**Grant Applications Due June 2, 2025, at 11:59 PM**

MassDEP is accepting proposals for local and regional projects in three categories: Waste Reduction, Organics Capacity, and Permanent Household Hazardous Waste (HHW) collection facilities. For more information on the Sustainable Materials Recovery Program (SMRP) Grant Program, including eligibility criteria, terms, and conditions, and a list of eligible waste reduction, organics capacity, and household hazardous waste facility projects, visit: [www.mass.gov/how-to/apply-for-a-sustainable-materials-recovery-program-smrp-municipal-grant](https://www.mass.gov/how-to/apply-for-a-sustainable-materials-recovery-program-smrp-municipal-grant).

Proposals may only be submitted as part of a grant application filed using the [Re-TRAC Connect™](https://app.re-trac.com/home) platform. During the submittal process the applicant will be prompted to attach this proposal. The deadline to file applications and proposals is 11:59 PM on June 2, 2025. Paper copies sent by mail or fax, or electronic files attached to an email will NOT be accepted.

Proposals must conform to the format below and include a budget and workplan. Proposals should be at least 4 pages but must not exceed 8 pages in length. Resumes of key personnel and letters of support are not included in the 8-page limit.

1. **Applicant Name:** Name and title of person submitting the proposal and name of organization.

Click or tap here to enter text.

1. **Project Title:** Please assign your project a title consisting of 8 words or less.

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1. **Project Justification/Need:** Discuss the problem or need you intend to address through this grant and why the grant is important to your community (or communities). What are the challenges or barriers you are attempting to overcome and how will the project benefit your municipality or the region? Are there any groups that will especially benefit from the project (i.e., limited or non-English speaking residents, multi-family buildings with limited recycling access, etc.). Is there a demand for the services being proposed? What are the current unmet needs/gaps in services? What are the inadequacies of the current program if one exists. Identify any relevant community conditions or assets that will contribute to the success of the project. For a Permanent Household Hazardous Waste Collection Facility, indicate whether the proposed facility is in your municipality or whether your municipality is participating in a regional effort. Identify where the facility will be sited and other municipalities and/or entities that will be included in the regional effort.

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1. **Project Goals:** Describe the project you are proposing in general terms and the amount of MassDEP funds that you are requesting. Discuss what you hope to accomplish with this grant, citing specific goals or desired outcomes (e.g., establish access to monthly HHW collection events for residents; increase recycling participation by 25%, etc.).

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1. **Work Plan:** Using the Task/Milestone template below, identify the major tasks or milestones for your project, who will be involved and the timeframe for completion. Then prepare a work plan narrative that describes the major tasks in more detail, identifies potential challenges or barriers and how they will be resolved, and the role that key personnel will play. The work plan narrative must also include a discussion of how the project or program will be sustained after grant funding ends (e.g., how a HHW facility will be staffed and how costs will be shared among municipalities). If this is a pilot program, describe the steps that will be taken to expand the program based on what is learned.

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| --- | --- | --- | --- |
| **Task/Milestone** | **Who will be involved?**  **(Existing staff, consultant, etc.)** | **Start** | **Completion** |
| **Example 1:**  *Develop and execute inter-municipal memorandum of agreement for participating municipalities* | *Municipal manager from each community* | *Month 1* | *Month 3* |
| **Example 2:**  *Hire consultant to draft RFP* | *Lead municipality will issue RFP; group will determine outcome* | *Month 2* | *Month 3* |
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**Work Plan Narrative:**

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1. **Project Evaluation:** Describe how you will evaluate or measure the success of the proposed project. What are the indicators of success? How will you measure the degree to which you’ve achieved your objectives? If appropriate, discuss baseline data available and data collection methodologies. Don’t forget to include the cost of evaluation when developing your budget.

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1. **Key Personnel:** Identify the staff person (by name and title) who will serve as the project coordinator and other key personnel such as consultants or subcontractors, if known. Also identify key staff at partner organizations or municipalities if appropriate. Provide a statement of qualifications or resumes for key project personnel as appropriate.

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1. **Letters of Support or Interest:** If the project involves other municipalities or partner organizations, you MUST provide letters of support that indicate their role, their reason for supporting the project, and what resources they will bring to the project (staff time, services, etc.). Attach letters of support as electronic files during the Re-TRAC Connect™ submittal process.
2. **Budget and Narrative:** Prepare your budget using the table format below. The budget should identify the items or services for which you are requesting funding from MassDEP (“Cost A” column) including personnel, equipment, capital improvement costs, promotion and outreach, etc. In the “Cost B” column, identify matching funds that your organization (or others) will contribute to the project, including cash or equipment and in-kind services/existing staff, estimating the value of in-kind services or materials to the best of your abilities. Note that grantees must submit a final project report describing the accomplishments, costs and lessons learned. Please budget accordingly. Include a budget narrative, in the space indicated below, that explains how the major costs were estimated and why they are justified. For example, a $10,000 line item for a consultant would include an explanation of the major tasks to be performed, the number of hours per task, and the hourly cost.

Note: Maximum request is $100,000 for a waste reduction project, $250,000 for a organics capacity project, and $250,000 for establishing a regional permanent household hazardous waste collection facility. Minimum request for all projects is $20,000.

**Budget Narrative:**

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**Budget Table:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenses Description** | **Cost A**  **(Request to DEP)** | **Cost B**  **(Covered by Match)** | **Total Cost**  **(A + B)** |
| **Personnel/Professional Services** (additional staff, consultant, contractors, engineers) | | | |
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| **Equipment/Capital Improvements** | | | |
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| **Promotion/Outreach** | | | |
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|  | **Total Grant Request Sum of A** | **Total Matching Funds**  **Sum of B** | **Total Project Budget** |
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