Division of Environmental Quality at 573-751-6892.

Using Recycled Materials

Any printed materials should be produced on recycled paper stock if at all possible. All these topics should be addressed in grant applications.

For More Information

Missouri Department of Natural Resources
Solid Waste Management Program
P.O. Box 176
Jefferson City, MO 65102-0176
800-361-4827 or 573-751-5401 office
573-526-3902 fax
www.dnr.mo.gov/env/swmp/index.html