



REGION M WASTE MANAGEMENT DISTRICT
1801 West 32nd Street, Suite C.212 – Joplin, MO 64804
Phone: 417-317-5201 | www.RegionM.org

Instructions page 1 of 2

FY2023 Education Grant Instructions

Region M Waste Management District (WMD) provides funding through the Missouri Department of Natural Resources (MDNR) for environmental education projects for schools, colleges, universities, and nonprofit organizations. This funding occurs outside of the annual grant call.

The projects MUST emphasize or instruct the importance of good waste management with regards to reducing, reusing, and recycling. Awarded funds may be used for special education projects such as Earth Day or America Recycles Day events, recycling competitions or tournaments, books or digital media, recycling messages for public education, etc.

Each applicant will be able to request a minimum of \$1,000 but no more than \$2,000 in FY2023 (ends June 30, 2023). Projects must be approved by the Region M Board of Directors and by MDNR. Grants are awarded on a first come/first serve basis until the funds for the FY2023 Educational Grants are awarded. Awarded funds are disbursed on a **reimbursement** basis. Expenses must not be incurred prior to formal approval, but by project end date of 6/30/2023. All expense reimbursements must be requested by 7/15/2023.

Each application should include the applicant information form, executive summary, task and timeline, budget form, at least one letter of support, and other supporting documents (non-profit status, w-9, etc.).

Any and all equipment, supplies, materials, wages etc. must support the educational message delivered and have recycle content. For more information, please contact the district office at patty@regionm.org.

Applicants: It is strongly suggested that you contact Patty Overman, Region M District Planner, at the below telephone or email address, prior to completing the application.

Please e-mail, mail, or deliver your SIGNED Education Grant Application packet to:

Region M Waste Management
1801 W 32nd Street
Building C, Suite 212
Joplin, MO 64804
patty@regionm.org

Sincerely,

Patty Overman



[Facebook.com/RegionMWasteManagement](https://www.facebook.com/RegionMWasteManagement)

Applications must include the following items to be considered for funding:

1. Completed Application Form.
2. Executive Summary - may be as long as four pages. Please fully describe the educational component in detail, including but not limited to:
 - physical location and proposed dates of project
 - number of students/participants reached and/or targeted clientele
 - amount of materials (estimated in tons) recycled/diverted from landfill or other measurable outcomes
 - how the proposed project accomplishes recycling education
3. Task and Timeline.

Example -

Task 1: Meet with Region M Staff to sign FAA (Financial Assistance Agreement).

Task 2: Event/project planning.

Task 3: Implementation of event/project.

Task 4: Evaluate project and measurable outcomes.

Task 5: Complete final report and submit invoice for reimbursement.

| | | | | | | | | | | | | | |
|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|
| Task 1 | | | | | | | | | | | | | |
| Task 2 | | | | | | | | | | | | | |
| Task 3 | | | | | | | | | | | | | |
| Task 4 | | | | | | | | | | | | | |
| Task 5 | | | | | | | | | | | | | |
| Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |

Other tasks should be added that are specific to your project.

4. Completed budget document attached (please note, match funding is not required).
5. Letter(s) of support for your proposed project.



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FY2023 Education Grant Application Form

Applicant Name:

Project Title:

Applicant Information: Indicate how reimbursement checks should be made payable to.

Project Manager and Title:

Contact Number and Email:

| Item | Yes | Page Number Where Documented |
|--|-----|------------------------------------|
| 1. FY2023 Education Grant Application Form | | |
| 2. Executive Summary | | |
| 3. Tasks and Timeline | | |
| 4. Budget Document | | |
| 5. Letter(s) of Support | | |

Applicant Signature and Date:



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| REGION M WASTE MANAGEMENT DISTRICT Application Budget Document | | | |
|---|-------------------------|------------------------|------------|
| Budget Category | Grant Funding Requested | Match Funding Provided | Total Cost |
| Personnel | | | |
| | | | |
| | | | |
| Professional Services | | | |
| | | | |
| | | | |
| Supplies | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Equipment | | | |
| | | | |
| | | | |
| Travel | | | |
| | | | |
| Other | | | |
| | | | |
| Total Project Budget: | | | |



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Tasks:

1. Meet with Region M staff to discuss project.
2. _____
3. _____
4. _____
5. _____
6. _____
7. Submit invoice for reimbursement.
8. Complete final report.

Timeline:

| | | | | | | | | | | | | |
|--------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|
| Task 1 | | | | | | | | | | | | |
| Task 2 | | | | | | | | | | | | |
| Task 3 | | | | | | | | | | | | |
| Task 4 | | | | | | | | | | | | |
| Task 5 | | | | | | | | | | | | |
| Task 6 | | | | | | | | | | | | |
| Task 7 | | | | | | | | | | | | |
| Task 8 | | | | | | | | | | | | |
| Month | Aug 2022 | Sept 2022 | Oct 2022 | Nov 2022 | Dec 2022 | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | June 2023 | July 2023 |



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Executive Summary: